



**2021 Aerobic Gymnastics Pan American Championship
10-13 December 2021 Oaxtepec, MEX**

DIRECTIVES

Event ID: 16864

Dear PAGU affiliated Member Federations,

The Pan American Gymnastics Union (PAGU) through the Mexican Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official FIG and PAGU international event.

DISCIPLINE	Aerobic Gymnastics										
PAN AMERICAN GYMNASTICS UNION	Pan American Gymnastics Union Calle Pino Suárez, Manzana 85, Lote 602 Colonia Ampliación Miguel Hidalgo 2ª Sección C.P. 14250, Alcaldía de Tlalpan Mexico City, Mexico Tel: +52 55 8984-7848 E-mail: info@upag-pagu.org										
HOST FEDERATION	Mexican Gymnastics Federation Calle Pino Suárez, Manzana 85, Lote 602 Colonia Ampliación Miguel Hidalgo 2ª Sección C.P. 14250, Alcaldía de Tlalpan Mexico City, México Tel: +52 55 8984-7848 E-mail: info@fmgimnasia.org.mx Website: www.fmgimnasia.org										
EVENT MANAGEMENT	Event e-mail: oaxpan21@hotmail.com Local Organizing Committee: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">President</td> <td style="width: 33%;">Gustavo Salazar</td> <td style="width: 33%;">Telephone: +52 55 4618 7257 E-mail: ji_guso@yahoo.com.mx</td> </tr> <tr> <td>Administrative Coordinator</td> <td>Lorena Galán</td> <td>Telephone: +52 55 4618 5481 E-mail: lgalan@fmgimnasia.org</td> </tr> <tr> <td>Delegations Services</td> <td>Victor Zarza</td> <td>Telephone: +52 55 3922 0304 E-mail: victorzarza@hotmail.com</td> </tr> </table> <p>PAGU Technical Director: Jorge Fillón – PAGU AER Technical Committee President E-mail: jofillon@yahoo.com.ar</p>		President	Gustavo Salazar	Telephone: +52 55 4618 7257 E-mail: ji_guso@yahoo.com.mx	Administrative Coordinator	Lorena Galán	Telephone: +52 55 4618 5481 E-mail: lgalan@fmgimnasia.org	Delegations Services	Victor Zarza	Telephone: +52 55 3922 0304 E-mail: victorzarza@hotmail.com
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LOCATION	Oaxtepec, Morelos, México										
DATES	December 10-13, 2021										

VENUE	<p>DORADOS, Conventions & Resort Poliforum, Centro de usos múltiples Carretera Cocoyoc-Oaxtepec km. 2.5 Col. Centro, C.P. 62738 Oaxtepec, Morelos, México</p> 
APPARATUS	Please refer to the attached apparatus list
RULES AND TECHNICAL REGULATIONS	<p>The event will be organized according to the following FIG rules, as valid in the year of the event, and PAGU Technical Regulations:</p> <ul style="list-style-type: none"> • Statutes • Code of Ethics • Code of Conduct • Technical Regulations • Code of Discipline • Code of Points and relevant Newsletters / Helpdesk • General Judges' Rules • Specific Judges' Rules for Aerobic Gymnastics • Anti-doping Control Rules • Medical organization of FIG competitions and events • FIG Framework for safeguarding athletes and other participants from harassment and abuse in sport during events • License Rules • Media Rules • Apparatus Norms • Rules for sanctioning (approval) of International Events • Advertising and Publicity Rules • Regulations for Award Ceremonies • Accreditation Rules <p><i>and subsequent decisions made by FIG and PAGU Executive Committee</i></p>
INVITED FEDERATIONS	The Pan American Gymnastics Union invites all Federations affiliated to the PAGU and the FIG and which are up to date in their obligations.
AGES	<p>Seniors: 18 years old and older Age Group 1: 12–14 years old Age Group 2: 15–17 years old <i>*as of December 31, 2021</i> All gymnasts must have a valid FIG license until the end of the event.</p>
JURY AND JUDGES	<p>All judges must have a current valid FIG brevet at the time of the event. Each Federation must send 2 judges and shall evaluate in all phases of the competition. If one delegation sends a maximum of 5 units, only 1 judge with FIG brevet will be required. Federations with PAGU TC member may register him in addition to the judges of his Federation. The fine for failing to participate with the required judges is USD\$1,000.00 per missing judge. This fine must be paid to PAGU by <u>15 October 2021</u> at the latest.</p>

	<p>The National Federation must inform PAGU in advance (at the time of the definitive registration) to allow the appointment of an invited neutral judge. The fine does not apply to those Federations that do not have FIG Brevet judges.</p> <p>The judges' panel will have at least:</p> <ul style="list-style-type: none"> 4 Artistic Judges 4 Execution Judges 2 Difficulty Judges 1 Chair Judge 2 Line Judges 1 Time Judge 																																																				
REGISTRATION DEADLINES	<table border="1"> <tr> <td>Definitive registration</td> <td>15 October 2021</td> <td>info@upag-pagu.org</td> </tr> <tr> <td>Nominative registration</td> <td>12 November 2021</td> <td>info@upag-pagu.org</td> </tr> </table>	Definitive registration	15 October 2021	info@upag-pagu.org	Nominative registration	12 November 2021	info@upag-pagu.org																																														
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ENTRIES	<p>The entry fee for this event is USD\$50.00 per gymnast and category and must be paid to Local Organizing Committee (LOC) by 15 October 2021 at the latest.</p> <p>Entry fees will be valid only if they are sent to PAGU through member Federations, the corresponding deposits are attached, and forms are filled in with the required information.</p> <p>Untimely entries will not be valid, and the participation will not be permitted. A gymnast can only take part on 3 categories, according to FIG Technical Regulations, Section 1, Art. 4.4, pt 6.</p> <p>Note: Gymnasts registered in the Pan American Championship can also participate in the Club Pan American Cup, provided they make the respective registration and payment.</p> <p>There will be only one competition for Qualifications and for Finals. The scores will be taken into consideration for both, the Pan American Championship and the Club Pan American Cup respectively.</p>																																																				
DELEGATION SIZE	<p>The maximum number of persons per official delegation is as follows:</p> <table border="1"> <thead> <tr> <th>Function</th> <th>Senior</th> <th>AG1</th> <th>AG2</th> </tr> </thead> <tbody> <tr> <td>Gymnasts/units</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Individual Women</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Individual Men</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Mixed Pair</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Trio</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Group</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Aero Dance</td> <td>4</td> <td>0</td> <td>4</td> </tr> <tr> <td>Aero Step</td> <td>4</td> <td>0</td> <td>0</td> </tr> <tr> <td>Coaches</td> <td colspan="3"> 1 if participate with 1 unit 2 if participate with 2-7 units 3 if participate with 8-15 units 4 if participate with 16-20 units 5 if participate with 21 or more units </td> </tr> <tr> <td>Medical personnel</td> <td colspan="3">1</td> </tr> <tr> <td>Judges</td> <td colspan="3">2</td> </tr> <tr> <td>Head of Delegation</td> <td colspan="3">1</td> </tr> </tbody> </table>	Function	Senior	AG1	AG2	Gymnasts/units				Individual Women	4	4	4	Individual Men	4	4	4	Mixed Pair	4	4	4	Trio	4	4	4	Group	4	4	4	Aero Dance	4	0	4	Aero Step	4	0	0	Coaches	1 if participate with 1 unit 2 if participate with 2-7 units 3 if participate with 8-15 units 4 if participate with 16-20 units 5 if participate with 21 or more units			Medical personnel	1			Judges	2			Head of Delegation	1		
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ACCREDITATION	<p>Accreditation cost for additional delegation members is USD\$100.00 per person and must be paid to Local Organizing Committee by <u>15 October 2021</u> at the latest.</p> <p>Only the following persons will be entitled to receive an additional accreditation: Coach, Doctor, Physiotherapist, Team Manager and third judge (different from the PAGU TC Member). The accreditation for the third judge has no additional cost.</p>
	<p>Along with the Nominative registration all Federations must send a copy of the passport and a photograph for each member of the delegation. These documents shall be sent via email to: info@upag-pagu.org (only passports) oaxpan21@hotmail.com</p> <p>Requirements for each photo:</p> <ul style="list-style-type: none"> • File format: JPEG • Dimensions: min 210 x 270 pixels; max 420 x 540 pixels • 3.5 width x 4.5 cm high • File size: maximum 1 MB • White background <p>Each document must be identified with the Country Code, Last name, Name, Age Group, Category and Function of each member. Example: MEX_FERNANDEZ_Ana_AG1_IF_Gymnast These documents must be sent no later than <u>12 November 2021</u>.</p> <p>In case of not sending the photograph as requested, the Local Organizing Committee can take the photograph during the accreditation and will have an additional cost of USD\$10.00 for each one.</p> <p>In case of theft or loss of the accreditation, it must be informed immediately to the Local Organization Committee for the cancellation of the accreditation. The replacement of stolen or lost accreditation will cost USD\$50.00 to be covered by the accreditation holder.</p> <p>Accreditation will be distributed upon arrival at the accreditation desk. More information on the access zones for each accreditation will be given in the Work Plan.</p> <p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>
EVENT FORMAT	<p>The Pan American Championship consists of two phases: Qualifications and Finals in all categories and age groups.</p> <p>Qualification A maximum of 4 gymnasts/units are allowed to participate per Federation on each category and age group.</p> <p>Finals The highest ranked eight (8) gymnasts/units per category and age group will qualify to finals (maximum 2 per Federation). In case of a tie that cannot be broken, a second draw will be held for the tied positions, right after the Qualification competition. If the Organizing Federation failed to qualify at least one gymnast/unit in an age group, it may have a "wild card" with a gymnast/unit in the category</p>

	<p>they choose on that specific age group, provided they participated in the Qualifications phase. Therefore, the maximum number of gymnasts/units during the Finals is 8+1 in one category and 8 gymnasts/units on the remaining categories. The gymnast/unit with the “wild card” may be awarded a medal.</p> <p>Team Ranking (in each age group) In order to participate on Team Ranking, Federations must be represented by at least one unit in 4 different categories during the qualifying round in:</p> <ul style="list-style-type: none"> • Aerobic Gymnastics in Senior, AG2 and AG1: Individual Men and/or Individual Women, Mixed Pair, Trio, Group. • Aero Dance and/or Aero Step for Seniors. • Aero Dance for AG2. <p>Team Ranking will be established by the sum of the top 5 places in Senior, the top 4 places in AG2 and of the top 3 places in AG1 as follows:</p> <p><u>Senior</u></p> <ul style="list-style-type: none"> • the 4 best places from Aerobic Gymnastics: Individual Men or Individual Women, Mixed Pair, Trio, Group • the best place in Aero Dance or Aero Step <p><u>AG1</u></p> <ul style="list-style-type: none"> • the 3 best places in Aerobic Gymnastics: Individual Men or Individual Women, Mixed Pair, Trio, Group <p><u>AG2</u></p> <ul style="list-style-type: none"> • the 3 best places in Aerobic Gymnastics: Individual Men or Individual Women, Mixed Pair, Trio, Group • the place in Aero Dance <p>The top 5 places in Senior, the top 4 places in AG2 or the top 3 places in AG1 of each Team will turn into points according to their placement during Qualifications; for example, 1^o place = 1 point, 2^o place = 2 points, etc.</p> <p>The Federation with the lowest number of points will be declared Pan American Team Champion. Medals will be awarded to the best place on each category registered by the winner Teams for Team Ranking, even if they failed to contribute points to the final Team sum. Delegations must inform their team composition for Senior, AG1 and AG2 (1 Individual Men and/or Individual Women, 1 Mixed Pair, 1 Trio, 1 Group, 1 Aero Dance and/or Aero Step) at the moment of the Nominative Registration.</p>
AWARDS	<p>The best 3 places on each category and age group (Senior, AG2, AG1) will receive a medal and diploma. The tie breaking rules provided in the PAGU Technical Regulations will be applied. The scores obtained in the Qualification phase will be used to determine the Team Ranking (as long as the Federation register at least 4 different categories per age group). Medals and diplomas will be presented to the members of the best 3 Teams per age group, including two official coaches designated by their Federation. All members of the delegation will receive a certificate of participation.</p>

PROVISIONAL SCHEDULE	<p>Wednesday, 8/December All day Arrival of PAGU authorities Arrival of delegations Delegations' registration Limited trainings upon previous request Delegates' Technical Meeting</p> <p>Thursday, 9/December Judges Briefing Podium Training</p> <p>Friday, 10/December Opening Ceremony Qualification Competition</p> <p>Saturday, 11/ December Qualification Competition</p> <p>Sunday, 12/ December Qualification Competition</p> <p>Monday, 13/December Finals Competitions Awards Ceremonies Farewell Party</p> <p>Tuesday, 14/December All day Departure of Delegations and PAGU authorities</p>
DEFINITIVE SCHEDULE	A detailed program of activities with final schedule will be sent to the National Federations after the close of the definitive registration.
MEDICAL SERVICE	The Local Organizing Committee will provide first aid services and ambulance at the competition and training sites during the official activities.
COVID-19	<p>All participants will take a COVID-19 rapid test upon arrival to the official hotel and must stay in their rooms until the results of the tests are ready. The cost of this test is USD\$10.00 and must be covered by each Delegation.</p> <p>If the result of the test is positive, the delegation member must take a PCR test to confirm or reject the first positive result. The cost of this PCR is USD\$100.00 and must be covered by each Delegation.</p> <p>During the trainings and competition periods all participants are allowed to circulate only in the assigned spaces for the event.</p> <p>Besides the medical guidelines for the particular event, the FIG requires all participants, judges and officials to take standard precautionary measures, such as frequent hand-washing, wearing masks or face coverings at all times and keeping a physical distance of at least 1.5 meters whenever possible.</p> <p>The only situation in which the safety distance does not have to be respected is when a coach provides assistance (catch, lead, spotting) during an athlete's performance. This phase must be kept as short as possible, and the assisting person is obliged to wear a mask throughout.</p> <p>Gymnasts do not need to wear a mask or face covering while they are performing at the training venue or on the FOP and must keep a physical distance of at least 1.5 meters whenever possible.</p> <p>Additional information will be included in the Work Plan that will be sent to the Federations prior to the event.</p>

VISA	<p>Please verify immediately with your travel agency, Mexican Embassy or Consulate in your country if a visa is required for your travel to Mexico. The Local Organizing Committee will be happy to assist each member of the Delegation by sending an official invitation letter, provided that this request is made no later than 15 October 2021.</p> <p>This request must include the function, full name, gender, date of birth, citizenship, passport number, passport's expiration date, arrival and departure dates of the Delegation's member, as well as the city the official invitation letter must be sent to.</p>
INSURANCE	<p>The Host Federation, the Local Organizing Committee ("LOC"), the PAGU and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>The FIG Technical Regulations foresees that all participating Federations are responsible for making their own arrangements needed to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.</p> <p>Basic insurance (sickness, accident and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance.</p> <p>The LOC will verify the insurance upon arrival of the delegations (e.g. copy of insurance policy). Delegation members with insufficient insurance coverage must inform the LOC in advance, but no later than 12 November 2021.</p> <p>The LOC will offer insurance to the Federations at a cost of USD\$40.00 for all the official days of the event.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay the international travel expenses of all their delegation members, as well as the ground transportation to arrive to Oaxtepec, Morelos.</p> <p>Arrival International Airport Aeropuerto Internacional "Benito Juárez" de la Ciudad de México (AICM) IATA Code: MEX</p> <p>Oaxtepec, Morelos bus terminal Note: Buses departures from Mexico City to Oaxtepec are from the Aeropuerto Internacional de la Ciudad de México Terminal 1 and 2. The approximate cost of the bus ticket México-Oaxtepec or Oaxtepec-México is USD\$8.00 per way.</p> <p>The Travel Itinerary Form must be returned to the LOC by 12 November 2021 at the latest.</p>
LOCAL TRANSPORTATION	<p>Orientation will be provided at the Aeropuerto Internacional de la Ciudad de México terminals to take the bus to Oaxtepec.</p> <p>No local transportation will be required in Oaxtepec since the hotel and competition/training facilities are at the same complex.</p>
ACCOMMODATION AND MEALS	<p>OFFICIAL HOTEL</p> <p>DORADOS Conventions & Resort. Carretera Cocoyoc-Oaxtepec Km 2.5. Col. Centro, Oaxtepec, Morelos. México. Página web: www.doradosresort.com</p>



Occupation	Prices per night, per person	Includes (per person)
Single	USD\$79.00	1 breakfast, 1 lunch, 1 dinner
Double	USD\$56.00	1 breakfast, 1 lunch, 1 dinner
Triple	USD\$52.00	1 breakfast, 1 lunch, 1 dinner
Cuadruple	USD\$48.00	1 breakfast, 1 lunch, 1 dinner

The meals service starts with lunch on the arrival day and finishes with the breakfast on the departure day.

Prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the Local Organizing Committee no later than **15 October 2021**, the hotel rooms will be distributed in the order in which the applications and payments are received. The participating Federations must cover the accommodation and/or meals expenses of their delegation members.

50% of the accommodation/meals costs must be paid to the Local Organizing Committee no later than **15 October 2021**.

The remaining 50% must be paid no later than **12 November 2021**.

Note: Rooms and prices cannot be guaranteed if requests and/or payments are received after the deadlines.

CANCELLATION POLICY

Cancellation policy: The PAGU and the Local Organizing Committee strongly recommend that each Federation take cancellation insurance for their accommodation and meals reservation.

Date of cancellation	Reimbursement for cancellation
From November 13 to 19, 2021	50%
After November 19, 2021	No reimbursement

FAREWELL PARTY

The Farewell Party will be held on Monday **13 December 2021** and there will be no additional cost for the accredited members of the participating delegations who stay in the official hotels and have made the reservation through the LOC.

To follow the COVID-19 protocol, no additional tickets for this event will be available.

BANK INFORMATION

Intermediary Bank: Standard Chartered Bank
ABA: 026002561
SWIFT: SCBLUS33

Intermediary Bank address: 1095 Avenue of the Americas, New York City, N.Y. 10036, United States

	<p>Intermediary account: 3544-039183-001 Bank: Banco Monex S.A. SWIFT: MONXMM</p> <p>Name of the final beneficiary: FEDERACION MEXICANA DE GIMNASIA AC Contract number: 2264141</p> <p>Sometimes the CLABE SPID is requested, which is: 112962000022641415</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p> <p>Each participating federation is requested to make their payments only after receiving the respective invoice from the LOC. The respective Federation must send to the LOC the payment reference as follows: Country – Event – Invoice#</p>																								
MARKETING	FIG advertising and publicity norms must be respected.																								
MEDIA	<p>The media representatives, as well as the communications staff of the federations who are interested in covering the event, may apply for registration to PAGU (info@upag-pagu.org) no later than <u>12 November 2021</u>.</p> <p>In addition, the National Federations are asked to send a confirmation letter to PAGU.</p>																								
SOCIAL MEDIA	<p>Information about the event will be posted on the following sites:</p> <p>Federación Mexicana de Gimnasia Facebook: @fmgimnasia.org.mx Twitter: @FMGimnasia Youtube: Federacion Mexicana de Gimnasia, A.C. Instagram: @fedmex_gimnasia México</p> <p>UPAG Instagram: @upagpagu Twitter: @UPAG_PAGU Facebook: UPAG.PAGU.ORG</p>																								
DEADLINES SUMMARY	<p>To PAGU</p> <table border="1" data-bbox="488 1367 1446 1507"> <tr> <td>Definitive Registration</td> <td>15 October 2021</td> </tr> <tr> <td>Nominative Registration</td> <td>12 November 2021</td> </tr> <tr> <td>Copy of passports</td> <td>12 November 2021</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>15 October 2021</td> </tr> </table> <p>To the Local Organizing Committee</p> <table border="1" data-bbox="488 1577 1446 1913"> <tr> <td>Payment of the Entry fees</td> <td>15 October 2021</td> </tr> <tr> <td>Payment for additional accreditation</td> <td>15 October 2021</td> </tr> <tr> <td>Accommodation/meals Form</td> <td>15 October 2021</td> </tr> <tr> <td>50% payment of Accommodation/meals</td> <td>15 October 2021</td> </tr> <tr> <td>Remaining 50% payment of Accommodation/meals</td> <td>12 noviembre 2021</td> </tr> <tr> <td>Travel itinerary Form</td> <td>12 noviembre 2021</td> </tr> <tr> <td>Visa Request Form</td> <td>12 noviembre 2021</td> </tr> <tr> <td>Documents for accreditation (photos and passports)</td> <td>12 noviembre 2021</td> </tr> </table>	Definitive Registration	15 October 2021	Nominative Registration	12 November 2021	Copy of passports	12 November 2021	Payment of the fine for missing judge	15 October 2021	Payment of the Entry fees	15 October 2021	Payment for additional accreditation	15 October 2021	Accommodation/meals Form	15 October 2021	50% payment of Accommodation/meals	15 October 2021	Remaining 50% payment of Accommodation/meals	12 noviembre 2021	Travel itinerary Form	12 noviembre 2021	Visa Request Form	12 noviembre 2021	Documents for accreditation (photos and passports)	12 noviembre 2021
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	Submission of music by e-mail	12 noviembre 2021
	Submission of AER music form	12 noviembre 2021
	Request and payment of insurance	12 noviembre 2021
ADDITIONAL INFORMATION	<p>AER Music</p> <p>While the LOC guarantees respect for copyright and the dissemination of musical works, each National Federation must verify that the music of its Aerobic Gymnastics athletes does not infringe any copyright and that can be disseminated in the media.</p> <p>This confirmation must be done along with the nominative registration, no later than 12 November 2021. Each Federation will be asked to report on the duration, composer, artist and title of the music to be used for each exercise.</p> <p>Along with this information, the Federation must send via e-mail to the LOC the music (mp3 format) of each of the gymnasts/units, duly identified. Example: MEX_SENIOR_IF_PEREZ_Juana</p> <p>The MP3 music and the music form must be sent to: oaxpan21@hotmail.com</p> <p>During the registration the Heads of Delegation must present the following documents:</p> <ul style="list-style-type: none"> ▪ Passport of each delegation member ▪ Proof of medical coverage of all delegation members ▪ The music for each routine (gymnast/unit) in mp3 format (pen drive) ▪ National Anthem ▪ Flag of the country 	

Sincerely yours,




Patricia Dieguez
PAGU Secretary General




Gustavo Salazar Ortiz
President of the Mexican Gymnastics Federation

Mexico City, Mexico
October 5th, 2021