



# 12<sup>th</sup> FIG ACROBATIC GYMNASTICS WORLD AGE GROUP COMPETITIONS

**Baku (AZE)**  
**3-6 March 2022**



## WORK PLAN

**ID 16437**

**Note:**

**The LOC is fully preparing for the 12<sup>th</sup> FIG Acrobatic Gymnastics World Age Group Competitions and expects to get the final governmental Authorization to host the event during the pandemic by February 6, 2022. Therefore, we strongly recommend the participating delegations to issue air tickets after the LOC sends out official communication regarding receipt of final Authorization.**

Certain items written in these Work Plan are subject to change depending on the COVID-19 situation in the host city and country, and also on decisions made by the Azerbaijan Government and the public health authority in the host city.

The criteria for the participants entering the country are to be updated accordingly.

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## 2. **FOREWORD**

This work plan for the **12<sup>th</sup> FIG Acrobatic Gymnastics World Age Group Competitions** in Baku to be held from 3 until 6 March 2022 has been developed between FIG Headquarters, the FIG ACRO TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules:

- Statutes
- Code of Ethics
- Technical Regulations
- Judges' Rules (General and Acrobatic Gymnastics Specific)
- Acrobatic Gymnastics Code of Points
- ACRO Junior and WAGC Rules
- Acrobatic Gymnastics Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the FIG Competitions and Events during the COVID-19 pandemic
- FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- Anti-Doping Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules

*and subsequent decisions of the FIG Executive Committee and ACRO Technical Committee.*

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.6 of the Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc) and the LOC will not be allowed to participate in these World Age Group Competitions.

The official language of these World Age Group Competitions will be English. Interpretation from and into any other language must be organized by the Delegations. Announcements will be made in English and Azerbaijani.

This Work Plan is available in English ONLY.

## 3. **FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)**

Contact persons: Rui Vinagre

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CH-1003 Lausanne

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Website: [www.gymnastics.sport](http://www.gymnastics.sport)

## FIG OFFICIALS

Jury of Appeal and Competitions' Supervisory Board President	tbc
Jury of Appeal and Competitions' Supervisory Board Member	tbc

## FIG ACROBATIC GYMANSTICS TECHNICAL COMMITTEE (ACRO-TC) and SUPERIOR JURY

ACRO-TC President	Rosy TAEYMANS
ACRO-TC 1 <sup>st</sup> Vice-president	Bernardo TOMAS
ACRO-TC 2 <sup>nd</sup> Vice-president	Nikolina HRISTOVA
ACRO-TC member	Frank BOEHM
ACRO-TC member	Wieslawa MILEWSKA
ACRO-TC member	Yurii GOLIAK
ACRO-TC member	Irina NIKITINA

## FIG ATHLETES' REPRESENTATIVE

Athletes' Representative	May MILLER
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## FIG STAFF

ACRO Sports Events Manager	Rui VINAGRE
ACRO Sports Events Manager	Eunice LEBRE

## SmartScoring

SmartScoring Team Leader	Kamran RAMAZANOV
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## 4. LOCAL ORGANISING COMMITTEE (LOC)

### AZERBAIJAN GYMNASTICS FEDERATION

Contact Person: Ms. Shafiga Yolchuyeva  
MGA - Milli Gimnastika Arenası (National Gymnastics Arena)  
178 Heydar Aliyev Avenue, AZ-1029 BAKU Azerbaijan  
Tel: +994 12 493 30 11 / Mob: +994 50 591 91 22  
E-mail: [administration@agf.az](mailto:administration@agf.az) / [reception@agf.az](mailto:reception@agf.az)  
Website: <http://www.agf.az>

### LOCAL ORGANIZING COMMITTEE OFFICIALS

Local Organizing Committee	
President	Mehriban ALIYEVA
Vice-President	Altay HASANOV
Executive Director	Nurlana MAMMADZADA
Competitions` Director	Natalya BULANOVA
Administration	Shafiga YOLCHUYEVA
Head of Secretariat	Niyar ABDULLAYEVA
Head of Finance	Viktoriya ABUSHOVA
Head of Accreditation	Fuad ABBASOV
Venue Director	Magsud FARZULLAYEV
Deputy Venue Director	Narmina GULIYEVA
Press Officers	Sara ZEYNALOVA AyseI SULTANOVA
Medical Officer and Head of Security	Namig BADIRKHANOV
Ceremonies` Director	Ruslan EYVAZOV

Marketing Managers	Inara ISRAFILBAYOVA Ramil JABBAROV Farhad AHMADBAYLI
Delegations' Services Manager	Khagani FARAJOV
Sport Presentation	Lala MAHARRAMOVA Nigar ANOKHINA
Responsible for Transport	Ulvi LALAYEV
International Relations Manager	Mehman ALIYEV

### **LOC Office & Sport Information Center (SID)**

The LOC Office (Level -2) and Sport Information Center (Level 0) will be located at the competition venue and will be in operation from February 28<sup>th</sup> until March 6<sup>th</sup>, 2022. It will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition session.



The LOC phone number is as follows: +99455 544 67 47

Emergency number (out-of-office hours): +99450 373 45 65; +99455 918 80 40

Delegations' Mail Boxes will be set up at the SID.

A special "Mail Box" authority card will be issued during accreditation to each Head of Delegation or his/her Representative. This card must be shown by the Head of Delegation or his/her Representative when collecting new information from their Delegation' Mail Box. The Delegation member designated to collect the information from the Delegation' Mail Box will be required to sign each time he/she collects a document.

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution. The relevant documents will be distributed electronically via SmartScoring.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotel's lobby.

Moreover, by scanning QR Code placed on the Accreditation card, you will be able to access all competition information.

### **Liaison Officers**

The Official Language will be English. Interpretation from and into any other language must be organized by the Delegations.

5. **PROGRAMME (subject to changes)**

<b>Monday, February 28<sup>th</sup>, 2022</b>		
<b>12-18 / 13-19</b>		
All day	Arrival of Delegations	
09:00 – 20:00	Accreditations	MGA (LOC Office / Accreditation Room, -2)
09:00 – 19:00	Free training by request	MGA (Training & Warm-up Hall, -2)
<b>Tuesday, March 1<sup>st</sup>, 2022</b>		
<b>12-18 / 13-19</b>		
08:00 – 20:00 after each session	Training and Podium Training as per Schedule Athletes' Measurements <i>(after podium training)</i>	MGA (Training & Warm-up Hall, FoP, -2) MGA (Physio Room, -2)
10:00	Deadline to submit Tariff Sheets (if not uploaded)	MGA (LOC Office / Accreditation Room, -2)
10:00 – 11:00	Orientation meeting	Virtual
14:00 – 16:00	Judges Meeting	Virtual
11:00 – 18:00	Tariff Sheet evaluation/checking	MGA (Diff. Judges Room, +1)
<b>Wednesday, March 2<sup>nd</sup>, 2022</b>		
<b>12-18 / 13-19</b>		
08:00 – 20:00 after each session	Training and Podium Training as per Schedule Athletes' Measurements <i>(after podium training)</i>	MGA (Training & Warm-up Hall, FoP, -2) MGA (Measurements Room, -2)
13:00 – 17:00	Tariff Sheet evaluation/checking <i>(continuation)</i>	MGA (Diff. Judges Room, +1)
10:00 – 12:00	Judges' Meeting	Virtual
Followed by	Scoring System Instruction – (for Judges)	MGA
<b>Thursday, March 3<sup>rd</sup>, 2022</b>		
09:00 – 09:30	Judges' Briefing	MGA (Judges' room, -2)
09:40 – 09:55	Opening Ceremony	MGA
10:00 – 13:08	12-18 Q > MP (B), MxP (D), MG (B)	MGA (FOP, -2)
14:00 – 19:20	12-18 Q > WP (B), WG (D), MG (D)	MGA (FOP, -2)
<b>Friday, March 4<sup>th</sup>, 2022</b>		
09:15 – 09:30	Judges' Briefing	MGA (Judges' room, -2)
09:45 – 12:49	12-18 Q > MP (D), MxP (B) 12-18 Q > WP (D), WG (B)	MGA (FOP, -2)
13:30 – 20:13	12-18 Q > WP (D), WG (B) 13-19 Q > MP (B), MxP (D), MG (B)	MGA (FOP, -2)
<b>Saturday, March 5<sup>th</sup>, 2022</b>		
09:30 – 09:45	Judges' Briefing	MGA (Judges' room, -2)
10:00 – 13:13	13-19 Q > WP (B), WG (D)	MGA (FOP, -2)
14:15 – 16:40	13-19 Q > MP (D), MxP (B), MG (D)	MGA (FOP, -2)
17:00 – 20:15	12-18 Final (C) > WP, MG, MxP, MP, WG 12-18 Award Ceremonies	MGA (FOP, -2)
<b>Sunday, March 6<sup>th</sup>, 2022</b>		
All day	Departure of Delegations <i>(possible for 12-18)</i>	
09:30 – 09:45	Judges' Briefing	MGA (Judges' room, -2)
10:00 – 13:12	13-19 Q > WP (D), WG (B)	MGA (FOP, -2)
16:00 – 19:30	13-19 Final (C) > MP, WP, MG, WG, MxP 13-19 Award Ceremonies	MGA (FOP, -2)
... followed	Closing Ceremony	
<b>Monday, March 7<sup>th</sup>, 2022</b>		
All day	Departure of Delegations	

Notes:

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All timings are subject to slight alterations.

A detailed schedule will be given after the Nominative Registrations.

## **6. PARTICIPATION RIGHT and ACCREDITATIONS**

### **Participation Rights**

Please refer to the directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures, and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Age Group Competitions and who are not on this list must send to the FIG office (attention Mr. Loïc Vidmer at [lvimer@fig-gymnastics.org](mailto:lvimer@fig-gymnastics.org)) a copy of his/her medical certificate/diploma duly translated in English or French and must complete the “*Form to be accredited as Medical Doctor or Paramedical staff at FIG Events*” form which can be downloaded from the FIG database after creating a profile for medical staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

### **Accreditation Principles**

FIG Accreditation rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals’ right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member’s transferable access card. The accreditation card is also necessary to pass the security controls.

**Accreditations for the World Age Group Competitions will not be valid for the World Championships.**

**Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case.**

Further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations by the Head of Delegation, the Team Manager or any other person with the Appendix 10 duly filled, stamped and signed by the National Federation President or Secretary General.

### **Transferable access cards (TAC)**

The TACs are only transferable within the NF’s official delegation and appropriate function.

They can only be used in conjunction with the primary accreditation card.

Lost or stolen TACs shall not be replaced.

If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries that arrive at the agreed time and those delegations that fulfilled their financial obligations.



If the accreditation info has not been submitted as per instruction by 2<sup>nd</sup> February, 2022 at the latest, there will be a charge of 10 EUR for each photo taken at the accreditation center.

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The member's profile made without pictures will not be handled with priority. You may wait at the accreditation center.

As mentioned in the Directives, the Federations must submit online picture for each of their delegation member to the LOC via SmartScoring digital platform.

The LOC will contact the Federation which have not finalized the procedure.

The picture requirements are as follows:

Requirements for each identity color photo:

- Identity: country\_code\_function\_full name, for example: CHN\_Team Manager\_LI Haoyang
- File format: .jpg or .jpeg
- Dimensions: 350 mm x 450mm or 276 pixels wide x 354 pixels high

### **Control and Distribution of the Required Material**

Upon accreditation Heads of Delegations or their substitutes (max 2 persons due to the current COVID-19 pandemic) will be requested to:

- check the correct names of their complete Delegation members
- present to the LOC the valid passport of all Delegation Members for proof of identity and Nationality
  - confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
  - hand in copies of the passport of the gymnasts (if not uploaded online into the LOC system)
  - prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
  - 2 sets of Audio CD's of the music and a form with the duration and the author of the music has to be filled in, official titles/Interpreters have to be indicated
  - confirm the accuracy of the Music, uploaded on the LOC digital platform
  - verify the accommodation and meal requirements
  - verify the return flight schedules
  - show proof of the cover note or photocopy of the valid insurance policy in English
  - confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form

In principle, no changes can be made to the Tariff Sheets after its submission. Changes will be accepted only in case of injuries or minor accidents, or for other important reasons, subject to approval by the FIG Superior Jury.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the Head of Delegations via email addresses and WhatsApp numbers provided at the Accreditation.

At accreditation, LOC will also distribute and display information regarding the gymnasts' safeguarding plan.

The National Federations are requested to submit passport copies of each member of their delegation to the LOC online via the SmartScoring digital platform.

The LOC will contact the Federation which has not finalized the procedure.

**The Head of delegation/delegation members have to bring his/her/their own work plan and all appendices.**

### **Tariff Sheets**



The 12th World Age Groups Competition in Baku 2022 will use the LOC's online platform « Acro Companion » to create tariff sheets for the all Age Groups levels.

**Only tariff sheets made by Acro Companion will be accepted.**

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Acro Companion will be in contact with the contact person of the National Federation to require the necessary information regarding the coaches and the amount of tariff sheets.

All tariff sheets has to be sent inside Acro Companion's application AND a printed version of these tariff sheets handed over to the LOC (accreditation) at arrival.  
Details and guidelines have been sent to your National Federation.

In case of any issue, the contact person of the National Federation can contact Acro Companion directly at: [support@acro-companion.com](mailto:support@acro-companion.com)

Deadline of the upload of the tariff sheets is 3 days before arrival. Minor changes can still be done upon arrival.

The upload will be checked upon accreditation.

The tariff sheets have to be correctly filled in with all requested information.

Please be sure that all tariff sheets are correct, so you may avoid any penalties.

In principle, no changes can be made to the Tariff Sheets. Changes will be accepted only in case of injuries/minor accidents or for other important reasons subject to approval by the FIG Superior Jury President.

## Music

Because of the high number of registrations, we strongly recommend the delegations to upload the music in .MP3 format by using the LOC's online registration system (in combination with the login & password received).

During training and competition, the delegations must have an USB key with them for each exercise in .MP3 format (no back-up CD will be accepted). Competitors and coaches are responsible for all copies of their music.

➔ CD: the following information has to be written on each CD (.mp3 format):

- Exercise (BAL, DYN, COM)
- Qualification and/or Final (Q or F)
- Country (abbreviation) + number (for example 'BEL1')
- Age Group (12-18, 13-19)
- Category (MP – WP – MXP – MG – WG)

➔ USB: the name of each music file has to contain the following information (all music can be collected on 1 USB):

- Exercise (BAL, DYN, COM)
- Qualification and/or Final (Q or F)
- Country (abbreviation) + number (for example 'BEL1')
- Age Group (12-18, 13-19)
- Category (MP – WP – MXP – MG – WG)

*Example: BAL\_Q\_SUI2\_12-18\_MXP*

During the Competitions all music will be played by computer only. It is the responsibility of each delegation to ensure that the correct music is played for the respective gymnasts / unit.

The Head Delegation and /or coach will have to confirm by signing that it is the correct music corresponding to the gymnast / unit during the podium training of their delegation.

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## Delegation Seating

As there will be no spectators, the participating delegations` members are free to sit at available places. However, the delegations` members must sit together with the entire of their delegation, not mixing with any other delegation and must observe 1,5 m social distance due to COVID-19 global pandemic, and wear masks at all time.

## 7. INSURANCE

Please refer to the directives for details on the insurance policy.

Please also refer to the document provided by FIG for Athletes and Judges on the First Class Assistance, Appendix 9 and published on the [FIG website](#).

## 8. CHANGE OF START LIST

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts/unit can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 1).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications the federation is allowed to change accreditations. The gymnast injured or ill must return their accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 1).
- 60 minutes prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG/LOC medical doctor), a gymnast can be substituted (Appendix 1).
- In the case of injuries or illness with medical certificate verified by the official FIG / LOC medical doctor of one of the confirmed gymnasts in qualification from 60 min prior to the beginning of qualification or team final and until the end of qualification or team final, one reserve gymnast substitute by the NF. The substitute shall take exactly the same place as the replaced gymnast

**In all above-mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).**

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of Qualification (Unit 1).

In case a Federation withdraws a gymnast/unit from the Qualification Round (Appendix 3), his place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if **ABC 2** is withdrawn the **ABC 2** place will remain "empty".

## 9. VENUE

For general layout of the Offices and "back of the house", training and Warm-up area, Field of Play (FOP), please see Appendix 4.

## 10. TRANSPORTATION and VISA

Please refer to the directives for details on International transportation, Local transportation, Shuttle Services and Deadlines. For earlier or later departures, please contact directly the LOC in order to discuss the local transportation possibilities. Please see Section 23 for visa information.

### Arrivals

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

### Departures

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation

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during the accreditation. A detailed schedule for departures will be displayed on the board at the official hotels and will be communicated through WhatsApp.  
Accreditation cards will not give the possibility to use the public transports in Baku.

Transportation Managers will be present at the SID and at the pick-up/drop off areas.  
The Transport office phone number (printed on the back of each delegate's accreditation card) is:

+99455 918 80 40

Accredited team delegations that will arrive and depart on the official arrival and departure dates have to filled-in the online LOC platform will be provided with local Transport from Heydar Aliyev International Airport (GYD) to the official hotels based on the information received.  
The LOC will contact the Federation which has not finalized the procedure.  
This service will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venue (following the competition, warm-up, training and meeting schedules) as well as to any other official activities and back as needed.  
Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available at the Information desk and on display at the official hotels.

## **11. ACCOMMODATION**

Please refer to the directives for details on the selection of official Hotels, locations, payments, coordinates and cancellation policy, and Art. 23 of the present Work Plan (COVID-19 Measures) including deadline for submission and payment.

### **Check in Procedures**

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online via SmartScoring digital platform. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.  
Credit cards imprints may be made to cover all incidental costs during the individuals' stay.

Check-in time at official hotels is 14:00.

The check-in times of the respective hotels must be strictly respected.

### **Check out Procedures**

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 12:00.

LOC recommend doing the respective check out at least one hour before the scheduled transportation to the airport.

## **12. MEALS**

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy, and Art. 23 of the present Work Plan (COVID-19 Measures) including deadline for submission and payment.

The LOC will contact the Federation which has not finalized the procedure.

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Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 06:00 to 10:00

At the official Hotels:

- Lunch from 12:30 to 16:00
- Dinner from 19:00 to 22:00

At the MGA Arena:

- Lunch from 12:30 to 16:00
- Dinner from 18:00 to 20:00

As delegations were asked to book their meals at the official hotels MGA through the LOC via SmartScoring digital platform will receive the meal vouchers during the accreditation procedure and then use them at the respective Hotel or at the MGA Arena depending on their request. The delegations who reserved lunches may request the LOC to arrange lunch boxes one day prior to their actual need depending on the training / competition schedule.

Those delegations ordered lunch at the official hotel but having training and competition at that time, may request the LOC to have their lunches prepared in the “lunch boxes” no later than 24 hours before the day concerned.

The delegations having ordered dinner at MGA (from 18:00 to 20:00) may extend the dinner service time by making a relevant request to the LOC no later than 24 hours before the day concerned.

The LOC will provide the Delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges throughout the event with refreshments considering the precaution related COVID-19 pandemic situation in the judge’s room.

The LOC will provide the judges on duty on competition days with free lunch.

**Due to the preventive measures connected with COVID-19, there will be no farewell banquet.**

### **13. TRAINING**

#### **Official Training schedules**

Please refer to Appendix 6.

After the Qualifying Rounds, Training will be only available to those who have qualified for the finals.

Changes to the official scheduled training hours will not be accepted and delegations must respect the designated training times and the allocated areas.

#### **Early training opportunities**

Early training is available, by request.

Please contact the LOC at: [events@agf.az](mailto:events@agf.az)

### **14. COMPETITION**

The Competition Director and the Floor Manager will be in charge of the competition, warm-up, and training areas. All instructions given by them must be strictly observed, especially during TV broadcast (i.e. in relation with the marching in and out, Kiss & Cry, etc.).

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## **Announcements, Roll Calls and March-in**

During the competitions, the announcements will be made in English and Azerbaijani.

The first roll call will be conducted in the warm up hall 10 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall 5 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 5 minutes.

The competitions will be held in accordance with the 2022 FIG Technical Regulations including Section 5 for Acrobatic Gymnastics and the Rules for the Junior and WAGC Competition.

 *Please note that at these World Age Group Competitions, the start signal for the gymnasts is when the Chair of Judges Panel gives permission to start.*

## **Competition**

Based on the Nominative Registrations and in accordance with the FIG Technical Regulations, the gymnasts' drawing of lots was conducted on December 15<sup>th</sup>, 2021 in Lausanne.

Based on the drawing of lots the starting orders in the different categories were established.

The FIG, in consultation with the ACRO TC and the LOC reserves the right to apply adjustments to the starting order should the nominative registrations received generate organizational problems in terms of training, warm-up and competition schedules.

## **Competition Schedules**

Please see Appendix 7.

### **15. KISS & CRY**

The number of persons authorized in the Kiss & Cry is:

- 1 unit and 1 official (with TAC only).

This rule has to be strictly respected; any violation of it will result in a fine.

### **16. FIG CERTIFIED APPARATUS**

#### **Floors:**

Manufacturer Supplier: SPIETH - Elastic Swing Floor "Moscow"  
FIG ID: 253

#### **Landing Mat (Men's Group):**

Manufacturer Supplier: SPIETH  
FIG ID: 548

### **17. JUDGES' PANELS, SUPERIOR JURY and COMPETITION SUPERVISORY BOARD**

#### **Superior Jury**

The Superior Jury will consist of the ACRO Technical Committee President – Rosy Taeymans as President and the ACRO-TC members:

- Bernardo Tomás
- Nikolina Hristova
- Frank Boehm
- Wieslawa Milewska
- Yurii Goliak
- Irina Nikitina

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## Judges (All)

Only judges with the appropriate and valid category of brevet for their function for this XV Cycle (2022-2024) will be authorised to judge in these World Age Group Competitions.

Judges are requested to arrive in Baku the day before the Judges' Instruction and to be available until the last day of the competition. Judges not taking part at the Judges Meetings/Briefings/Instructions will not be able to integrate the panels.

All judges will be "labelled" according to their nationality, i.e. they are presented as representing their NF on the scoreboards, on printed judges' lists and results, in TV graphics, etc.

## Chairs of Judges Panels

The Chairs of Judges' Panels were drawn by the ACRO-TC.

## Difficulty and Execution judges

All D Judges were drawn by the ACRO TC.

All E, A and T Judges will be drawn by the ACRO TC, in Baku.

In the draws of judges for the finals, if possible, only judges whose federations are not represented in the final will participate.

For all draws, priority will be given to the highest ranked judges present at the competition.

## Jury of Appeal and Competitions' Supervisory Board

The Jury of Appeal is:

- *tbc*

and one person (member) to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

## 18. SCORING

SmartScoring will provide the official scoring equipment for these World Age Group Competitions. The SmartScoring equipment will be used for the data management of the start lists, scores and results.

Video control system will be used in accordance with FIG Rules, the results will be distributed in accordance with the Technical Regulations. The list of competitors and judges' assignments will be distributed before each competition.

Scoring will be carried out by local SmartScoring brand. Video Control system will be provided.

Online scoring will be available on the following link: <https://www.smartscoreing.com/en/>

Competition results will be sent to the e-mail addresses of a responsible person of each delegation provided at the Accreditation.

## 19. INQUIRY

As per Art. 8.5 of the Technical Regulations, inquiries for the difficulty scores are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following unit is shown. For the last individual unit, this limit is one minute after the score is shown on the score board.

The person designated to receive the verbal inquiry (Inquiry Officer) has to note the time of receiving it and this starts the procedure. Only the accredited coaches in the competition area are entitled to submit an inquiry. The expected score **must** be mentioned on the inquiry form for the inquiry to be accepted.

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An area close to the Kiss & Cry where the coach of the competing gymnast can see the score of the exercise will be designated. Late verbal inquiries will be rejected.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires an agreement of payment of CHF 300.- for the first inquiry, CHF 500.- for the second inquiry, CHF 1'000.- for the third and all subsequent inquiries, lodged by the same Federation throughout the World Age Group Competitions (and not starting from "1" at each competition phase).

**Federations shall not pay cash as cash money is not allowed on the FOP.  
Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.**

Every inquiry must be examined by the Superior Jury and a final decision which may not be appealed must be taken at the very latest:

- at the end of group for the Qualifications
- before the score of the following unit is shown for the Finals

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation for Solidarity.

## **20. CEREMONIES**

### **Opening Ceremony**

Please refer to the general schedule for the date and time of the Opening Ceremony.

Further detailed information will be given during the Orientation Meeting. No gymnasts are required to participate in the Opening ceremony.

The Judges', Coaches' and Athletes' Oath will be read during the Opening Ceremony according to the Technical Regulations, Reg. 7.12.

### **Presentation of the Finalists:**

The LOC will make a presentation of the finalists (in all categories) before the respective finals.

More information about meeting point and circulation will be given at the orientation meeting.

### **Award Ceremonies**

All award ceremonies will take place according to the General Programme and will be carried out in accordance with the FIG Regulations for Award Ceremonies. On the podium, awards will only be presented to the medal winners - units ranked 1<sup>st</sup> to 3<sup>rd</sup>. There will be no medal presenters.

**The gymnast(s) must be on time for the award ceremony as advised according to the schedule.**

**A unit who is absent with unjustified reason will be disqualified.**

**Dress code: National Tracksuit**

The national flags of the best 3 units per category will be hoisted and the national anthem of the winner will be played.

### **Closing Ceremony**

The Closing Ceremony will be part of the final session of the Finals at the MGA Arena on the official podium. For specific timing, please refer to the general schedule.

## **21. MEDICAL SERVICES**

The medical service is provided by the Local Organising Committee according to the Medical Organization of the FIG Competitions and Events.

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Please refer to Appendix 8.

Kindly refer also to the insurance coverage details available at:  
<https://www.gymnastics.sport/site/pages/medical-insurance.php>

Upon the World Age Group Competitions accreditation, the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.

Mr. Namig BADIRKHANOV will act as the official Chief Medical Officer. For emergencies, traumas, medical treatment or request outside of the competition, warm-up and training times, please contact the doctor on duty at the 24 Hours Emergency Department.

The Official hospital is:

Address: 18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan  
Tel: +99412 449 92 74

## **22. SAFEGUARDING**

From the event's official date of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment, abuse of any type, if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG. The FIG contact number is +37 254 442 282 and will be reachable from the accreditation day as well as via What'sApp. The LOC Safeguarding contact will be communicated upon arrival of the delegations.

## **23. COVID-19 Measures**

These World Age Group Competitions will be organized according to the FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic and additional measures agreed between the FIG and LOC.

In order to minimize the risk of spread of COVID-19, the competitions will be held without spectators. There will be no operation of Athletes' Lounge and VIP Zone. The Mixed Zone will be operated remotely.

### **23.1 Before arrival**

1. All the participating delegations are required to reserve rooms at official hotels through the LOC and use the transport means provided by the LOC, which is very important nowadays.
2. All the participating delegations are required to order meals (both lunch and dinner as the breakfast is included into the accommodation cost) through the LOC at the hotels (lunch & dinner) or competition venue (lunch).
3. DUE TO THE GLOBAL PANDEMIC, ENTERING AZERBAIJAN DIFFERS FROM COUNTRY TO COUNTRY. THE DETAILED INFORMATION IS AS FOLLOWS:

- 3.1 The citizens of **AUT, BEL, BRA, CAN, ESP, EST, FIN, FRA, GBR, GER, HUN, ISR, ITA, NED, POL, POR, SUI, USA at the age of 18** (for the moment of arrival to Baku) and over having full Vaccination Certificate or Immune Certificate shall get e-visa through the following link: <https://evisa.gov.az/en/>. For their entrance into Azerbaijan, it is obligatory to have **e-visa, full Vaccination Certificate or Immune Certificate** (validation period – 6 months / issued no later than 6 months at the time of arrival to Azerbaijan) **and negative PCR-test certificate taken at most 72 hours before arrival to Baku.**

The persons who are **below 18** from the above-mentioned countries will enter Azerbaijan with **e-visa** (arranged online by the participating Federation) **and negative PCR-test certificate taken at most 72 hours before arrival to Baku.**

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The e-visa should be received well in advance with the exact arrival and departure dates. If your departure date from your home country differs from arrival date to Baku (e.g., if you depart on February 27 but arrive on February 28, the visa date should be from February 27), the visa should include the departure date in order for you not to have any problem with boarding.

It is the responsibility of the participating Federations to arrange e-visa for each member of their delegation and inform the LOC about confirmation of e-visa immediately. The confirmation emails and vaccination passports should be sent to the following email address: [administration@aqf.az](mailto:administration@aqf.az).

The members of participating delegations **aged 18 and over** who are the citizens of the above-mentioned countries **who do not have Vaccination Certificate or Immune Certificate**, will enter Azerbaijan according to the **special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan** and will get their visas upon arrival at the airport. It is the responsibility of the Federations concerned to inform immediately the LOC ([administration@aqf.az](mailto:administration@aqf.az)) about persons who do not have Vaccination Certificate \ Immune Certificate and send their passport copies (legible and clear copies) immediately. The LOC will request special Authorization only after due information received from the Federations concerned. It is obligatory for the holders of special Authorization to have negative PCR-test certificate (taken at most 72 hours before arrival to Baku) to enter Azerbaijan.

3.2 The citizens of **BUL, GEO, MDA, MON** will get **special Authorization to enter Azerbaijan no matter that they have Vaccination Certificate or Immune Certificate or not and regardless of the age of participant**. It is the responsibility of the participating Federations to send the passport copies of each member of their delegations (legible and clear copies) immediately. The LOC will request special Authorization only after due information received from the Federations concerned. These persons will enter Azerbaijan according to the special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan and will get their visas (BUL, MDA & MON will get visa, but BLR & GEO do not need visa) upon arrival at the airport. **It is obligatory for the holders of special Authorization to have negative PCR-test certificate (taken at most 72 hours before arrival to Baku) to enter Azerbaijan**. Nevertheless, it is kindly requested from the federations concerned to send the Vaccination Certificate or Immune Certificate of the delegation members to the LOC for medical purposes.

3.3 The citizens of **BLR, KAZ, RUS and UKR at the age of 18** (for the moment of arrival to Baku) **and over having full Vaccination Certificate or Immune Certificate shall have negative PCR-test certificate taken at most 72 hours before arrival to Baku for their entrance into Azerbaijan**.

The persons who are **below 18** from the above-mentioned countries will enter Azerbaijan with **negative PCR-test certificate only taken at most 72 hours before arrival to Baku**.

The members of participating delegations **aged 18 and over** who are the citizens of the above-mentioned four countries who do not have Vaccination Certificate or Immune Certificate, will enter Azerbaijan according to the **special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan** (the citizens of these 4 countries do not need visa). It is the responsibility of the participating Federations to inform immediately the LOC ([adminitration@aqf.az](mailto:adminitration@aqf.az)) about persons who do not have Vaccination Certificate \ Immune Certificate and send their passport copies (legible and clear copies) immediately. The LOC will request special Authorization only after due information received from the Federations concerned. **It is obligatory for the holders of special Authorization to have negative PCR-test certificate (taken at most 72 hours before arrival to Baku) to enter Azerbaijan**.

3.4 **The citizens of other countries** not mentioned above and included into the official delegations will get special **Authorization** to enter Azerbaijan no matter that they have **Vaccination Certificate or Immune Certificate** or not and regardless of the age of participant. It is the responsibility of the participating Federations to send the passport copies of each person

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concerned within their delegation (legible and clear copies) no later than February 2, 2022. The LOC will request special Authorization only after due information received from the Federations concerned. These persons will enter Azerbaijan according to the special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan and will get their visas (if applicable) upon arrival at the airport. It is obligatory for the holders of special Authorization to have **negative PCR-test certificate** (taken at most 72 hours before arrival to Baku) to enter Azerbaijan. Nevertheless, it is kindly requested from the federations concerned to send the Vaccination Certificate or Immune Certificate of the delegation members to the LOC for medical purposes.

The persons not meeting the relevant criteria mentioned above, will not be able to enter Azerbaijan and will be directed back in the same flight.

### **Certificate requirements**

The **negative COVID-19 PCR-test certificate** should be taken at most 72 hours before arrival to Baku. The **negative PCR-test certificate** must be in **English**. You can submit it in digital or paper format. It is preferable to submit hard copy with QR-code to accelerate the checking process at the border.

All certificates confirming the injection of COVID-19 vaccines recognized by the World Health Organization (WHO) are accepted in the Republic of Azerbaijan. **Minimum of 14 days' period should pass from the second dose of vaccine (or from simple dose in case of 1-dose vaccine) for the moment of arrival to our country.** The same rule is applying to person who is vaccinated with combination of two different vaccines. With the purpose to avoid some possible lags at the border, we strictly recommend to have **COVID-19 Vaccine Certificate** in English. You can submit it in digital or paper format. It is preferable to submit hard copy with QR-code to accelerate the checking process at the border. For more details, please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic).

**COVID-19 Immune Certificate** (the Certificate of Recovery) confirms that the owner has had COVID-19 infection and passed a PCR test in this regard with a positive result. The validity period of the **COVID-19 Immune Certificate** is 6 months. The date of positive PCR test result in the certificate must be older than **14 days**, unless the appropriate clinic (the doctor) determines otherwise, but not older than **6 months**. With the purpose to avoid some possible lags at the border, we strictly recommend to have COVID-19 Immune Certificate in English. You can submit it in digital or paper format. It is preferable to submit hard copy with QR-code to accelerate the checking process at the border. For more details, please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic).

4. All passengers flying to the Republic of Azerbaijan must have a printed medical certificate with a negative coronavirus (COVID-19) PCR test result issued at most 72 hours before arrival to Baku. Vaccinated participants also must be tested. For more details, please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
5. The medical certificate with a negative coronavirus (COVID-19) PCR test result issued at most 72 hours before arrival shall be submitted to the LOC for each member of the participating delegations at the accreditation. For more details, please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic). The costs for these tests shall be borne by the participating Federations.
6. National Federations shall have a health insurance for each member of their delegations covering the treatment of the COVID-19 disease, which shall be submitted to the LOC during the accreditation. If any person has positive PCR COVID-19 test result after the arrival to Baku without any symptoms and no need to be hospitalized, this person will have a 7-day quarantine at the hotel. If the insurance does not cover these quarantine costs, the participating

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Federations shall bear these costs (accommodation and meals) of 7-day quarantine at the hotel.

7. Athletes, FIG judges and FIG Officials have FIG's IMSSA insurance which covers the costs of COVID-19 disease's medical treatment (outpatient treatment or hospitalization, except COVID 19 tests) provided that the two tests required (on departure from the home country (PCR) and upon arrival to Baku (quick). Cost for medical quarantine in Baku (outside residence country) are covered based upon the conditions outlined in the relevant documents available on the FIG website under <https://www.gymnastics.sport/site/pages/medical-insurance.php>
8. Any person participating in the competition should not have any close sustained contact with anyone who is sick within 14 days before the arrival to the event (see Appendix 11 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
9. No chalk (either powder or liquid) will be provided by the LOC. The delegations may bring their own chalk (either powder or liquid), if they actually need it.

### **23.2 During the stay in Baku:**

1. All the participants arrived in Baku with a negative PCR test result, will have the quick COVID-19 test upon arrival in one of the official hotels indicated in the Directives. Vaccinated participants will also be tested. No accreditation will be issued without negative quick COVID-19 test result. The result of the test will be known in 30 minutes max. The price of this quick test taken at the hotel is 25 EUR and should be reimbursed to the LOC by the participating Federations. If quick COVID-19 test is positive the confirming, PCR test will be conducted. The price for PCR test is 55 EUR and must be covered by the participating delegations. Please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic, PROTOCOLS - Medical COVID-19 Incident Response protocols) for detailed procedures. Depending on the current situation (course of disease or range of spread), the LOC and FIG doctor / representative or any authorized person is entitled to change any point of protocols on site.
2. In order to minimize the risk of spread of COVID-19 disease, it is strongly recommended to the participating delegations not to leave their hotels out of competition purposes, i.e. for walking, eating / going restaurants / meeting with their friends outside the hotel, to use public transport and etc.
3. As per the current regulations in Azerbaijan, wearing mask is compulsory indoor. The distance of 1,5 meter shall always be observed. Don't leave your used mask anywhere, be sure to put it in the trash can.
4. Please make sure that all the members of your delegation are familiar with the content of E-Help Book prepared by the LOC (Appendix 12).
5. On the way back home after the competitions, the participants will leave Azerbaijan according to the COVID-19 rules and requirements of the country where they travel. It is the responsibility of the participating Federations to inform the LOC through our online portal immediately if they need to undergo COVID-19 PCR test when they travel back home (if they have not done it yet). In case COVID-19 quick (antigen) test is required in the way back home instead of PCR, it should be communicated to the LOC via email immediately. The LOC will arrange the COVID-19 quick tests and COVID-19 PCR tests before their departure according to the delegations' request. All delegations will be informed about their testing day. Quick testing (25 EUR) or PCR (55 EUR) testing procedure will be executed at delegation's hotels or venue (depending of the competition schedule or time of departure). The costs for these tests shall be covered by the participating Federations. Please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic, PROTOCOLS - Medical COVID-19 Incident Response protocols) for detailed procedures.

6. Additional tests will be repeated if the individual subsequently has had a close contact with someone with documented COVID-19 infection or develops signs or symptoms of COVID-19 infection. **The costs of any additional tests will be covered by the participating delegations.** The number of additional tests could be changed depending on current situation on site and on the basis of decisions of LOC / FIG Officials on charge.
7. All the participants/members of the delegations will be screened at the entrance every time they access to the competition/training venue. If a body temperature is 37.5°C and above or she/he has some other symptoms of COVID-19, entry to the competition / training venue is prohibited. The LOC and the medical working team for COVID-19 can reject entrance to the venue to anyone who poses a risk of COVID-19 transmission.
8. The details of relevant procedures are specified in the AGF Safety Procedures for International Competitions during COVID-19 Pandemic, PROTOCOLS - Medical COVID-19 Incident Response protocols (Appendix 11).
9. Participants having signs or symptoms of COVID-19 during the event especially when they are at the hotel, should immediately contact the Head of Delegation and event medical team to arrange the evaluation. Please see Appendix 11 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic, PROTOCOLS - Medical COVID-19 Incident Response protocols) for detailed procedures.
10. The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.
11. Due to the preventive measures connected with COVID-19, the passengers shall come to the airport 4 hours prior to the departure. The LOC will inform the participants about the time leaving the official hotel accordingly.

### 23.3 After departure from Baku

All participants must monitor their health condition for at least 14 days after the competition. If anyone tests positive for COVID-19 within the monitoring period, he or she must report the result to the LOC. The LOC will trace and check the health condition of any close-contact persons and other participants.

### HOW TO WEAR A MASK, both inside all buildings and outside!!!



**In case of non-respect of this behaviour, access to the venue can be refused and the accreditation can be removed as this is a breach in Azerbaijan Government regulation!!**

### 24. DOPING CONTROLS and THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, doping controls will be organized according to the current WADA Code, WADA International Standards and FIG Anti-Doping Rules, ITA Testing Guidelines for In Competition Testing during the COVID-19 affected period.

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The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at [antidoping@fig-gymnastics.org](mailto:antidoping@fig-gymnastics.org)

## **25. MEETINGS and INSTRUCTIONS**

**It is highly recommended that the Head of Delegation, the judges and any other accredited person who will follow meetings to take their personal computer and/or tablet with them to Baku.**

**Many meetings will be held online and the LOC will not provide any computer/tablet.**

**It is therefore the responsibility of the respective person to have the necessary support to follow those meetings.**

### **Orientation Meeting**

For timing, please refer to the General Schedule.

The Orientation Meeting will be held online as per the general schedule.

Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers of the Heads of Delegations (responsible persons) provided by the delegations during the accreditation.

Please note that attendance is compulsory for every delegation

The participants will be able to ask their questions at the end of the meetings as usual.

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these World Age Group Competitions will be given by the LOC and the FIG. This Meeting will be held exclusively in English. As per Technical Regulations, Section 1, Reg. 5.12. unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

### **Judges' Instructions Meetings, Briefings and Draw**

The Judges' Instruction, will be as per the general schedule and will be done online.

The judges shall join the Instruction from their hotel rooms. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers to the respective Head of Delegation provided by the delegations during the accreditation.

It is afterwards the responsibility of the Head of Delegation to forward this information to the judge(s).

All registered judges are required to take part in the judge's instructions, subsequent meetings and draws. Judges who do not participate in the judges' instruction and meetings will not be authorized to judge; they will receive warnings and possibly other sanctions as well.

The draws of the Judges' Panels for the Qualification and Finals will be conducted by the Superior Jury and will be held at the judges' meetings room (Level -2) as per the general schedule.

The judges must respect the FIG dress code during competition days.

### **Superior Jury (TC) Meeting and Video Analysis**

A continued evaluation of the judge's work will be carried out by the Superior Jury. This will be done by observation and scoring during the competitions and by a global video analysis after the competitions

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by the responsible members of the Superior Jury. In case mistakes are established, the guilty judges will be punished accordingly.

### **Smartscoreing instructions**

The scoring Instruction will be held online, for specific timing, please refer to the general schedule. The judges shall join the Instruction from their hotel rooms. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers to the respective Head of Delegation provided by the delegations during the accreditation.

Judges must be present at their respective Judges' instruction as per the general schedule.

## **26. MEDIA and TV**

### **Media accreditation**

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact the LOC Press Officers Aysel Sultanova ([press@agf.az](mailto:press@agf.az)) or Sara Zeynalova ([media@agf.az](mailto:media@agf.az)).

The FIG Accreditation Rules and Media Rules have to be strictly respected.

Both qualifications and finals will be transmitted online via <https://gymtv.online/user/playlist/>

### **Media Positions**

#### **Mixed Zone**

After podium training sessions and competitions, gymnasts must exit the Field of Play (FOP) through the Mixed Zone. Athletes who have been requested for an interview by the accredited media will be accompanied to an interview room, where the interviews will be held remotely online. Federations are responsible for the proper and timely appearance of their medalists in the Mixed Zone.

While there is no obligation for a gymnast to agree to the interview requests, cooperation with the press is most appreciated.

Federations are responsible for the proper and timely appearance of their gymnasts at press and media opportunities, such as the Mixed Zone and press conferences. According to the FIG Technical Regulations 2022, Reg. 4.11.15, any federation whose athletes do not appear as stated above will be fined for each infraction. The amount of the fine has been fixed by the FIG Council at CHF 2'000.-

To assist gymnasts to talk to the press, each participating federation may ask for one Mixed Zone Card.

### **Training halls**

No Media are allowed in the Training halls.

### **Warm-up halls**

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

### **Podium Training**

All accredited media representatives have free access to the Field of Play during the official podium Training sessions. ENR card holders are accepted with cameras.

We are going to use special camera for athletes' representation during the finals. Therefore, all the athletes are requested to follow the instructions of the volunteers to be filmed in the rotating camera after their podium training session.

The photo session for all gymnasts will be organised at Green Room (MGA, Level -2) during the podium trainings on March 1 & 2. The gymnasts should follow the instructions of volunteers for this purpose.

### **Kiss and Cry Area**

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

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### **Award ceremonies**

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallists.

### **Opening and Closing press conferences**

No opening or closing press conferences will be held at this Event.

### **Medallists' press conferences**

No medallists' press conferences are scheduled for this event

### **Cameras and video recording**

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' **and delegation seating** is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and / or publishing any such video and / or sound recordings including on social media and the internet.

The only exceptions are the host broadcaster, rights holders and video control review cameras.

All exercises will be recorded in high definition by digital video cameras.

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

### **Publicity on competition attire – National Emblems**

Publicity and national identification rules on attire and equipment must be strictly respected as per the FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the online Publicity form if deemed necessary by **9 February 2022** in order to have it approved.

Please refer to the Directives for additional information on the Publicity Rule Chart and contact details.

Reminder National Identification

- Please refer to “**FIG RULES COMPETITION CLOTHING AND ADVERTISING**” **Section 6**.

## **27. SOCIAL MEDIA**

<https://www.facebook.com/azegymnastics>

<https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured>

<https://twitter.com/azegymnastics>

<https://www.instagram.com/azegymnastics/>

<https://www.tiktok.com/@azerbaijanguymnastics?lang=ru-RU>

<https://t.me/azegymnastics>

## **28. USEFUL INFORMATION**

### **Currency:**

The AZE currency is the Azerbaijani manat. For more information, please, visit: <http://www.cbar.az/>

### **Power supply:**

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



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**GMT:** UTC + 4 Hr

**Temperature**

Average minimum: 4°C

Average maximum: 9°C

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## 29. SUMMARY OF REMAINING DEADLINES

### FOR THE FIG

For the FIG	Deadline
Nominative Registrations	2 February 2022

### FOR THE LOC

For the LOC	Deadline
Accommodation: by name	2 February 2022
Visa Request	2 February 2022
Travel Schedule (arrivals / departures)	2 February 2022
Meals	2 February 2022

Payment (to be made to the LOC)	Deadline
Accommodation Costs (balance)	2 February 2022
Meal Cost	2 February 2022
Accreditations at the charge of the Delegations or the FIG Authority	2 February 2022

Lausanne, 28 January 2022

### Fédération Internationale de Gymnastique



Nicolas Buompane  
Secretary General

### List of Appendices

- Appendix 1: Change of Start List / Request for substitution (Gymnasts)
- Appendix 2: Request of accreditation changes (Officials)
- Appendix 3: Request for accreditation withdrawal without replacement
- Appendix 4: Layout of FOP, Offices and “back of the house”
- Appendix 5: Tariff Sheet (*n/a*, see #6)
- Appendix 6: Training Groups / Training Schedules
- Appendix 7: Competition Schedules
- Appendix 8: Medical organization of the FIG competitions and Events during COVID-19 pandemic.
- Appendix 9: First Class Assistance for Athletes and Judges
- Appendix 10: Accreditation release form
- Appendix 11: Safety Procedures for Competitions During COVID-19 Epidemy
- Appendix 12: HELP BOOK - Protect yourself and others from COVID 19

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