



**36<sup>th</sup> Suzuki World Cup 2025**  
**26<sup>th</sup> – 27<sup>th</sup> April 2025, Tokyo Japan**



**WORKPLAN**

*Apr 7<sup>th</sup>, 2025*

**FIG Event ID: 17860**

Dear Friends,

We are happy to welcome all participating federations for the 36<sup>th</sup> Suzuki World Cup 2025 - FIG World Cup Series Competition which will be held from 26<sup>th</sup> and 27<sup>th</sup> of April 2025 in Tokyo, Japan and provide you with all information concerning the participation at the above-mentioned events.

**Participating Gymnastic Federations:**

Australia / Azerbaijan / Bulgaria / China / Chinese Taipei / Fiji / France / Hungary / India / Italy / Japan / Mexico / Peru / Philippines / Portugal / Spain / Thailand / Ukraine / Vietnam

**1. HOST FEDERATION / LOCAL ORGANIZING COMMITTEE**

Japan Aerobic Federation (JAF)  
Crest One Bldg.3F, 5-7-10 Higashi-Oi, Shinagawa-Ku, Tokyo JAPAN 140-0011  
Tel.: +81 3 5796-7521 / Fax.: +81 3 5796-7527  
e-mail: [jaf-kokusai@aerobic.or.jp](mailto:jaf-kokusai@aerobic.or.jp)  
Contact person: Masa KAWAGUCHI – Secretary General

**2. COMPETITION VENUE**

Ota City General Gymnasium, Tokyo JAPAN  
1-11-1 Higashi-Kamata, Ota-Ku, Tokyo JAPAN 144-0031  
Tel.: +81-3-5480-6688 / Fax.: + 81-3-5480-1105  
website: <https://www.ota.esforta.jp/pdf/english.pdf>

**3. COMPETITION DATES**

26<sup>th</sup> and 27<sup>th</sup> of April, 2025 (the detailed schedule is provided below)

**4. FIG Rules**

The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in this workplan:

- Statutes
  - Code of Ethics
  - Code of Conduct
  - Technical Regulations
  - Code of Discipline
  - Code of Points and relevant Newsletters
  - General Judges' Rules
  - Specific Judges' Rules for Aerobic Gymnastics
  - Anti-Doping Rules
  - Licence rules
  - FIG Framework for Safeguarding Athletes and other Participants from harassment and abuse in Sport during Events
  - Medical Organization of the FIG Competitions and Events
  - Media Guidelines Apparatus Norms
  - Rules for Advertising and Publicity
  - Rules for Awards Ceremonies
  - Accreditation Rules
- and subsequent decisions of the FIG EC

**5. FIG OFFICIAL REPRESENTATIVE**

The official FIG Representative appointed for the Competitions who will act as a President of the Superior Jury is Ms. Desislava Bogusheva – FIG AER TC member.

## 6. JURIES

A Jury will consist of: 1 Chair of Judge's Panel; 2 Difficulty Judges; 4 Artistic Judges; 4 Execution Judges; 1 Time Judge; 2 Line Judges.

Each participating Federation must provide a minimum of 1 judge (Category 1, 2 or 3) with a valid FIG Brevet for the current cycle (2025-2028). Failure to do so will result in a fine of CHF. 2,000. - to be paid to the organizing federation.

The position of the judges will be decided by a draw before the competitions.

## 7. APPARATUS SUPPLIED

FIG ID: 668

## 8. AGE LIMITS:

Senior: 18 years (as of Dec. 31, 2025)

## 9. PARTICIPATION

The maximum size of delegation is as follows:

Head of Delegation	1
Team Manager	1
- 4 to 7 units	2
- if 8 and more units	
Coach	1
- 1 unit	2
- 2 to 7 units	3
- 8 and more units	
Units 2 per category	
Medical Doctor	1
Mental Health Professional	1
Paramedical staff	1
- 1 to 3 units	2
- 4 and more units	
Judge	2

## 10. COMPETITION FORMAT

The World Series Competition consists of Qualifications and Finals in all 5 categories. (See "Special Rules")

If the host federation has not qualified in any category for the Finals, the host country may nominate 1 participation in max. 1 category of its choice.

Maximum participation in the Finals is therefore 8+1 participants in 1 category and 8 in the other 4 categories. Such "Wild Card Participant" must have participated in the respective category in the qualification. "Wild Card Participants" will receive medals and prize money, but they will not receive any World Series Points.

## 11. AWARDS

The Prize Money, free of any deductible taxes, will be distributed in **Japanese Yen** as follows:

Total: 3,000,000JPY (approx. CHF17'750 as of April 2025)

	IW/IM/MP*/TRIO*/GROUP*
1 <sup>st</sup> place	300,000 JPY (approx. 1,775 CHF)
2 <sup>nd</sup> place	200,000 JPY (approx. 1,183 CHF)
3 <sup>rd</sup> place	100,000 JPY (approx. 592 CHF)

\*: for MP/TRIO/GROUP, the prize money is divided among the members

In case of a tie, the prize money will be added and divided by the number of units:

1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2)

1, 2, 2 (prize money for rank 2 and 3 is added and divided by 2)

No prize money, and no medals will be given, if there are less than 4 participating units per category

"Wild Card Participants" will receive medals and prize money.

"Hors concours competitors" will not receive prize money.

## 12. DETAILED SCHEDULE (as of April 2<sup>nd</sup>)

**Thursday, 24 April 2025 (Provisional)**

All day Arrival of Delegations and accreditation @Shinagawa Prince Hotel, Main tower, 2F

**Friday, 25 April 2025 (Provisional)**

10:00 - 10:45	Orientation Meeting – For all Head of delegations, Coaches and Judges
10:00 - 10:45	REHEARSAL FOR THE OPENING CEREMONY - ALL GYMNASTS
11:00 - 14:45	Judge's meeting / Scoring system training for all judges
14:00 - 14:45	Judge's PC Orientation
10:00 - 19:15	Training sessions

**Saturday, 26 April 2025 (Provisional)**

8:00 - 9:00	Judges Draw for Qualification
9:30 - 9:45	Opening Ceremony
(Qualifications)	
<b>13:25 - 14:15</b>	<b>Senior MP</b>
14:15 - 14:30	Intermission(15min.)
<b>14:30 - 15:20</b>	<b>Senior Trio</b>
15:20 - 15:35	Intermission(15min.)
<b>15:35 - 17:05</b>	<b>Senior IW</b>
17:05 - 17:20	Intermission(15min.)
<b>17:20 - 17:55</b>	<b>Senior GP</b>
17:55 - 18:10	Intermission(15min.)
<b>18:10 - 19:25</b>	<b>Senior IM</b>
19:25 - 19:35	Intermission(10min.)
<b>19:35 - 19:45</b>	<b>Announcement of the Finalists</b>
19:45	Closing

**Sunday, 27 April 2025 (Provisional)**

8:00 - 9:00	Judges Draw for Finals
9:10	Photo session for judges
9:30 - 9:55	Opening Ceremony
(Finals)	
<b>14:00 - 14:30</b>	<b>Senior MP</b>
14:30 - 14:45	Intermission(15min.)
<b>14:45 - 15:15</b>	<b>Senior Trio</b>
15:15 - 15:30	Intermission(15min.)
<b>15:30 - 16:00</b>	<b>Senior IW</b>
16:00 - 16:15	Intermission(15min.)
<b>16:15 - 16:45</b>	<b>Senior GP</b>
16:45 - 17:00	Intermission(15min.)
<b>17:00 - 17:30</b>	<b>Senior IM</b>
17:30 - 17:40	Intermission(10min.)
<b>17:40 - 18:10</b>	<b>Award Ceremony(Senior)</b>
18:10	Closing Ceremony
19:30 - 21:30	Farewell Party
	@ TKP GARDEN CITY PREMIUM SINAGAWA 6F HALL6A

**Monday, 28 April 2025**

All day	Departure of the delegations
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**13. INSURANCE**

The Host Federation, the LOC 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 repatriation for all the members of their Delegation. 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.

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. The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay. Delegation members with insufficient insurance coverage must inform the LOC in advance.

The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 2,300JPY per person/ 5 days, 2,650JPY per person/ 6 days.

**13.1. Medical Services**

During all days – official trainings and competition, official medical persons who will be in the training and competition venue will be provided by the LOC.

#### 14. DOPING CONTROLS

Anti-Doping control will be organized by the International Testing Agency (ITA) on behalf of the FIG and according to the WADA Code, Standards and FIG Anti-Doping Rules  
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).

#### 15. TRANSPORTATION

##### 15.1 International transportation

The delegations have to cover by themselves the costs for their international transportation.

##### 15.2 Local transportation

The LOC provides Pick-up Service & local transportation to all delegation members from Narita or Haneda International Airport to the hotel and back at the following costs provided that LOC receives the Flight and Accommodation Form before February 19 2025. This fee includes train between the hotel and the venue during the event (April 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>).

Arrival \ Departure	Narita	Haneda
	Narita	Haneda
Narita	10,000JPY/person	5,000JPY/person
Haneda	5,000JPY/person	3,000JPY/person

In the case if your flight arrives at Narita airport at 8:00 pm or later and **you are unable to catch public transportation** due to the flight schedule, delay or any other personal reasons, regardless of whether you arrive at Haneda or Narita airport in Japan, the delegation are required to pay the actual Taxi fees on your own. In that case, KNT will reimburse the above mentioned transportation fee.

#### 16. ACCOMMODATION (Official Hotel)

##### ■ SHINAGAWA PRINCE HOTEL

Address: 10-30 Takanawa 4-chome, Minato-ku Tokyo, 108-8611 JAPAN  
tel: +81-(0)3-3440-1111

<https://www.princehotels.com/shinagawa>

-Check-in: 15:00pm.

-Check-out: 11:00am.

##### ■ HOTEL ROUTE-INN TOKYO KAMATA

Address: 3-18-2 Kamata, Otaku, Tokyo, 144-0052 JAPAN  
tel: +81-(0) 50-5837-2020

[https://www.route-inn.co.jp/hotel\\_list/tokyo/index\\_hotel\\_id\\_656/?gad\\_source=1&qclid=CjwKCAjw47i\\_BhBTEiwAaJfPpkXoUVCXCIWhYBR20zwKJ1q8N\\_dO28ApGMDs-1UHOtKnr6rECiuNRoCFYQQAvD\\_BwE](https://www.route-inn.co.jp/hotel_list/tokyo/index_hotel_id_656/?gad_source=1&qclid=CjwKCAjw47i_BhBTEiwAaJfPpkXoUVCXCIWhYBR20zwKJ1q8N_dO28ApGMDs-1UHOtKnr6rECiuNRoCFYQQAvD_BwE)

-Check-in: 15:00pm.

-Check-out: 10:00am.

Early check-in and/or late check-out will be charged accordingly.

#### 17. ACCREDITATION

The accreditation desk will be open on 24<sup>th</sup> April, 2025 at 9:00am and is situated in the 2<sup>nd</sup> floor of the Shinagawa Prince Hotel Main Tower. For those of you who will be arriving to Japan before April 24th, please come to the desk between 9:00am to 18:00pm on 24<sup>th</sup> April.

During the Accreditation the Head of Delegation has to be ready to present the following:

- Passports of each member of the delegation
- Insurances for each member of the delegation
- NHK Questionnaire (It will be collected on site only if it has not been submitted in advance.)
- Release Music/Portrait/Injury (It will be collected on site only if it has not been submitted in advance.)
- One back up flash drive for each routine with the country, category and name of the competitor (No submission required)

## 18. MUSIC PREPARATION

Please prepare all competition music in MP3 format as a backup.

**Deadline:** Please submit your music by April 11th, 2025 at the latest, to the following  
FIG World Cup:

<https://verification.clicknclear.com/my-events/event/150/invite?token=35f6c8f42dac3f5f90bcedf1aae7d5f4&lp=fig>

**Release Form:** Please submit it via the link below (if not yet submitted).

<https://www.dropbox.com/request/Y88egn4sILoidXITds0O>

Please be reminded that there is nothing we, LOC, can do in case the music didn't start playing and the result will show "DNS" (did not start) accordingly.

To ensure smooth accreditation procedures, music for all delegation members must be submitted electronically prior to arrival and ALSO brought on a flash drive physically as well for backup purpose.

### Verification Process:

Upon arrival at the accreditation process at the official hotel, our staff will be available to assist you in verifying your music files. You will have a device to play each music file and confirm its functionality.

Your signature will be required to acknowledge successful verification.

We appreciate your cooperation with these procedures. Please don't hesitate to contact us if you have any questions.

## 19. ADDITIONAL INFORMATION

- Smoking is strictly prohibited within all Ota City General Gymnasium, including outdoor areas. Please be aware that smoking is also prohibited on the surrounding streets in accordance with the ordinances of Ota City. The LOC is not responsible for any issues, troubles, accidents etc., arising from smoking on/off the streets.

- ¥10,000 JPY fine will be enforced for any littering or smoking related offense, or as soon as those related incidents are found.

Upon arrival to Japan, a signature of the representative of each participating NF on an agreement will be required during the accreditation.

During the Orientation Meeting on 25<sup>th</sup> of April, 2025 at 10:00 at Ota City General Gymnasium. – detailed information regarding the Competitions will be given.

If you need some more information in advance, please do not hesitate to contact us.

Looking very much forward to welcoming you in Tokyo!!!

Sincerely,



Kenji NISHIMURA  
Secretary General  
Japan Gymnastic Association



Kaoru Chinen  
President  
Japan Aerobic Federation



Masa Kawaguchi  
Secretary General  
Japan Aerobic Federation