



**2024 Artistic Gymnastics Senior Pan American Championship
Santa Marta (COL)
May 22-26, 2024**

DIRECTIVES

Event ID: 17742

Dear PAGU affiliated Member Federation,

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

DISCIPLINE	Men's Artistic Gymnastics Women's Artistic Gymnastics
PAN AMERICAN GYMNASTICS UNION	Pan American Gymnastics Union Tenayuca 55, Oficina 403 Colonia Letran Valle, C.P. 03650 Ciudad de México, MEX Tel.: +52 55 8984-7848 E-mail: info@upag-pagu.org
HOST FEDERATION	Colombian Gymnastics Federation Address: Transversal 21 BIS # 60-3 Bogotá – San Luis Tel.: (+57) 320 849 4393 E-mail: fedecolg@yahoo.com Website: www.fedecolgim.co Contact: Samir Portillo Diaz, President
EVENT MANAGER	Contact: Samir Portillo Diaz Tel: (+57) 310 853 5459 E-mail: panamericanostamarta2024@gmail.com
LOCATION	Santa Marta, COL
DATE	From 22 to 26 May, 2024
VENUE	Competition venue Coliseo Menor y Mayor de Santa Marta, Madalena Address: Coliseo Menor – Cra. 18 #17B-62 Coliseo Mayor – Carrera 19
APPARATUS SUPPLIER	Please refer to the attached apparatus list. For training, warm-up and competition, identical apparatus will be used.
RULES AND REGULATIONS	The event will be organized under the following FIG rules, as valid in the year of the event, and PAGU Technical Regulations: <ul style="list-style-type: none">• Statutes• Code of Ethics• Code of Conduct• Technical Regulations• Code of Discipline• MAG and WAG Code of Points and relevant Newsletters / WAG Helpdesk• General Judges' Rules• Specific Judges' Rules for Men's and Women's Artistic Gymnastics

	<ul style="list-style-type: none"> • Anti-Doping 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 of the FIG and PAGU Executive Committees</i></p>																
FEDERATIONS INVITED	The Pan American Gymnastics Union invites all Federations affiliated to the PAGU and the FIG and which are up to date in their obligations.																
AGE LIMITS	<p>WAG: as per 2024 FIG Technical regulations*</p> <p>MAG: as per 2024 FIG Technical regulations*</p> <p><i>*Ages as of December 31, 2024</i></p> <p>All gymnasts must have a valid FIG license until the end of the event.</p> <p><i>Note: For MAG: NFs must declare on the FIG Database whether their 18-year-old gymnasts will compete as junior or senior prior to their first competition for the year concerned</i></p>																
JUDGES AND JURIES	<p>All judges must have a current valid FIG brevet at the time of the event, for the respective discipline.</p> <p>Each Federation must register 1 judge if participates with 1-2 gymnasts (individuals) and 2 judges if participates with 3-5 gymnasts (teams).</p> <p>The Federations can register a second judge (for individuals) or a third judge (for teams), different from the PAGU TC Member as additional accredited person, with no cost for this accreditation. Provision of max. 1 judge per NF per panel.</p> <p>The fine for not registering the required number of judges in each discipline is USD\$1,000.00 per missing judge.</p> <p>The Federations with a PAGU TC Member can register that Member in addition to their official judges.</p> <p>The fines for not registering the required number of judges must be paid to PAGU by March 25, 2024 at the latest and it does not apply to those Federations that do not have FIG brevet judges in the respective discipline (MAG, WAG) and that this is the first cycle in which they participate in PAGU competitions.</p> <p>The National Federation must inform PAGU at the time of the definitive registration (March 25, 2024) to allow the appointment of invited neutral judges.</p>																
REGISTRATION DEADLINES	<table border="1"> <tr> <td>Provisional registration</td> <td>March 1, 2024</td> <td>upag.vercel.app</td> </tr> <tr> <td>Definitive registration</td> <td>March 25, 2024</td> <td>upag.vercel.app</td> </tr> <tr> <td>Nominative registration</td> <td>April 24, 2024</td> <td>upag.vercel.app</td> </tr> </table>	Provisional registration	March 1, 2024	upag.vercel.app	Definitive registration	March 25, 2024	upag.vercel.app	Nominative registration	April 24, 2024	upag.vercel.app							
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ENTRY FEES	The entry fee for this event is USD\$50.00 per gymnast (including the reserve gymnast) and per discipline. It must be paid to the Local Organizing Committee ("LOC") by March 25, 2024 at the latest.																
DELEGATION SIZE	<table border="1"> <thead> <tr> <th>Function</th> <th>WAG</th> <th>MAG</th> <th>Mixed</th> </tr> </thead> <tbody> <tr> <td>Gymnasts (Team)</td> <td>3-5</td> <td>3-5</td> <td>Max.10</td> </tr> <tr> <td>Reserve gymnast only for full teams</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Gymnast (Individuals)</td> <td>1-2</td> <td>1-2</td> <td>Max. 4</td> </tr> </tbody> </table>	Function	WAG	MAG	Mixed	Gymnasts (Team)	3-5	3-5	Max.10	Reserve gymnast only for full teams	1	1	2	Gymnast (Individuals)	1-2	1-2	Max. 4
Function	WAG	MAG	Mixed														
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	Coaches (the quantity can not exceed the number of gymnasts)	1 (1-2 gym.) 2 (3-5 gym.)	1 (1-2 gym.) 2 (3-5 gym.)	2/4
	Judges category 1, 2 or 3 (in addition to PAGU TC Members)	1 compulsory with 1-2 gymnasts 2 compulsories with 3-5 gymnasts)	1 compulsory with 1-2 gymnasts 2 compulsories with 3-5 gymnasts)	2/4
	Medical personnel	1	1	2
	Head of delegation	1	1	1
	<p>The cost of the accreditation for additional Delegation Members is USD\$100.00 per person and must be paid to the LOC by March 25, 2024 at the latest. Only the following persons can receive an additional accreditation: Coach (as per PAGU TR), Doctor, Physiotherapist, Team Manager. The accreditations of the second judge (individuals) or third judge (teams) different from PAGU TC Member have no cost.</p>			
ACCREDITATION	<p>Once the definitive registration period has ended (March 25, 2024) the COL will deliver to each registered Federation the user and the SportEvents password (https://sportevents.com.co).</p> <p>Along with the nominative registration all the Federations must upload to the PAGU intranet a copy of the passport and a photograph of each delegation member: upag.vercel.app</p> <p>Additionally, the Federations must upload the information of their delegation (names, function, photos, etc.) to SportEvents.</p> <p>Requirements for the photos:</p> <ul style="list-style-type: none"> • File format: JPEG • Dimensions: min 210 x 270 pixels; max 420 x 540 pixels • 3.5 cm width x 4.5 cm high • File size: no more than 1 MB • White background <p>Each document must be identified with the Country Code, Last name, First Name, Competition (MAG, WAG) and function of each member. Example: PER_FERNANDEZ_Ana_WAG_gymnast</p> <p>This documentation must be uploaded on SportEvents and on the PAGU intranet no later than April 24, 2024.</p> <p>In case of not uploading the photograph as requested, the Local Organizing Committee can take the photograph during the registration and will have an additional cost of USD\$10.00 for each one.</p> <p>In case of theft or loss of accreditation, it must be informed immediately to the Local Organization Committee for the cancellation of the accreditation.</p> <p>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 registration desk.</p> <p>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 competition will follow the FIG rules for Senior category. 3 days of competition per discipline</p> <ul style="list-style-type: none"> • Day 1: MAG & WAG Qualification (Teams awards) • Day 2: MAG & WAG All-Around Finals (MAG & WAG All-Around awards) • Day 3: MAG & WAG Apparatus Finals (Apparatus awards) 			
PROVISIONAL SCHEDULE	<p>17/May (Friday) Arrival of PAGU MAG and WAG TC Presidents and other PAGU representatives</p> <p>18/May (Saturday)</p>			

	<p>Arrival of delegations Limited trainings upon previous request (MAG & WAG) 19/May (Sunday) MAG/WAG training as per schedule Delegates' Technical Meeting 20/May (Monday) MAG/WAG Judges' briefing MAG & WAG Podium Training 21/May (Tuesday) MAG & WAG training as per schedule 22/May (Wednesday) Opening Ceremony MAG & WAG Qualification competition MAG & WAG Teams Awards Ceremonies 23/May (Thursday) Training Scheduled for MAG & WAG All-Around and Apparatus finalists 24/May (Friday) MAG & WAG All-Around Finals MAG & WAG All-Around Awards Ceremonies 25/May (Saturday) Training Scheduled for MAG & WAG Apparatus finalists 26/May (Sunday) MAG & WAG Apparatus Finals MAG & WAG Apparatus Awards Ceremonies 27/May (Monday) Departure of the Delegations</p>
MEDICAL SERVICES	The Local Organizing Committee will provide first aid services and ambulance at the competition and training sites during the official activities.
ANTI-DOPING	<p><u>Doping controls</u> Doping controls will be organised by the International Testing Agency (ITA) on behalf of the FIG and according to the World Anti-Doping Code (WADC), the international standards enacted by the World Anti-doping Agency (WADA) and FIG Anti-Doping Rules.</p>
COVID-19	<p>The LOC should follow local guidelines in management of COVID-19. The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.</p>
VISA	<p>Please verify immediately with your travel agency or the Colombia Embassy or Consulate in your country if a visa is required for your travel to Colombia. The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before April 24, 2024 to the LOC. The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation member as well as the city the visa application support letter must be sent to. The request can be made at SportEvents after the definitive registration and no later than April 24, 2024.</p>
INSURANCE	<p>The host Federation, the LOC, the PAGU and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), repatriation and the like. The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation. In order to benefit from the subsidiary insurance coverage of the FIG IMSSA, it is compulsory to have basic insurance in the country of residence (illness, accident and repatriation).</p>

	<p>Please also refer to https://www.gymnastics.sport/site/pages/medical-insurance.php for additional information regarding the FIG IMSSA insurance for Athletes and Judges.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance, no later than April 24, 2024.</p> <p>The LOC will offer insurance to the Federations, at their expense, at a cost of: USD\$120.00 per person for all the official days of the event. If requested after this date (April 24, 2024), the total cost will be USD\$150.00 per person for the official days of the event.</p> <p>The request can be made at SportEvents after the definitive registration on March 25, 2024.</p>						
SAFEGUARDING	<p>From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable.</p> <p>The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations on site.</p> <p>In addition, posters of the “10 Golden Rules of Gymnastics”, the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones.</p>						
INTERNATIONAL TRANSPORTATION	<p>The invited participating Federations must pay for the international travel costs of their delegation members.</p> <p>International Airport of arrival Simón Bolívar International Airport (SMR) Travel itinerary information must be provided to LOC via SportEvent no later than April 24, 2024.</p>						
LOCAL TRANSPORTATION	<p>Local transportation will be offered to and from the airport, provided that the delegations stay in one of the official hotels and book their accommodation through the Local Organizing Committee.</p> <p>The Local Organizing Committee will provide local transportation from the airport to the hotel and vice versa, only on the official arrival day of Saturday, May 18, and on the official departure day of Monday, May 27 (except for PAGU representatives arriving or departing on different days).</p> <p>The request for local transport on the official dates can be made at SportEvents after the definitive registration and no later than April 24, 2024.</p> <p>For delegations that arrive or return on non-official days, transportation to their accommodation (official hotels) or to the airport will cost USD\$40.00 per person per trip (airport-hotel or hotel-airport). The request must be made at SportEvents and paid no later than April 24, 2024.</p> <p>The Local Organizing Committee will provide transportation from the official hotels to the competition facilities/training halls and vice versa, for all members of the delegation duly accredited and according to the official program of activities, provided that the delegation stays in one of the official hotels and books its accommodation through the Local Organizing Committee.</p> <p>Obs.: The two coliseums are 300 meters apart. We will provide transportation for the delegations that require it.</p>						
ACCOMMODATION MEALS AND TRANSPORTATION	<p>OFFICIAL HOTELS</p> <p>Option 1: HOTEL HILTON GARDEN INN Cra. 1C #24-04, Comuna 2, Santa Marta, Magdalena, Colombia</p> <table border="1" data-bbox="451 1977 1461 2083"> <thead> <tr> <th>Occupancy</th> <th>Price per person per night</th> <th>Includes (per person)</th> </tr> </thead> <tbody> <tr> <td>Single room</td> <td>USD\$ 160.00</td> <td>1 breakfast, lunch, dinner</td> </tr> </tbody> </table>	Occupancy	Price per person per night	Includes (per person)	Single room	USD\$ 160.00	1 breakfast, lunch, dinner
Occupancy	Price per person per night	Includes (per person)					
Single room	USD\$ 160.00	1 breakfast, lunch, dinner					

Double room	USD\$ 140.00	1 breakfast, lunch, dinner
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Option 2: HOTEL BEST WESTERN

Cl. 24 #3-65. Comuna 2, Santa Marta, Magdalena, Colombia

Occupancy	Price per person per night	Includes (per person)
Single room	USD\$ 140.00	1 breakfast, lunch, dinner
Double room	USD\$ 120.00	1 breakfast, lunch, dinner
Triple room	USD\$ 110.00	1 breakfast, lunch, dinner

Option 3: HOTEL 3 H

Cra. 2 #5-117, El Rodadero, Gaira, Santa Marta, Magdalena, Colombia

Occupancy	Price per person per night	Includes (per person)
Single room	USD\$ 100.00	1 breakfast, lunch, dinner
Double room	USD\$ 80.00	1 breakfast, lunch, dinner
Triple room	USD\$ 80.00	1 breakfast, lunch, dinner

Meal service begins with dinner on the day of arrival and ends with lunch on the day of departure.

Accommodation and meals request must be completed in SportEvents no later than **March 25, 2024**. The hotel rooms and meals 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 all the members of their delegation. Accommodation and meals costs must be paid to the Local Organizing Committee by **March 25, 2024** at the latest.

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

CANCELATION POLICY

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

Date of cancellation	Reimbursement for cancellation
No later than April 10 2024	100% reimbursement
From April 11 to April 30, 2024	50% reimbursement
From May 1, 2024	No reimbursement

BANK ACCOUNT INFORMATION

Bank:

Name: BANCOLOMBIA
 Code (SWIFT): COLOCOBM
 Address: CALLE 30 # 6 - 75 MEZZANINE TORRE SUR, BOGOTA
 Country: COLOMBIA

Beneficiary:

Name: FEDERACION COLOMBIANA DE GIMNASIA
 Account Number:
 35869092595
 Address: TRANSVERSAL 21 BIS # 60-35, BOGOTA
 Country: COLOMBIA

The participating Federation is responsible for covering all bank fees related to bank transfers.

After the definitive registration is made, the LOC will send to each federation a SportEvents User-Password and the corresponding indications. After the Federation has entered all the data regarding accommodation and meals, insurance, local transportation (if applicable), the platform will generate a proforma invoice with the corresponding data for payment.

MARKETING

FIG advertising and publicity norms must be respected.

MEDIA

The media representatives, as well as the communications staff of the federations that are interested in covering the event, may apply for registration

	<p>to PAGU (info@upag-pagu.org) by April 24, 2024 at the latest. In addition, the National Federations are requested to send a letter of confirmation to PAGU. Photos for accreditations must be submitted to the Local Organizing Committee by April 24, 2024.</p>																																
<p>SOCIAL MEDIA</p>	<p>Information about the event will be posted on the following sites:</p> <p>PAGU Instagram: @upagpagu Twitter: @UPAG_PAGU Facebook: UPAG.PAGU.ORG</p> <p>Colombian Gymnastics Federation Instagram: @fedecolgim Twitter: https://twitter.com/fedecolgim Facebook: https://www.facebook.com/fedecolgim2 Youtube: https://www.youtube.com/channel/UCpOjuEM46FLQ_j_CwnNff2A</p> <p>Magdalena Gymnastics League Instagram: @liga_gimnasiam Twitter: https://twitter.com/LigaAntdeGimnas Facebook: Liga de Gimnasia Del Magdalena</p>																																
<p>DEADLINES SUMMARY</p>	<p>To PAGU (info@upag-pagu.org o upag.vercel.app)</p> <table border="1" data-bbox="438 801 1452 1012"> <tr> <td>Provisional Registration</td> <td>March 1, 2024</td> </tr> <tr> <td>Definitive Registration</td> <td>March 25, 2024</td> </tr> <tr> <td>Nominative Registration</td> <td>April 24, 2024</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>March 25, 2024</td> </tr> <tr> <td>Music Form</td> <td>April 24, 2024</td> </tr> <tr> <td>Upload in PAGU intranet passports and photos</td> <td>April 24, 2024</td> </tr> </table> <p>To the Local Organizing Committee (panamericanostamarta2024@gmail.com)</p> <table border="1" data-bbox="438 1115 1452 1668"> <tr> <td>Payment of the entry fee</td> <td>March 25, 2024</td> </tr> <tr> <td>Payment for additional accreditation</td> <td>March 25, 2024</td> </tr> <tr> <td>Registration of Accommodation and Meals in SportEvents</td> <td>March 25, 2024</td> </tr> <tr> <td>Payment of Accommodation and Meals</td> <td>March 25, 2024</td> </tr> <tr> <td>Registration of Travel Itinerary in SportEvents</td> <td>April 24, 2024</td> </tr> <tr> <td>Request and payment for transportation from/to the airport in non-official dates in SportEvents</td> <td>April 24, 2024</td> </tr> <tr> <td>Registration of information for accreditation (passports and photos) in SportEvents</td> <td>April 24, 2024</td> </tr> <tr> <td>Upload the Visa letter request in SportEvents</td> <td>April 24, 2024</td> </tr> <tr> <td>Request and payment of insurance in SportEvents</td> <td>April 24, 2024</td> </tr> <tr> <td>Upload the Music Form and music in mp3 format in SportEvents</td> <td>April 24, 2024</td> </tr> </table>	Provisional Registration	March 1, 2024	Definitive Registration	March 25, 2024	Nominative Registration	April 24, 2024	Payment of the fine for missing judge	March 25, 2024	Music Form	April 24, 2024	Upload in PAGU intranet passports and photos	April 24, 2024	Payment of the entry fee	March 25, 2024	Payment for additional accreditation	March 25, 2024	Registration of Accommodation and Meals in SportEvents	March 25, 2024	Payment of Accommodation and Meals	March 25, 2024	Registration of Travel Itinerary in SportEvents	April 24, 2024	Request and payment for transportation from/to the airport in non-official dates in SportEvents	April 24, 2024	Registration of information for accreditation (passports and photos) in SportEvents	April 24, 2024	Upload the Visa letter request in SportEvents	April 24, 2024	Request and payment of insurance in SportEvents	April 24, 2024	Upload the Music Form and music in mp3 format in SportEvents	April 24, 2024
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<p>ADDITIONAL INFORMATION</p>	<p>National Anthem National Anthem of your country must be handed in onsite during the registration.</p> <p>National Flag National Flag of your country must be handed in onsite during the registration. The size of the flag shall be 1.2 mts x 2.1 mts.</p> <p>WAG Music While the LOC guarantees respect for copyright and the dissemination of musical works, each National Federation must verify that the music of its ART athletes does not infringe any copyright and that can be disseminated in the media.</p>																																

This confirmation must be sent to to PAGU (info@upag-pagu.org) along with the nominative registration, no later than **April 24, 2024**. Each Federation will be asked to report on the duration, composer, artist and title of the music to be used for each exercise.

The Federation must upload the music form and music in SportEvents, no later than **April 24, 2024**.

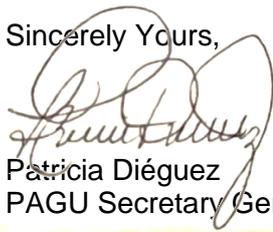
Requirements of the music files:

- Max size: 10 MB
- File format: mp3
- File name: LastName_FirstName_CountryCode.mp3

Examples:

- PEREZ_Ana_USA.mp3

Sincerely Yours,



Patricia Diéguez
PAGU Secretary General



Samir Portillo Diaz
President of the Colombian Gymnastics Federation



Mexico City, March 15, 2024