



Baku 2015
1ST EUROPEAN GAMES

RHYTHMIC GYMNASTICS

Games-time Guide



DISCLAIMER

All information in this guide was correct at the time of going to press. Changes to schedules, procedures, facilities and services, along with any other essential updates, will be communicated to teams by competition management if required. Changes to the competition schedule will also appear on the Games-time Website, while any changes to the training schedule will be communicated by the Sport Information Centre in the Athletes Village.

Welcome

The Baku 2015 European Games will welcome around 6,000 athletes, 3,000 supporting team officials and 1,600 technical officials from across Europe to participate in elite-level sport competition.

We aim to provide all participants with optimal conditions so that they are able to perform at their best. This guide will help with those preparations and Games-time operations as it provides key information including the relevant competition rules and format, medal events, competition schedule and key dates. Each audience – athletes, team officials and technical officials – also has their own dedicated section within the guide that includes the information that is relevant to them.

The guide also includes details of the relevant venue, medical, anti-doping, training and competition related services, as well as the key policies and procedures that will be in place during the Games for each client group.

We hope that this guide helps with your planning in the weeks remaining before the European Games. Hard copies of this Games-time Guide will be provided to each client group upon arrival in Baku.

We look forward to welcoming you to Baku for 17 days of competition that puts sport first and sets a tradition for the European Games that follow.

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General Information



Rhythmic Gymnastics Competition: General Information

The Rhythmic Gymnastics competition at the Baku 2015 European Games will be held from 17 – 21 June at the National Gymnastics Arena in Baku. A total of 99 female athletes (13 groups and 21 individuals) may take part in the Rhythmic Gymnastics competition. According to the FIG and UEG age group regulations all athletes participating in the Rhythmic Gymnastics event at Baku 2015 must be 16 years of age in the year of competition. All of them must have a valid FIG licence.

Key dates

Date	Event
1 May 2015	Sport Entries submission deadline (by 23:59, CET)
8 June 2015	Official opening of the Athletes Village
12 June 2015	Opening Ceremony
13 June 2015	Training starts
15 June 2015	Technical Meeting
16 June 2015	Podium Training – Groups and Individuals
17 June 2015	Start of competition – Group All Around Final
19 June 2015	Continued Competition – Individual All Around Final
21 June 2015	End of competition – Apparatus Finals
28 June 2015	Closing Ceremony
1 July 2015	Official closing of the Athletes Village

BEGOC competition management

Position	Name
Sport Group Competition Manager	Claire Thompson
Discipline Manager	Camelia Bouaziz

Position	Name
Technical Operation Manager	Lee Paulding
	Rza Aliyev
	Danny Stocks (music)
Athlete Services Group Leader	Khagani Farajov
	Maria Antritsou
Field of Play Group Leader	Brian Stocks
	Juliet Shaw
	Marcel Hermitte
	Jean-Jacques Eeckhoutte
	Michel Boutard
	Nathalie Stocks
EF Services Group Leader	Farida Teymurova
	Christophe Lambert
Sport Information Group Leader	Monica Mexia
Training Venue Manager	Sevinj Bilandarli
Training Venue Assistant Manager	Vugar Gasimli
Sport Specialist	Farah Heybatova

European Union of Gymnastics (UEG) personnel

Position	Name
President	Georges Guelzec
Vice-President	Rudolf Hediger
Vice-President	Malin Eggertz-Forsmark
Vice-President	Farid Gayibov
Executive Committee Member	Martin Reddin
Executive Committee Member	Erik J. Mogensen

Position	Name
Executive Committee Member	Per Sjostrand
Executive Committee Member	Alberto Loureiro Nunes
Executive Committee Member	Paolo Frising
Executive Committee Member	Andrey Rodienenko
Executive Committee Member	Jordan Iovtchev
Executive Committee Member	Heide Bruneder
Executive Committee Member	Jacob Wischinia
Executive Committee Member	Yvette Brasier
Executive Committee Member	Vladimir Zeman
Executive Committee Member	Maria Christina Casentini
Administrative Director	Kirsi Erofejeff-Engman
Sports Coordinator	Linda Davila
Doctor	Gérald Gremion
TV Coordinator	Jean-François Rosse
Head of Media	Tina Gerets
Assistant	Claire-Sarah Turner
Interpreter	Valérie Gianadda

Jury of Appeal

Position	Name
President	Klemen Bedenik
Member	Athanasios Vasileiadis
Member	Person from OC To be nominated on venue

Superior Jury

Position	Name
Technical Delegate	Heide Bruneder
Technical Committee Member	Maria Petrova
Technical Committee Member	Gilberte Gianadda
Technical Committee Member	Marina Lobach
Technical Committee Member	Dominique Muller-Lauth
Technical Committee Member	Elena Nefedova
Technical Committee Member	Pancracia Sirvent Mut

Selection and appointment of Judges

Each NOC represented in the Gymnastics competitions at Baku 2015 was given the opportunity to have an International Technical Official judging at the European Games.

International Technical Officials (ITOs)

Position	Name	Country Code
Judge	Anna Marchetti	AUT
Judge	Yevgeniya Zhidkova	AZE
Judge	Vafa Bakarova	AZE
Judge	Natalya Bulanova	AZE
Judge	Larysa Lukyanenko	BLR
Judge	Daniela Veltcheva	BUL
Judge	Blanka Mlejnkova	CZE
Judge	Berta Veiga Vila	ESP
Judge	Emma Kurki	FIN
Judge	Isabelle De Cossio	FRA
Judge	Eliso Bedoshvili	GEO

Position	Name	Country Code
Judge	Gertrud Guhr	GER
Judge	Maria Pachta	GRE
Judge	Nora Erfalvy	HUN
Judge	Fira Voronov	ISR
Judge	Elena Aliprandi	ITA
Judge	Marinela Jipa	ROU
Judge	Viktoriiia Anikina	RUS
Judge	Elena Cornu	SUI
Judge	Lidiia Vynogradna	UKR

National Technical Officials (NTOs)

Position	Name
Panel Secretary	Kamran Abdullayev
Panel Secretary	Farhad Yarahmadov
Panel Secretary	Sanan Isgangarov
Panel Secretary	Nusrat Nuriyev
Panel Secretary	Nargiz Alizanda
Panel Secretary	Nigar Illqar qizi

Medal events

Medal events (8)	
Individuals (3)	Groups (5)
All-Around Final (Competition II)	All-Around Final (Competition II)
Apparatus Final (Competition III) – 5 ribbons	Apparatus Final (Competition III) - Hoop
Apparatus Final (Competition III) - 3 sets of 2 clubs and 2 hoops	Apparatus Final (Competition III) - Ball
	Apparatus Final (Competition III) - Clubs
	Apparatus Final (Competition III) - Ribbon

Competition format

Individual

All-Around Final (Competition II)

For the Individual All-Around Final, 21 gymnasts that qualified at the 2013 European Championships in Vienna will take part. A maximum of two gymnasts per NOC are allowed in the final. Each gymnast in All-Around Final will compete in all of the four apparatus (hoop, ball, clubs and ribbon).

The starting order was determined by draw, see the draw section.

Apparatus Final (Competition III)

For each of the four Apparatus Finals, the six best gymnasts per apparatus from Competition II will compete. A maximum of one gymnast per NOC is allowed in the finals.

Groups

All-Around Final (Competition II)

12 Groups, one per NOC, qualified at the 2014 European Championships in Baku, plus one group with special consideration, will take part in the All Around Final. The group competition will consist of two free exercises:

- Five ribbons
- Three sets of clubs & two hoops.

The result of these two presentations will be added. After this competition, the best six groups in each apparatus will qualify for competition III.

The starting order was determined by draw, see the draw section.

Apparatus Finals (C III)

These finals consist of two exercises by the best six groups per apparatus, based on the results from Competition II.

Competition rules

The Rhythmic Gymnastics competitions will be held in accordance with the editions of the following documents that are in force at the time of the Games:

- International Federation of Gymnastics (FIG) Statutes (Edition 2015)
- European Union of Gymnastics (UEG) Statutes (Edition 2013)
- FIG Technical Regulations (Version 2015)
- UEG Technical Regulations 2015 (Edition October 2014)
- FIG Code of Points for Rhythmic Gymnastics (2013-2016, updated version valid from January 1, 2015), Appendix to the Code of Points (December 2012) and Help Desk FEBRUARY 2015
- FIG General Judges' Rules (Revised on 29.05.2013)
- FIG Specific Judges' Rules (Revised on 13.02.2013)
- UEG Medical Guidelines (Edition 2014)
- BECOG Medical, Anti-doping and Pharmacy Guide
- FIG License Rules (last update on November 18, 2014)
- UEG Media Rules (2015)
- UEG Rules for Advertising and Publicity (Edition August 2009)
- European Games Rules on Advertising, Demonstration and Propaganda

If there are any new editions, revisions or any other updates of the above mentioned rules by the time of the start of the Games, the most recent versions shall be applied.

Note: The EOC corresponding rules will prevail when necessary.

Judges and Scoring

Swiss Timing Ltd is contracted to deliver the timing and scoring for Rhythmic Gymnastics competitions (as for other Gymnastics disciplines) during the Games. There will be a total of 27 officials, including seven members of the UEG Rhythmic Gymnastics Technical Committee (TC), 20 International Technical Officials (ITOs, Judges). The ITOs and judges must be holders of the FIG Judging Brevet I, II or III. Each participating National Olympic Committee (NOC) will nominate an ITO.

Where an NOC has not nominated an ITO or where the NOC withdraws their athlete from competition, prior to the entry closing date, the filling of the ITOs position will be determined by the Technical Committee.

At each stage of competition there will be two Judging Panels, each comprised of four Difficulty (D) Judges, four Execution (E) Judges and two Line Judges and two Time Judges

The four D Judges evaluate the difficulty independently. The D-score is calculated by dropping the highest and lowest D Judges' scores and averaging the remaining scores.

The four E Judges evaluate the execution of exercises independently. The E-score is calculated by dropping the highest and lowest E Judges' scores and averaging the remaining scores.

The final score is 20.00 maximum and will be calculated by the addition of the D-score (10.00 points maximum) and the E-score (10.00 points maximum).

In case of a tie, the FIG Tie Break Rules for the Olympic Games shall be applied to All-Around Finals and the FIG Tie Break Rules for the World Championships shall be applied to Apparatus Finals.

Inquiries

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 end of the exercise of the following gymnast or group; for the last gymnast or group of a rotation, this limit is one minute after the score is shown on the score board. The person

designated (Inquiry Officer) will be seated near to the Technical Table and when receiving the verbal inquiry has to note the time of receiving it and starts the procedure.

Only the accredited coaches in the competition area are entitled to submit an inquiry.

Late verbal inquiries will be rejected.

A NOC is not allowed to complain against the scores of a gymnast from another NOC.

Inquiries for all other scores (Execution, Artistic, Time of flight and Synchro) are not allowed.

The inquiry must be confirmed as soon as possible in writing, within 4 minutes at the latest after the verbal inquiry and requires an agreement of payment of Euro 300.- for the first complaint; Euro 500.- for the second complaint and Euro 1'000.- for the third and any further complaints during the discipline's event at the 1st European Games. Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

NOCs shall not pay cash when submitting an enquiry. Invoices will later be sent by the UEG Headquarters to the NOC. If the inquiry is accepted, this sum will be not be invoiced by UEG to the NOC. Otherwise, the sum will be invoiced by UEG to the NOC.

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 the rotation/group for the qualifying competitions, the all-around competitions and the team competition (final)
- before the score of the following gymnast or group is shown for the finals.

Clothing and equipment

Clothing and equipment used by athletes and other participants in the Rhythmic Gymnastics competition must comply with the following documents:

- International Federation of Gymnastics (FIG) Statutes (Edition 2015)
- European Union of Gymnastics (UEG) Statutes (Edition 2013)
- FIG Technical Regulations (Version 2015)
- UEG Technical Regulations (Edition 2014)
- FIG Code of Points for Rhythmic Gymnastics (2013-2016, updated version valid from January 1, 2015), Appendix to the Code of Points (December 2012) and Help Desk (November 2013 and revised in March and November 2014) FEBRUARY 2015
- The IOC Olympic Charter (8 December 2014)
- UEG Rules for Advertising and Publicity (Edition August 2009)

European Games Rules on Advertising, Demonstrations and Propaganda

The following Rules for the European Games are based on Rule 50 of the Olympic Charter.

1 The European Olympic Committees (EOC) determine the principles and conditions under which any form of advertising or other publicity may be authorised.

2 No form of advertising or other publicity shall be allowed in and above the stadia, venues and other competition areas which are considered as part of the European Games sites other than that relating to the contractual rights of the marketing partners of the Baku 2015 European Games.

3 No kind of demonstration of political, religious or racial propaganda is permitted in any of the European Games sites, venues or other areas.

4 These rules and any other manuals, guides, guidelines or any other instructions issued by the EOC Executive Committee apply to all persons holding accreditation for the Games and are a pre-condition to the ongoing validity of that accreditation.

Manufacturer's Identification on Equipment and Clothing

Definition: Manufacturer's Identification means the normal display of the name, designation, trademark or logo. The Manufacturer's Identification can only appear once on each piece. **The standard graphic elements recognised by the WFSGI, e.g. adidas' three stripes may also be used within reason and subject to prior written agreement.** Other identifications such as 'Goretex' and 'Dryfit' may also be used within reason subject to prior written agreement. The size of these may not be larger than the Manufacturer's Identification.

All approvals must be requested via brand.approvals@baku2015.com.

1 Other than the Manufacturer's Identification, produced according to the size guidelines shown below, and the standard graphic elements no form of publicity or propaganda, commercial or otherwise, may appear on persons or on any article of clothing or equipment worn or used by the athletes or other participants in the Baku 2015 European Games. It also includes, but is not limited to, for example, any form of body art, jewellery or contact lenses.

1.1 Equipment: any Manufacturer's Identification used cannot take up more than 10% of the surface area of the equipment visible during competition up to a maximum size of 60cm². Exceptions may apply, subject to prior written agreement (brand.approvals@baku2015.com).

1.2 Headgear and gloves: the maximum size of the Manufacturer's Identification allowed on any form of headgear and on gloves is 6cm². Headgear includes, but is not limited to, hats, helmets, sunglasses and goggles.

1.3 Clothing (e.g. NOC uniforms, competition clothing, tracksuits, T-shirts, shorts, sweat tops and sweat pants): the maximum size allowed for any Manufacturer's Identification on clothing is 20cm². There is one exception:

Where a one piece body suit is worn in competition, two Manufacturer's Identifications may be included – one above the waist and one below. These Identifications must not be placed next to each other.

1.4 Shoes: the normal distinctive design pattern of the manufacturer may appear on shoes. The manufacturer's name and/or logo may also appear, up to a maximum size of 6cm², either as part of the normal distinctive design pattern or separate to it.

1.5 Technical gear: the maximum size of the Manufacturer's Identification on all technical gear, installations and other apparatus, which are neither worn nor used by athletes or other participants (for example, timing equipment and scoreboards), may be no larger than 1/10th of the height of the piece in question up to a maximum of 10cm high.

1.6 In case of special rules adopted by an International Sports Federation, exceptions to the rules mentioned above may be approved by the EOC Executive Committee.

Any violation of these rules may result in disqualification or withdrawal of the accreditation of the person concerned. The decisions of the EOC Executive Committee regarding this matter shall be final.

NOC Uniforms

The official uniforms of the NOCs may include:

- symbols of the country (name of the country, national flag, emblem, etc.)
- emblem of the NOC
- logo of the Baku 2015 European Games
- emblem of the respective National Sport Federations (on competition kit only where permitted by the NOC)

The NOCs are requested to bring a sample of the competition uniform to the first Technical meeting of each sport for final check in order to avoid any problems on the field of play.

NOCs should seek prior written approval from BEGOC for their uniforms before production begins. Pictures featuring the branding should be sent to (brand.approvals@baku2015.com) for review and official approval.

Athlete Conduct

During the European Games athletes' ongoing accreditation is conditional upon them not:

- Taking any sport equipment and/or national flag onto the podium during a Medal Ceremony;
- Making any kind of demonstration or promote political, religious or racial propaganda in any European Games venue or associated areas during the period of the Games.

Late Athlete Replacement Policy

The deadline for sport entries of participating athletes in the Baku 2015 European Games was 1 May 2015.

However, where urgent medical problems arise, or in other exceptional circumstances that are assessed on a case-by-case basis, the European Olympic Committee (EOC) may permit the permanent replacement of one athlete by another only in the same sport, discipline and event. During the European Games, it is the policy of the EOC that P (personal coach) accreditations are not available.

Replacement of an athlete can only occur after consultation with the relevant European Federation (EF) and, when deemed necessary by the EOC, an EOC medical expert.

The replacement of athletes due to medical reasons after 1 May 2015 and up to 2 hours prior to the Sport Technical Meeting, or weight draw as appropriate, is possible providing:

1. The replacement athlete is entitled, and qualified, to take part in the European Games as stipulated in the Qualification systems, published in 2014 and regularly updated by the EOC and Baku European Games Operation Committee (BEGOC).
2. No doping control issues are pending concerning the replacement athlete.
3. The National Olympic Committee (NOC) of the replacement athlete had applied for accreditation for the athlete prior to the application for accreditation deadline on 12 March 2015.

The non-medical replacement of athletes is possible after 1 May 2015 and up to 24 hours prior to the Sport Technical Meeting, or weight draw as appropriate. NB: The deadlines for medical and non-medical replacements are different. For non-medical replacements, in order to keep changes to a manageable level and to support a sustainable level of resourcing within the BEGOC Sport Entries team, a limit on changes to an NOC's delegation has been put in place.

Each NOC shall be allocated a quota for non-medical replacements based upon the NOC overall number of athletes:

Number of athletes	Quota for non-medical LAR
From 1-10	1
From 11-20	2
From 21-50	5
From 51-100	5
From 101-150	15
From 151-200	20
201+	30

Following confirmation from the BEGOC Sport Entries team that the submission procedure has been correctly completed the application for Late Athlete Replacement shall be approved by:

- Technical Delegate for the relevant sport or discipline, on behalf of the European Federation
- Designated representative of the EOC.

The following additional procedures must also be carried out in order for one athlete to be replaced by another:

- a) The relevant NOC must fill out an Official Athlete Replacement Form for the athlete being replaced and the replacement athlete.
- b) The relevant NOC must add the new athlete's details to the Eligibility Conditions Form which they already hold and, when required, the Sport Entry Form for the replacement athlete.
- c) The accreditation card of the replaced athlete must be withdrawn. Following the athlete replacement, the accreditation card of the

replaced athlete shall be cancelled. Procedures relating to the replaced accreditation card will be released in due course.

Once a replacement athlete has been approved, that individual athlete cannot be replaced for non-medical reasons.

All documentation and queries regarding this matter should be sent by email or submitted in person to the BEGOC Sport Entries department, at:

Athletes Village – Sport Entries and Sport Information Centre

Email: entries@baku2015.com

The BEGOC Sport Entries Office will forward all received queries to the BEGOC Accreditation team and to the EOC accordingly.

Effective

For Non-Medical replacements – from 1 May 2015 until up to 24 hours prior to the Sport Technical Meeting, or weight draw as applicable for that event.

For Medical replacements – from 1 May 2015 until up to 2 hours prior to the Sport Technical Meeting, or weight draw as applicable for that event.

This policy is not applicable to athlete nominative disciplines (Badminton, Women's Boxing, Fencing for individually qualified athletes, Judo, Karate, Taekwondo, Table Tennis for individually qualified athletes). In the case of an injury and for disciplines where the quota place is allocated to an athlete by name the quota place will be reallocated. The common deadline for such reallocations is 1 June 2015.

Waiver

The above-noted policy is subject to further change by the EOC for exceptional circumstances.

Doping control

BEGOC is committed to delivering a world-class doping control programme during the Baku 2015 European Games. Under the authority and direction of the EOC, the BEGOC doping control programme will ensure the integrity of sport is upheld and protect the rights and health of the athletes.

The EOC Medical & Anti-Doping Commission is responsible for determining in advance the distribution and number of doping controls to be carried out throughout the Games period, from 8 June to 28 June 2015, and during this period athletes from all sports will be eligible for urine and blood testing. The EOC has the authority to test athletes for substances and doping methods prohibited by the World Anti-Doping Agency (WADA) anytime and anywhere during in-competition and pre-competition. All sample analysis will be performed in a WADA-accredited laboratory established for the Games.

The selection of the athletes may be targeted at random or based on the athlete's final position in competition. BEGOC has appointed PWC Global Service GmbH & Co. KG as the delivery partner for the doping control programme. As delivery partner, it will be responsible for sample collection, analysis and secure chain of custody.

Full details on the doping control programme and procedures at the European Games are available in the Baku 2015 Medical, Anti-doping and Pharmacy Guide, which can be downloaded from the e-Qəzet. Printed copies of the guide will be distributed at the EOC Medical Commission meeting on 11 June. If medical staff arrive later than 11 June, copies of the guide can be collected at the Polyclinic.

Sport information

Sport Information Desks (SIDs) are located at all competition venues and at the Sport Information Centre (SIC) in the Athletes Village. The desks will provide a variety of services to NOCs, as follows:

- The dissemination of general sport information.
- The distribution of start lists, draw lists and results.
- Training schedule information for open and pre-allocated training.
- Sport-specific requirements (e.g., forms submitted for several sports in relation to uniform checks or music submission).

The SID (located on Level -2 at the National Gymnastics Arena) will open one hour before training commences and will operate until 30 minutes after the final training or competition session ends. All forms pertaining to the running of the competition and gymnasts music should be submitted at the SID on venue.

The SIC will be located on the second floor of the Administration Centre, next to the NOC Services Centre, in the Athletes Village. The opening hours are as follows:

SIC opening hours	
Period	Hours of operation
Pre-opening (3-7 June 2015)	07:30-20:00
Official opening period (8-28 June 2015)	07:00-22:00
Official closing (29 June-1 July 2015)	07:00-18:00

The SID (located on Level -2 at the National Gymnastic Arena) will open one hour before training commences and will operate until 30 minutes after the final training or competition session ends.

Competition schedule

During the Games, there may be delays, postponements or cancellations of competition. Should this occur, NOCs will be informed of the revised competition schedule through the Sport Information Centre (SIC) at the Athletes Village and the Sport Information Desk (SIDs) at the Baku Aquatics Centre. Team leaders are requested to frequently check their pigeonhole for any information distributed. Changes will also appear on the Games-time Website at www.baku2015.com.

17 June 2015 - Day 5, National Gymnastics Arena		
10:00 - 15:00	GR05	Group All-Around Final
		Group All-Around Medal Ceremony
19 June 2015 - Day 7, National Gymnastics Arena		
10:00 - 15:30	GR08	Individual All-Around Final
		Individual All-Around Medal Ceremony
21 June 2015 - Day 9, National Gymnastics Arena		
14:30 - 19:15	GR12	Group Ribbon Final
		Group Clubs & Hoops Final
		Individual Ball Final
		Individual Clubs Final
		Individual Hoop Final
		Individual Ribbon Final
		Group Clubs & Hoops Medal Ceremony
		Group Ribbon Medal Ceremony
		Individual Ball Medal Ceremony
		Individual Clubs Medal Ceremony
		Individual Ribbon Medal Ceremony
		Individual Hoop Medal Ceremony

Competition Venue Information



Competition: Venue information

Key information

The National Gymnastics Arena is in close proximity with the Athletes Village (AVL). The Arena during the Baku 2015 European Games will host events in five disciplines of gymnastics at once.

The Arena is primarily assigned to host competitions in different gymnastics disciplines. On a day-to-day basis, gymnasts compete at the NGA. The facilities consist of a main concourse and upper stands for spectators, whereas all VIP and functional room hospitality spaces are located between these two levels.

All training (except podium training) for the five Gymnastics disciplines will be held at the Gymnastics Training Venue (TGY) located behind the National Gymnastics Arena (see the Training section on p70). Warm-up prior to competition will take place at the warm-up area at the competition venue, located near the competition podium.

Venue access

The point of access for athletes and team is on level -2. After arriving at the venue, athletes would have to go through the security check where their accreditation will be checked.

Travelling between the Gymnastics venues

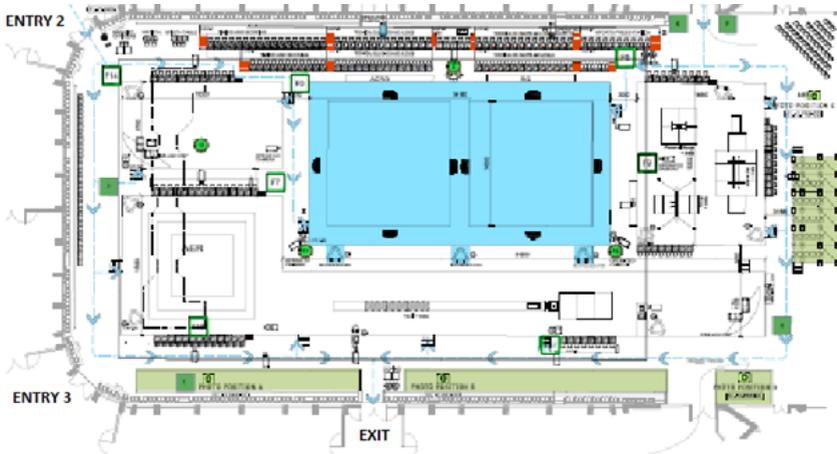
As the Gymnastics Training Venue (TGY) and National Gymnastics Arena (NGA) are next to each other, travelling will be done by foot.

Athlete load zone

The Athlete load zone at the National Gymnastics Arena is at the corner of the Gymnastics Training Venue (TGY).

Competing and non-competing athlete transport

A regular shuttle bus service will operate between the Athletes Village and NGA. Competing athletes should always have preferential access to the bus, either traveling to or from the venue.



Field of play

Events in all five Gymnastics disciplines will be held on the same field of play. Therefore, transition of apparatus will be necessary in the warm-up area and the field of play between competition sessions. This transition will be supervised by an official Gymnastics apparatus supplier of the UEG. The gymnasts will demonstrate their performances on their allocated Rhythmic Gymnastics floor on a raised gymnastics podium. All equipment will be presented in accordance with the FIG apparatus norms. The arena will be equipped with a music system (CDs) for playing gymnasts' routine music.

Venue facilities and services

The facilities at the competition venue will include:

Apparatus measuring station

An apparatus measuring station will be available in the warm-up hall and training hall for gymnasts to check that their apparatus complies with FIG regulations. Further official apparatus and leotard checks will be made by Technical Officials during podium training. A Baku 2015 validation marker will be added to all compliant apparatus and should remain in place throughout the competition.

- During the podium training sessions in the competition hall, each delegation will have the opportunity to have its apparatus verified and have the official control label attached to it.

- During the competition, a control may be carried out before each exercise.
- A further check may take place at the end of the exercise at the request of the control judges or the superior jury.
- Any apparatus, which does not conform to the regulations, will be refused or its use penalised, even if it has already been accepted for another competition.

Athlete changing rooms, showers

Changing rooms with showers are provided in the National Gymnastics Arena. Toilets are also available in the warm-up hall.

Athletes' Lounge

A lounge for athletes and their support staff is located on the level -2 concourse. The lounge contains sofas, tables and chairs, a TV with live coverage of Gymnastics when available, Wi-Fi, an athlete refreshment station, and the SID. The Athletes' Lounge will be open during operational hours that athletes and officials are present at the venue for competition and official training.

Ballet barres and mirrors

The training hall is equipped with ballet barres, mirrors, carpets and stretching carpet area.

Broadcast Mixed Zone and I-Zone

The Broadcast Mixed Zone is located near or adjacent to the field of play. The I-Zone is located in or near the Venue Media Centre.

Catering services

Athlete Refreshment Station

Every competition venue will offer a refreshment station within its Athletes' Lounge, from the first day of training until the final day of competition. This service will be available from 90 minutes before the competition session begins until one hour after the end of the session. All beverages and snacks will be self-served with the station monitored and replenished by catering staff periodically.

The refreshment station will include the below as standard:

- Tea and coffee
- Whole fruits (bananas, apples and oranges)

- Quality Biscuits (packaged)
- Granola Bars (e.g., Nutrigrain bar or similar)
- Still water (chilled and ambient) – 500ml
- Soft drinks (Coke, Coke Zero, Sprite, Fanta) – 500ml
- Sports drinks (varieties) – 500ml

Fasting athletes

Provision has been made during Ramadan for athletes and officials who are fasting. Fasting packs will consist of dates, a baguette, a piece of fruit, an energy bar and water. They will be made available for athletes that will be away from the Village or venue during fasting time and can be collected from the Athletes Lounge on venue (available on demand).

Doping Control Station

The Doping Control Station at the National Gymnastics Arena is located in the corridor behind the Technical Table on Level -2.

EF facilities

Technical Officials will have access to internet access cables and stationary in the EF Secretary General Office. Internet access cables will also be available in the Technical Officials' Meeting Room and wireless internet will be available in the Technical Officials' Lounge.

Internet access

Internet access will be available in the lounges and offices at the National Gymnastics Arena. A single password will be published in the area for all users to use.

Ironing board

An iron and ironing board will be available used for warm-up and training for the purpose of straightening ribbons. Care should be taken when using the iron.

Language services

BEGOC Language Services Team Members (LSTM) will provide volunteer interpretation services on competition days at the National Gymnastics Arena from one hour prior to competition start until one hour after the end of competition or Medal Ceremony – whichever is the latest.

The LSTMs will have a unique identifier as part of their uniform. They can be deployed on request by contacting a member of the Protocol team directly, or by requesting Language Services support from a member of Games workforce at the venue.

Languages services will be covering Azerbaijani, Bosnian, Bulgarian, Croatian, Czech, English, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Russian, Serbian, Spanish and Turkish. The specific languages provided will vary by venue.

During off hours and for venues or situations where volunteer Language Services Team Members cannot be deployed, a telephone interpretation service will be available. This service will be available 24 hours a day, 7 days a week and will offer interpretation for over 150 languages.

Please note that telephone interpretation should always be used as a last-resort if no volunteer Language Services Team Member is available and is rarely suited for emergency situations.

Lost and found

All reports of Lost items should be directed to the Lost and Found Office at the Sport Information Desk. This is also the location where all found items should be delivered.

Medical services and facilities

Medical services will be provided at competition, training and other official venues. These services will be backed up by services at the Polyclinics and the designated European Games hospitals.

Ambulances, staffed by doctors and nurses, will be stationed at competition and some non-competition venues. Emergency services and physiotherapy services for ill and injured athletes and team officials will be available at each competition venue.

Medical services will generally be available from one hour before the start of competition until one hour after competition ends. However, times vary in some venues: please check with the SID or the Venue Medical and Anti-doping Manager at the venue for details.

Athletes injured on the field of play during competition or training will be evaluated on site. If necessary, they will be retrieved from the field of play and transported to the athlete medical room, Polyclinic or hospital as appropriate. Field-of-play response will abide by EF rules.

At the competition venues, the following medical services will be provided:

- Field of play recovery teams
- Physiotherapy
- Emergency services

Full details on medical services at the European Games are available in the Baku 2015 Medical, Anti-doping and Pharmacy Guide, which can be downloaded from the e-Qəzet. Printed copies of the guide will be distributed at the EOC Medical Commission meeting on 11 June. If medical staff arrive later than 11 June, copies of the guide can be collected at the Polyclinic.

Music system

The training hall and the warm-up hall will be equipped with a music system for playing gymnasts' music for each apparatus. Both playlist and CD facilities will be available. This will be operated by members of the field of play team who will ensure that the volume is kept at a reasonable level.

Physiotherapy services

Physiotherapy will be provided to athletes if needed in the Athlete Medical Room by appointed internationally trained physiotherapists and during the allocated operational hours of the AMR.

Sport Information Desk (SID)

The Sport Information Desk at the National Gymnastics Arena is located on Level -2.

A mailbox card will be provided to each NOC for each discipline on its first visit to the SID. This should be presented when submitting or collecting information at the SID or SIC. Only the person presenting the card is able to submit or receive information. All forms pertaining to the running of the competition and gymnasts music should be submitted at the SID on venue.

Technical Committee Rooms

Meeting rooms for Technical Committees are provided on a shared basis (with other discipline), but there will never be two Technical Committees at the same time in the same room.

Technical Officials' changing rooms

It is expected that Technical Officials will travel to and from the venue in their competition attire and there is no dedicated changing area for Technical Officials. Storage of personal items that are not permitted on the field of play will be in the Technical Officials' Lounge which has dedicated EF Services Team Members. Access to this area is restricted to Technical Officials.

Technical Officials' Lounge

The Technical Officials' Lounge is located on Level 1. The following refreshments will generally be provided for Technical Officials at competition venues in the Technical Officials' Lounge:

- bottled water
- soft drinks
- whole fresh fruit
- tea and coffee
- granola bar or healthy snack

Refreshments will be available from maximum of 90 minutes before competition session begins until approximately one hour after.

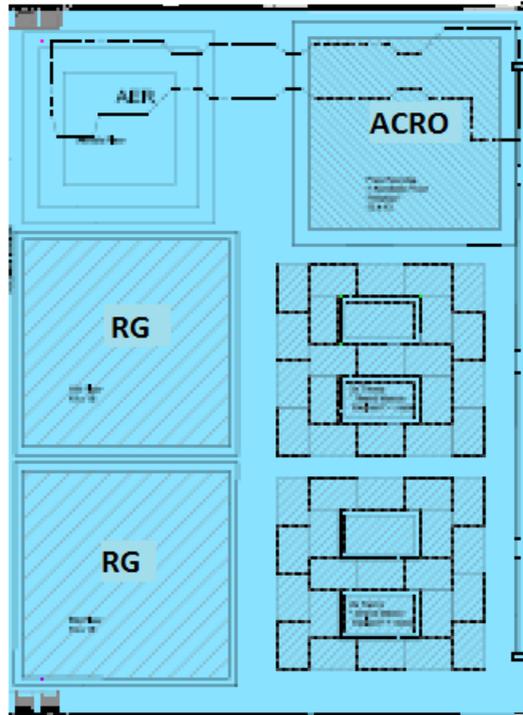
Technical Officials' Meeting Rooms

All instructions and draws will take place in the Technical Officials' Meeting Rooms, located on Level -2 and Level 1. The rooms will include seating, tables and projection facilities.

All refreshments will be provided to the Technical Officials' Lounge.

Training and warm-up floors

The final warm-up hall will have two carpets and is located adjacent to the field of play. The final warm-up hall and the field of play are linked by a wall. In addition there will be four other carpets in the training hall next to the competition venue, all of them measuring 13*13 m² with a 50cm run-off in accordance with FIG standards. During the competitions, these carpets will be set aside for warm-up. A number of TV screens in the warm-up hall will show live updates of the status of the competition.



Warm-up area

All training and competition run according to a detailed training schedule. Gymnasts have, before training on apparatus starts, access to a designed area for general warm-up and stretching.

Pre-competition warm-up will be in Gymnastics Training Venue (TGY). The final warm-up area is in the National Gymnastics Arena, immediately next to the field of play.

Weighing scales

Weighing scales will be provided in the warm-up hall.

Venue evacuation and emergency procedures

In the unlikely event of a venue evacuation, a public announcement message will be broadcast within the venue that will provide directions. On hearing the evacuation message, client groups onsite should follow the directions of BEGOC workforce and leave the venue via the

indicated routes and report to the designated evacuation assembly points. Details on the locations of the assembly points for each venue will be provided.

Weather information

For sports which are directly impacted by weather conditions, information will be made available from the Sport Information Centre in the Athletes Village, and at Sport Information Desks at the competition venues. This will include the forecast for the current day, as well as a summary forecast for up to three days in advance. The weather forecast will be regional and will be updated throughout the day as required.

Meteorological elements in June	Baku
Mean temperature (°C)	23.0
Maximum mean temperature (°C)	26.8
Minimum mean temperature (°C)	19.3
Mean wind speed (m/s)	6.5
Maximum wind speed (m/s)	32
Prevailing wind	North
Monthly precipitation (mm)	10.0

Athletes' Information



Athletes' Information

Frequently Asked Questions

Essential information and emergencies

What is the phone number to call in an emergency?

If you find yourself in an emergency situation, the number to call depends on your location at the time. For emergency services within the Athletes Village, dial the numbers listed in your welcome pack and displayed in public areas, as well as on apartment doors and internal phones. For more information on what action to take in an emergency, see p92.

What languages are most commonly spoken?

The official language is Azerbaijani but many people also speak Russian, Turkish and/or English. The official language of the European Games will be English.

How can I access medical treatment?

There will be a Polyclinic at the Athletes Village and medical services at all competition venues. See p34. Hospital and ambulance services will be provided free of charge for the entire Villages operational period. These services will include treatment of acute illnesses and injuries, or acute exacerbations of pre-existing illnesses and injuries.

Where can I report an item lost or found?

In the Athletes Village, all found items and reports of lost items should be delivered to the nearest Resident Centre. Items will be stored at the Resident Centre until the end of day when they will afterwards be transferred to a Resident Centre that operates on a 24-hour basis. For information on lost and found services at competition venues, see p34.

How can I access an interpreter?

BEGOC Language Services Team Members will provide volunteer interpretation services at competition venues and the Athletes Village.

How do I make an international telephone call?

To dial abroad from Azerbaijan, dial 00, then the relevant country code and telephone number. For more on phones and dialling codes, see p101.

Which currency is used in Azerbaijan?

The currency in Azerbaijan is the Azerbaijan New Manat (AZN). One hundred qəpik equals one manat, and manat notes come in 1, 5, 10, 20, 50 and 100 denominations.

It is not possible to exchange currency into Manat in countries other than Azerbaijan so visitors will need to use the foreign exchange desk at the arrivals hall at the airport or withdraw from ATMs around the city. ATMs will be available at the Athletes Village.

Accreditation

What should I do if my European Games Identity and Accreditation Card (EGIAC) is lost, stolen or damaged?

Every lost, stolen or damaged accreditation card must be reported to the nearest accreditation facility, where it will be cancelled in the accreditation system. A new card will be issued on presentation of a request for accreditation card replacement from an NOC. For accreditation facilities, see p85.

Transport

Which services are provided by the T-A bus system?

A range of services will be provided, including arrivals and departures and connections between training/competition venues and the Villages. For a full list of services, see p87.

Is travel on Baku's public transport network free?

Free access to the Baku Public Transport System (metro and Games-time shuttle lines from/to the competition venues) will be granted to all NOC accredited Games participants. See also p88.

Which side of the road should I drive on?

In Azerbaijan you must drive on the right-hand side of the road. Cycling training on any other roads within Baku and Azerbaijan will not be permitted, and NOCs are discouraged from using their competition bicycles at any locations other than Bilgah Beach, BMX Velopark, Cycling Training Venue, Freedom Square, and Mountain Bike Velopark.

The Villages

What catering facilities are available in the Villages?

A wide range of food options are available in both villages. Options at the Athletes Village include the Main Dining Hall, Best of Azerbaijan casual dining area, Super Recreation Centre cafes and the Village cafe and juice bar (see p48 for more information on these services). At the Canoe Sprint Village, residents will have access to the Main Dining Hall (see p50).

What leisure facilities are available in the Villages?

A whole range of leisure facilities are available to residents in both Villages. In addition to leisure facilities that include tennis courts, an outdoor 5-a-side football pitch and indoor swimming pool, there are also Recreation and Super Recreation Centres, which offer a place for residents to socialise and watch TV, or try their hand at pool, table football, table tennis, and more. For Athletes Village residents, see p47; and for Canoe Sprint Village residents, see p49.

Where can I find my nearest place of worship?

There is a multi-faith centre in the Athletes Village, and multi-faith rooms at the Canoe Sprint Village. For more information, see p46.

Where can I find a bank or currency exchange?

There are ATM services and a foreign currency exchange machine in the Village Square in the Athletes Village. The same services are also available in the Canoe Sprint Village near buildings 2 and 3. For precise locations, refer to the maps in the appendices section.

There are a multitude of ATM machines around the city in Baku, most of which accept international debit and credit cards.

Sport

Are there restrictions on what I may wear during training and competition at the Games?

Restrictions on clothing and equipment are outlined in the European Games Rules on Advertising, Demonstrations and Propaganda. See p19.

Will I be asked to undergo a doping control test?

Athletes may be selected to undergo one or more doping control tests during the period of the European Games. For guidance on the doping control test procedures, see p24.

How can I access the training and competition schedules and the day's results?

Team officials will have access to the the Sport Information Centre (SIC) at the Athletes Village, where training schedules and other key competition information will be made available. Both athletes and officials can also access these services by visiting the Sport Information Desks (SIDs) at the competition venues. For more information on these services, see p25. Detailed competition schedules and official results will be available on the Games-time Website at baku2015.com

What facilities can I expect at competition and training venues?

A list of facilities for Gymnastics is provided in the Competition: Venue information and Training sections within this guide. See p31 and p72.

Tickets

Am I eligible for complimentary sport tickets?

If you have an accreditation in the following categories (Aa, Ao, Ac) then you can obtain two complimentary tickets per each same-sport session per day. You can use these tickets yourself or distribute them to your friends and family. Different-sport athletes and team officials will also be able to obtain two complimentary tickets per day for one different-sport session held that day. Complimentary tickets will always be the best available seats.

How can I get sport tickets for guests?

International public purchasers will be able to buy tickets through the online ticket sales channel, on the Baku 2015 official website, as well as at the city ticket outlets or venue ticket box offices during Games time.

Social media

May I tweet or blog about the Games?

BEGOC wishes to sensibly and proactively embrace social media as a valuable tool to share the excitement of the Games with spectators,

supporters and the global public. There are many different ways to use social media but BEGOC requires that all accredited persons do so thoughtfully, courteously and within the values of the Games and the EOC. The social media guidelines can be found on the iVillage.

Ceremonies

How can I learn more about the Opening and Closing Ceremonies of the Baku 2015 European Games?

The inaugural European Games will begin with the Opening Ceremony on 12 June 2015 and conclude with the Closing Ceremony on 28 June 2015. For more information on both events, please see p51.

If I take part in a Medal Ceremony, what should I wear?

Athletes who take part in a Medal Ceremony must adhere to the regulations governing both dress and conduct outlined on p66.

Baku 2015 Villages

Two Villages will be used in order to accommodate the athletes and team officials participating in the inaugural European Games. Care has been taken to create a home away from home in a stress-free environment that will allow athletes to maximise their performance and enjoy their Games experience.

The residential area at both Villages include bedrooms and social spaces that will provide comfortable environments for athletes and officials during their time in Azerbaijan. All menus have been developed in consultation with caterers and sport nutritionists, and will offer a diverse range of nutritious and European food options. A range of recreation and fitness facilities will be available to Village residents, as well as efficient transport services to both competition and training venues.

A directory of Village essentials for the Baku 2015 Villages has been included as part of this guide. For full details on each Village, please consult the Village maps and Resident Centres.

Village essentials

Alcohol and smoking

The Athletes Village and Canoe Sprint Village are non-smoking venues. Smoking is strictly forbidden within any buildings. A limited number of outside smoking areas will be available throughout the Villages and will be clearly marked. Please note that the consumption of personal alcohol is restricted to private spaces. Any NOC delegation members residing in the Villages are permitted to carry up to five litres of alcohol, in sealed containers, into their residential areas.

Fasting athletes

Fasting packs will consist of dates, bread, a piece of fruit, an energy bar and water. They will be made available for athletes who will be away from the Village or venue during fasting time and can be collected from the Athletes' Lounge on venue (available on demand).

Healthcare

Emergency medical services are available throughout both Villages 24 hours a day. Each Village also contains a Polyclinic, open 07:00 to 23:00 daily and offering a variety of services to residents.

Housekeeping

Housekeeping staff will clean the communal areas of all buildings and NOC spaces on a 24-hour basis. Services will be based in the Resident Centres.

Internet access

At the Athletes Village there will be free Wi-Fi available for all residents, allowing them to access internet Wi-Fi hotspots in all apartments, Recreation Centres, NOC office spaces, Resident Centres, Media Centre, Welcome Centre and Village Café and juice bar.

Free Wi-Fi will be available in all accommodation units, NOC shared office space and Recreation Centres. There will be one hotspot at each Resident Centre at the Canoe Sprint Village.

A number of laptops will be available to residents in the Recreation Centres and Super Recreation Centres.

iVillage

An innovative alternative to the traditional Village Newspaper, iVillage is a private social media platform available in English for Village residents and a limited number of BEGOC-approved users from 8 June-1 July 2015. Village residents will have to register in order to access content. In addition to being a primary source of information for Village residents, members are invited to interact with each other and create and share their own content, similar to popular social networking sites.

Lost and found

At the Athletes Village and Canoe Sprint Village, all items found in the Residential Zone should be taken to the closest Resident Centre, where details of the items will be documented by Resident Centre staff. The item(s) will be stored at the Resident Centre until the end of the day when (if appropriate) they will thereafter be transferred to one of the Resident Centres that operates on a 24-hour basis. NOCs wishing to reclaim lost items can visit any Resident Centre to locate their item(s).

At the Athletes Village, items found in the Village Square will be taken to the Information Desk, which will be the lost and found point for this area of the Village, and will remain there for the duration of the Games.

A resident or guest who has lost an item can go to any Resident Centre or the Information Desk in the Village Square to report the item lost.

Multi-faith Centre

The Multi-faith Centre is located on level 1 of the Administration Centre and will be available for worship and meditation to those of all faiths and those of none, and aims to provide spiritual support, encouragement and confidential advice. It will comprise several prayer rooms and a worship hall. The Chaplaincy team consists of volunteers from a variety of religions. Men and women will each have a separate Muslim Prayer Room.

Laundry

Residents may drop off their individual laundry bags between 07:00 and 23:00 at the serviced laundry facilities. All residents will receive two laundry bags – one for lights and one for colours. Laundry delivered from 07:00 to 10:00 will be available for pick-up the same day after 19:00. Laundry delivered after 10:00 will be available for collection from 10:00 the following day.

Recreation services

The Athletes Village and Canoe Sprint Village will both offer Recreation Centres and Super Recreation Centres. Recreation Centres will feature television lounges, wireless internet and laptops available on a short-term loan basis. Super Recreation Centres will have a more diverse range of activities available, including television lounges, video game console area, pool table, table football, table tennis, board games, laptops available for short-term loans and wireless internet.

Athletes Village

The Athletes Village is located in the north-west part of Baku, a short walk from the Olympic Stadium that will host the Athletics competition and the Opening and Closing Ceremonies, as well as the National Gymnastics Arena.

Athletes and team officials will be accommodated in 13 newly constructed permanent buildings, ranging in height from 10 to 15 levels, with accommodation offered on levels 3 and higher. Please be aware that ground level equals level 1 in all buildings. The buildings contain apartments with 6-10 beds. Each apartment includes a separate social space for the residents.

A summary of key services follows.

Village Zones

The Athletes Village consists of three zones: the Residential Zone, the Village Square and the Operational Zone.

The Residential Zone will be divided into four areas: the Wave, Carpet, Pomegranate and Flame areas. Each area will have its own unique feel and will be branded to assist with wayfinding within the Village. This will also be reflected in signage and keytags for the buildings. The Residential Zone is accessible only to residents with 'R' on their Accreditation Card. It is comprised of the accommodation units, NOC administrative and medical spaces, Recreation Centres, dining facilities and the NOC Services Centre.

The Village Square is a hub of activity within the Athletes Village, and the place for residents and their guests to meet. Residents and guests can buy essential items and Games merchandise, find useful support

services and visit the Village Café and juice bar. It will host the Athlete Welcome Ceremony at 18:00 on 11 June 2015.

The Operational Zone is the area providing support services for the effective operation of the Village.

Key services

Athlete fitness and sport recreation

The Athletes Village Fitness Centre, which is located on level -1 of the Administration Centre, will contain a gymnasium with a selection of cardiovascular equipment and free weights, as well as space for stretching and warming up/down. Male and female saunas with separate changing facilities are located in close proximity to the weigh-in rooms. Changing rooms including showers will be available as part of the gymnasium.

Leisure facilities include: two outdoor tennis courts and an outdoor 5-a-side football pitch with artificial grass. Tennis rackets, tennis balls and footballs can be signed out from the Fitness Centre reception desk.

Catering services

The Main Dining Hall will offer a diverse range of nutritious and European food options. A full service will be available from 05:00 to 23:00, and a reduced food offer will be available from 23:00 to 05:00 including call order grill items, along with pizza and pasta. A nutritional kiosk will provide athletes with nutritional information and guidance on all athlete meals available within the Athletes Village during peak dining hours.

The Best of Azerbaijan, a separate casual dining facility available to residents, will showcase the flavours and cuisine of Azerbaijan (e.g. grilled kababs and salads). It will be open for lunch and dinner. It will operate from 11:00 to 23:00, with the exception of 12 June and 28 June when it will close at an earlier time although lunch will still be offered.

A small café will be available in each of the four Super Recreation Centres and will provide fresh coffee, as well as grab-and-go snack food items free to accredited residents.

Open daily from 09:00 to 21:00 and located in the Village Square, the Village café and juice bar will provide fresh made-to-order juices and smoothies, along with bean-to-cup coffee and traditional Azerbaijan tea. Light snacks, sandwiches and pastries will also be available throughout the day. This is a user-pay service that will be open to Village residents and guests.

Resident Centres

There are seven Resident Centres located within the Residential Zone of the Athletes Village. For the locations of these Resident Centres, refer to the maps in the appendices. Their primary purpose is to act as a one-stop shop for all questions and issues regarding residents' accommodation in order to cater fully to the needs of the residents. Four Resident Centres will operate 24 hours a day and three Resident Centres will operate from 07:00 to 23:00 daily. The Resident Centres also offer ice, irons and ironing boards, IT services, linen / towel exchange and key loss / replacement services.

Canoe Sprint Village

Athletes and teams participating in the Canoe Sprint competition will be accommodated in the Canoe Sprint Village located in Mingachevir (324km west of Baku).

Athletes and team officials will be accommodated in four newly constructed permanent buildings of nine floors. Canoe Sprint Village residents will stay in two types of apartments with twin shared bedrooms. Accommodation will also be provided for Baku-based visiting Ao and Ac within their team's allocation. Similar to the Athletes Village, the Canoe Sprint Village will also be divided into four residential areas: the Wave, Carpet, Pomegranate and Flame areas.

Key services

Athlete fitness and recreation

While there will be no gymnasium at the Canoe Sprint Village, fitness facilities will be available for Canoe Sprint athletes at the Mingachevir competition venue. At Mingachevir there will be a swimming pool and fitness facilities, including kayak and canoe ergometers for training, warming up and cooling down.

The Canoe Sprint Village will also feature three Recreation Centres and a Super Recreation Centre.

Catering services

The Main Dining Hall will offer a diverse range of nutritious and European food options. A full service will be available from 05:00 to 23:00, and light meals will be available during the night between 23:00 and 05:00.

Resident Centres

There are two Resident Centres located within the Residential Zone of the Athletes Village. For the locations of these Resident Centres, refer to the maps in the appendices. Their primary purpose is to act as a one-stop shop for all questions and issues regarding residents' accommodation in order to cater fully to the needs of the residents. One Resident Centre will operate 24 hours a day and one Resident Centre will operate from 07:00 to 23:00 daily. The Resident Centres also offer ice, irons and ironing boards, IT services, linen / towel exchange and key loss / replacement services.

Athlete Welcome Ceremony

The Athlete Welcome Ceremony (AWC) will take place at 18:00 on 11 June 2015 and will officially welcome all NOCs to Baku. Taking place in the Village Square of the Athletes Village, the ceremonial portion of the AWC will last no longer than 30 minutes and will consist of:

- an introduction to the Village Mayor
- a brief welcome from the Village Mayor
- a brief address from the EOC President
- gift exchange between the Mayor and the Chef de Mission from the host nation of the next European Games
- recognition of protocol set of flags
- a cultural performance that will reflect the music, culture and traditions of Baku and Azerbaijan.

The AWC promises to be fun, engaging and interactive for athletes.

Opening and Closing Ceremonies

Opening Ceremony

The Baku 2015 European Games Opening Ceremony will be held at the Olympic Stadium on Friday 12 June 2015 from 21:00 to 23:00. The pre-show will start at 20:15 and the Athletes' Parade will start at 21:30.

All marching athletes will walk from the Athletes Village to the Olympic Stadium. The distance from the Athletes Village exit to the entrance to the Olympic Stadium is approximately 1.7km with an estimated walking time of 40 minutes.

Following EOC decision, only athletes, Chefs de Mission and Deputy Chefs de Mission will be allowed to march in the Athletes' Parade for the Opening Ceremony. BEGOC will check the accreditation and marching passes of athletes on departure from the Athletes Village and when they return.

Team officials and non-marching athletes will be seated in complimentary seating in the Olympic Stadium before the pre-show starts at 20:15. They will enter the Olympic Stadium using the main spectator entrance, using the tickets issued by BEGOC.

The parade will begin with Greece first and with host country Azerbaijan entering the Olympic Stadium last. Following the parade, athletes will be guided to their allocated seating within the seating bowl.

For athletes wishing to depart the ceremony before its completion, there will be a limited window during which to return to the Athletes Village. Athletes will return to the Athletes Village by walking back along the same route they used to enter. All athletes who remain until the end of the ceremony will be accompanied by non-marching athletes and team officials during their return to the Athletes Village.

Closing Ceremony

The Closing Ceremony will be held at the Olympic Stadium on Sunday 28 June 2015. The ceremony will be broadcast live from 21:00. Athletes, team officials, Chefs de Mission and Deputy Chefs de Mission will be allowed to march in the Athletes Parade for the Closing Ceremony. All participants will walk from the Athletes Village to the Olympic Stadium on the same route as for the Opening Ceremony.

Marching athletes and officials

Under no circumstances may participants in the Opening or Closing Ceremonies display any form of publicity or propaganda – commercial, political or otherwise – on any item worn, or in any other manner that is visible on camera. Participants may not use selfie sticks during the parade.

Ticketing

Complimentary sport tickets for athletes and officials

All participating athletes and team officials with an accreditation in the following categories (Aa, Ao, Ac) will be able to obtain two complimentary tickets per each same-sport session per day. Tickets can be used by athletes and team officials or distributed to their friends and family. However, it should be noted that each competition venue has its own dedicated athlete seating area; as a result, if athletes and team officials choose to sit with their friends and family, they will have to make use of the complimentary sport tickets as their accreditation will not allow them to sit in the spectator seating areas.

Different-sport athletes and team officials will also be able to obtain two complimentary tickets per day for one different-sport session held that day.

Complimentary tickets will always be the best available seats. Athletes and team officials will be able to request them at the City Ticket Outlets, the Athletes Village or Venue Ticket Box Offices by displaying accreditation.

Team Leaders' Information



Team Leaders' Information

Pre-competition procedures

Draw

The draw took place at the Open Joint Azerbaijan Championships in Gymnastics Disciplines on 3 March 2015.

RG – Individual All-Around Final (CII)

NOC	Starting No	NOC	Starting No
AUT 1	8	GEO	20
AUT 2	18	GRE	6
AZE 1	11	HUN	7
AZE 2	17	ISR 1	1
BLR 1	16	ISR 2	10
BLR 2	12	ROU	21
BUL 1	13	RUS 1	4
BUL 2	3	RUS 2	14
CZE	15	UKR 1	5
ESP	19	UKR 2	9
FRA	2		

RG – Individual Apparatus Finals (CIII)

Starting order	Hoop	Ball	Clubs	Ribbon
1	3	5	1	2
2	4	4	2	4
3	1	6	3	1
4	2	2	4	3
5	5	3	6	5
6	6	1	5	6

RG – Group All-Around Final (CII)

NOC	Starting No	NOC	Starting No
AZE	8	GRE	10
BLR	4	ISR	7
BUL	2	ITA	6
ESP	5	SUI	11
FIN	3	RUS	12
FRA	13	UKR	1
GER	9		

RG – Group Apparatus Finals (CIII)

Starting Order Comp.III	5 ribbons	Starting Order Comp.III	3 pairs of clubs + 2 hoops
1	3	1	4
2	6	2	6
3	1	3	2
4	4	4	1
5	5	5	3
6	2	6	5

Arriving at the venue

All gymnasts should arrive on competition venue for their scheduled warm-up time. Athlete Services Team Members will meet them and escort them to the sport areas and training hall. Team Officials should go to the Sport Information Desk to collect all the necessary information for the day.

Gymnasts and team officials will need to have their accreditation in order to be allowed access to the venue. Without accreditation, access will not be possible.

Transferrable Access Cards (TACs)

During competition, in order to access Zone Blue (Field of Play, competition area) and Zone 2 (warm-up hall), all coaches, medical personnel and team managers will need to present – in conjunction with their primary accreditation card – a Transferrable Access Card (TAC). All delegations will be allocated a number of Zone Blue and Zone 2 TACs according to the number of registered gymnasts and officials, respecting the Accreditation Rules.

The TACs are only transferable within the NF's official delegation and discipline. Lost cards will not be replaced.

TACs will allow access to the warm-up hall and the field of play on competition days. TACs for first competitions in each discipline will be issued to Team Managers at their first visit to the SID on venue. TAC cards for finals where the number of gymnasts/partnerships will be reduced from the full quota will be issued at the point an NOC gymnast/partnership commences warm-up.

Coaches and support staff who are waiting for a warm-up hall TAC to become available from another member of their delegation should wait just outside the warm-up hall. Coaches and support staff who wish to use a TAC to swap personnel on the field of play during competition should make themselves known to the field of play access control team and then wait at one of the two athlete entrances until they have received the card from their NOC colleague.

Allocations per NOC are as follows:

Podium Training – Warm-up hall Considered as a training hall. Reg.1.17 – 16 June 2015 (no TAC required)			
Number of gymnasts	Coach (includes choreographer)	Medical	Team Manager*
Group	2	2	2
Individuals (2)	2	2	2
Individual (1)	1	2	2

Podium Training – FOP
Considered as a training hall. Reg.1.17 – 16 June 2015 (no TAC required)

Number of gymnasts	Coach (includes choreographer)	Medical	Team Manager*
Group	2	2	2
Individuals (2)	2	2	2
Individual (1)	1	2	2

Competition – Warm Up hall
17, 19 and 21 June 2015 (TAC required)

Number of gymnasts	Coach (includes choreographer)	Medical	Team Manager*
Group	2	1	1
Individuals (2)	2	1	1
Individual (1)	1	1	1

Competition – FOP
17, 19 and 21 June 2015 (TAC required)

Number of gymnasts	Coach (includes choreographer)	Medical	Team Manager*
Group	1	0	0
Individuals (2)	1	0	0
Individual (1)	1	0	0

*All disciplines combined

**In any case, the total number of coaches may not exceed the number of gymnasts in the hall.

***In any case, the total number of support persons present in the Warm Up and Training Halls per delegation may not exceed six for two or more gymnasts.

***In any case, the total number of support persons present in the Warm Up and Training Halls per delegation may not exceed five for one gymnast.

Forms

A set of competition forms will be available for collection at the Sport Information Desk at the competition venue. All competition forms should be submitted at SID.

A mailbox card will be provided to each NOC for each discipline on its first visit to the SID. This should be presented when submitting or collecting information at the SID or SIC. Only the person presenting the card is able to submit or receive information. All forms pertaining to the running of the competition and gymnasts music should be submitted at the SID on venue.

Difficulty forms

Completed difficulty forms should be handed into the SID at the National Gymnastics Arena by 14:00 on 14 June 2015. Please note that the SIC at the Athletes Village will not take receipt of difficulty forms.

Music submission

Each NOC must complete the Gymnastics Music Submission Form to confirm that the music is used within the framework of the competitions at the European Games in a lawful way. This form should be returned via email with ALL music's routine in MP3 format and use the following naming convention:

- Individual: Last name_First name_NOC _apparatus.MP3
- Group : _NOC _apparatus.MP3

In order to simplify the management of the process all music must be submitted, once again, on CDs, to the SID. All NOCs are required to provide two copies of the music for each routine into the SID, together with the Gymnastics Music Submission Form.

A different CD should be used for each exercise:

- The music must be recorded at the beginning of the CD;
- The following will be marked on the CD:
 - The name of the gymnast and the three capital letters used by the IOC to designate the gymnast's country
 - A symbol representing the apparatus used
 - The length of the music
 - The name(s) of the composer(s) and of the music used

The deadline for the submission of music is 15:00 on 13 June 2015. In addition, gymnasts may bring their own copies of their music on CD to use during their training sessions. In addition, pre-recorded playlists will be available. Each gymnast's/group's music will be available for collection from the SID at NGA once their participation in the event has come to an end. Any CDs that have not been collected by 21 June at 12:00 will be recycled.

Technical Meeting (orientation)

Date: 15 June 2015

Time: 13:00 – 14:00

Venue: National Gymnastics Arena – Technical Officials Lounge

Representatives of the UEG and Baku 2015 Gymnastics competition management will outline the full event programme and address NOCs' questions. The meeting will be held in English only. Each participating NOC is required to attend, with a maximum of two delegates per NOC. The judges are not invited to the technical meeting.

Podium training

Podium training will be held at the competition venue on 16 June and will be open to media. Podium training sessions are intended for athletes to get familiarised with the field of play and experience a competition atmosphere prior to the event. Detailed timings will be included in the detailed Training Schedule.

BEGOC may wish to test certain elements of its operations, such as access control, march-in, presentation and march-out during podium training. Gymnasts will be required to pass through the Broadcast Mixed Zone at the end of their session to aid familiarisation with the athlete pathway.

BEGOC may wish to allow spectators into the seating bowl during some or all of the podium training sessions.

Apparatus control

All intensive daily and light apparatus controls, as determined by the FIG Apparatus Norms, will be undertaken by the apparatus manufacturer and Gymnastics Equipment Team Leaders. The UEG Technical Delegate and Superior Jury will be invited to witness these controls and make appropriate checks.

Competition procedures

Access to warm-up hall

Access to the warm-up hall will be limited to those NOCs who are scheduled to train at that time. The number of persons who have access to the warm-up hall is strictly limited, in accordance with the FIG Technical Regulations and accreditation rules. Teams must be accredited with the Baku 2015 accreditation and Transferable Access Card (TAC). Other team members or additional persons will not be allowed to enter the warm-up hall. Technical officials are not permitted in the warm-up hall, with the exception of those designated by the Technical Delegate.

Warm-up

Due to the required length of warm-up and the number of gymnasts, warm-up will start in the training venue. Gymnasts will be escorted in good time to NGA Warm-Up Hall for final warm-ups and may return to TGY between routines if they require further dedicated warm-up.

Call to competition

Gymnasts will receive a call to competition in the warm-up hall five minutes before the start of their routine. Gymnasts are then requested to move together in order to prepare for their march-in to the arena. Clothing and equipment compliance checks and final accreditation/TAC checks will take place at this time. Gymnasts will then be asked to give all required accreditations, bags and equipment to their coaches to carry on to the field of play. When assembled, gymnasts will be moved to the corridor leading to the entrance of the field of play.

Field of play access

Aside from members of the UEG, Swiss Timing and Baku 2015 staff, Technical Officials, and members of the media with separate accreditations, access to the field of play will be limited to the gymnasts and officials who are taking part in the competition at the time. The number of persons who will have access to the field of play will be strictly limited in accordance with the FIG Technical Regulations and Accreditation Rules. All persons seeking access to the field of play must have a valid accreditation pass and TAC.

Presentation to field of play

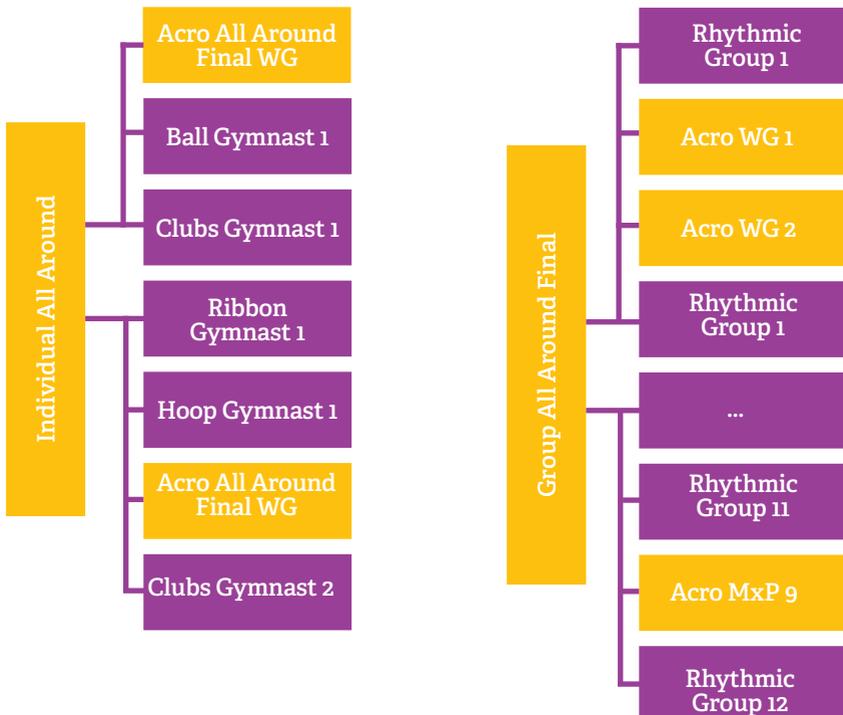
Gymnasts will be escorted from final warm-up into the competition arena by a member of the field of play team. It is the gymnast's responsibility to be on time. Coaches will be escorted separately to

the kiss and cry area to watch the performance. After their routines, gymnasts will be escorted to the kiss and cry area, where they will be reunited with their coaches. Gymnasts and coaches must remain in the kiss and cry area until their score is announced.

Sequence to All-Around competition

For individual competition all four apparatus pieces will be alternated in competition interspersed with Acrobatic Women's Groups in the first two rotations and Mixed Pairs in the second two rotations. Each judging panel will judge two apparatus pieces.

For Group competition gymnasts will compete the first apparatus then followed by the other apparatus, interspersed with Acrobatic Women's Groups alongside the first apparatus. Acrobatic Gymnastics will compete first Women's group Balance and then Mixed Pair Dynamic, with Women's Group Dynamic and Mixed Pair Balance competing interspersed with Rhythmic group second apparatus.

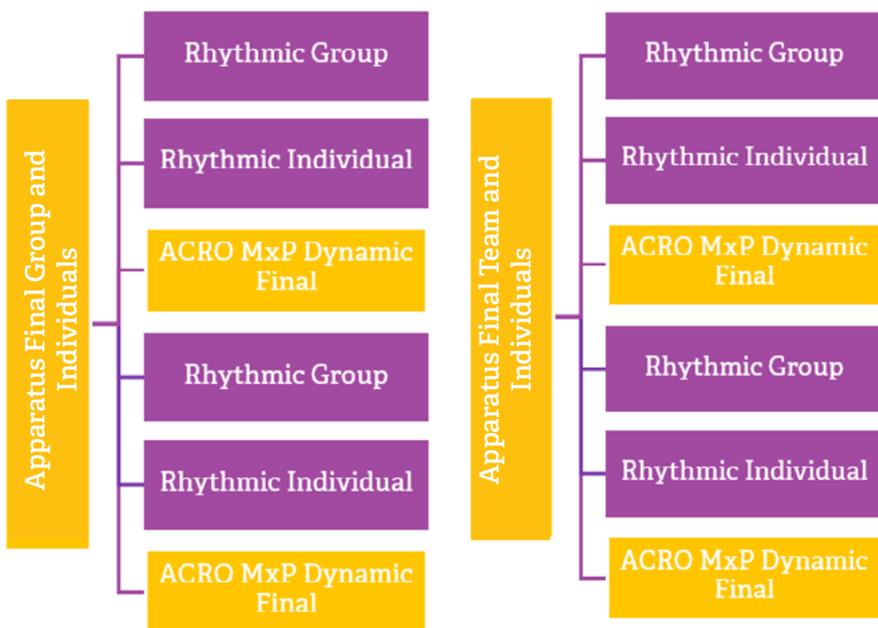


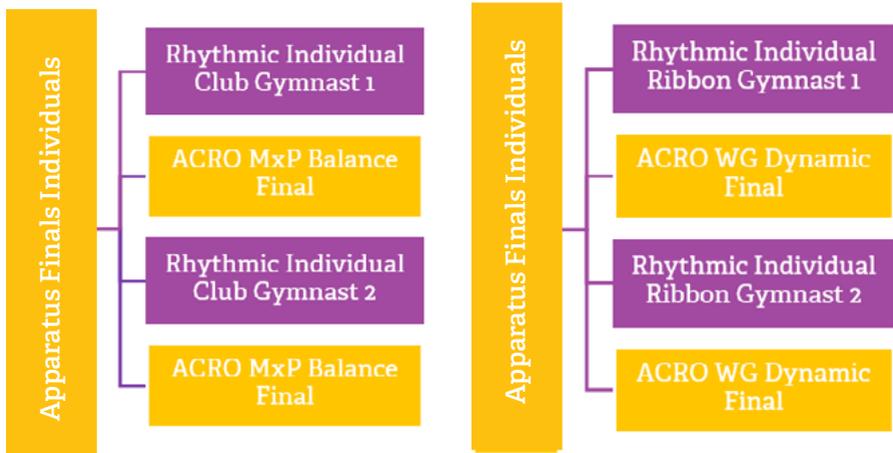
Return to warm-up hall

During the initial routines, gymnasts should remain in the kiss and cry area until their score has been announced before returning to the warm-up hall via final warm-up. Once through final warm-up, they will be picked up by a member of the field of play team who will escort them back to the training hall if required. Following the final routine of the session, gymnasts should move from the kiss and cry area to the field of play athlete seating until the competition is over. Gymnasts will then be escorted from the field of play together via the athlete exit, broadcast mixed zone and if invited the I-Zone.

Sequence to apparatus final competitions

In the first two competition series of apparatus finals, Rhythmic Groups and Individuals will compete in rotation with Acrobatic Groups and Mixed Pairs. In the second two competition series of apparatus finals only Rhythmic Individuals and Acrobatic Groups and Mixed Pairs will compete.





Final routine of the day (groups only)

When entering final warm-up for the last time each day, gymnasts' accreditation will be collected by a member of the anti-doping team. Accreditations will be taken to the anti-doping notification point at the exit of the field of play where they will be available for collection at the end of the competition.

Reserve gymnasts

Reserve gymnasts may warm-up until the first finalists compete.

Conduct on field of play

In line with the Technical Regulations, in the event of unsportsmanlike conduct by any competitor or official, the Chair of Judges' Panel and/or Superior Jury and/or the Technical Delegate will issue a warning. They will inform the team leader at the end of the round about any warning. In the event of repeated misconduct, the Chair of Judges' Panel and/or the Technical Delegate may order the expulsion of the offender from the competition hall for the remainder of the competition. An incident resulting in expulsion must be reported to the Administrative Director and to the offender's NOC and national federation. Further action may be taken as deemed necessary by the Executive Committee. Dressing and undressing during competition and warm-up periods in the designated competition area is judged as an unsportsmanlike gesture and may result in disqualification of the gymnast from the competition.

Mobile devices

The use of mobile phones and other electronic devices on the Field of Play is strictly prohibited during competition.

Accredited team seating

Non-competing, same sport gymnasts and officials will have access to the accredited seating area in the seating bowl. Please note that space may be limited during certain times of the competition, and seating is available on a “first-come, first-served” basis. Athletes and support staff are strictly prohibited from sitting in any other ticketed seat unless authorised to do so by a member of Baku 2015 staff. Accreditation must be worn at all times in this area.

Gymnasts and support staff who wish to watch the Rhythmic Gymnastics events may do so as a same-sport athlete and do not require a spectator ticket.

Post-competition procedures

Leaving the field of play

Gymnasts will go to kiss and cry area after their routine. On qualification day they will then leave the field of play after their initial routines and on the final routine of the session wait in the delegation seating until the competition is finished when they will all be escorted from the field of play together. On finals days, non-medallists will march off first, followed by the medallists, who will go to the Medal Ceremonies preparation area. Non-medallists should exit the field of play via the mixed zone. Medallists will go through the mixed zone after their Medal Ceremony.

Coaches should make their way to the anti-doping notification point at the exit of the field of play once the gymnasts have been escorted from the athlete seating on the field of play and from there to the warm-up hall.

Doping control

Athletes selected for doping control will be notified in person and escorted to the Doping Control Station by a doping control chaperone as soon as practically possible after they have finished competing. It is the responsibility of the athlete to remain under continuous observation

of the doping control chaperone after notification. For details of the doping control programme at Baku 2015, see p24.

Broadcast Mixed Zone and I-Zone

All competition venues will include a Broadcast Mixed Zone for broadcast media, and an I-Zone for written press. Following competition or a Medal Ceremony, all athletes must pass through the Broadcast Mixed Zone as they leave the field of play, but are not obliged to speak. Coaches of team and combat sports who are normally positioned on the field of play may also be asked to pass through the Broadcast Mixed Zone for interview possibilities.

After passing through the Broadcast Mixed Zone, athletes will be free to return to the changing room or go to Medical/Doping unless they are requested for the I-Zone for interviews.

Press wanting to interview someone in the I-Zone would make a request to Press Operations who will escort the athlete from the Broadcast Mixed Zone to the I-Zone.

By default, all gold medallists and all Azerbaijani athletes will be brought to the I-Zone for interviews. Press Attaches, Doping Control Officers and Language Services Team Members will be able to escort athletes into the I-Zone as needed. The I-Zone will end operations about 45 minutes after competition ends.

The Broadcast Mixed Zone is located near or adjacent to the field of play. The I-Zone is located in or near the Venue Media Centre.

Results distribution

Competition-related information for all sports, including results reports, will be available on the Games Time Website (baku2015.com). All results information will also be accessible from the Baku 2015 Mobile Application (Android, iOS), which will be available for download in early June.

The delivery of printed results information is available only at competition venues and to time-critical services. Select reports will be available for collection from Sport Information Desks at competition venues and the Sport Information Centre at the Athletes Village.

After the completion of all competition, all results outputs will be compiled in PDF format and made available for download from the Games Time Website (baku2015.com).

Medal Ceremonies

All Medal Ceremonies at the Baku 2015 European Games will occur on or around the field of play. Athlete chaperones will be on hand to advise and guide all athletes before, during and after their Medal Ceremony. Announcements will be made in both English and Azerbaijani. Athletes who take part in a Medal Ceremony must adhere to the Baku 2015 European Games rules and regulations that pertain to dress and conduct. All athletes will be required to wear their competition attire throughout their Medal Ceremony. Failure to adhere to this rule may result in the delay or postponement of the Medal Ceremony.

Athlete chaperones will lead athletes to the podium for the Medal Ceremony, and will provide direction with regard to the procedures that the athletes will need to follow. Flags, signs, mobile phones, cameras, electronic devices, bottles, items of sport equipment, political statements and accreditations will not be allowed on the podium. If any athlete is in possession of any of these items, they must be passed to the Medal Ceremonies Manager for the duration of the Ceremony. Similarly, if any items are thrown to an athlete while they are on the field of play and/or the podium, the athlete must pass them to their athlete escort for them to hold during the Medal Ceremony. Failure to comply with these rules may result in disqualification. During the Medal Ceremony, BEGOC plans to also present winning athletes with a bouquet of flowers and a gift, as well as an individual medal presentation box.

After the Medal Ceremony has finished, athletes will be asked to move to a second location in order to provide the media with additional photography opportunities. This will take no more than one minute. After all the photographs have been taken, athlete escorts will lead the athletes to the Broadcast Mixed Zone. If any athlete has been notified for doping control, he/she will be escorted through the Broadcast Mixed Zone by a Doping Control Officer and will then be chaperoned to the Doping Control Station.

Medals will be awarded in each event of the competition as follows:

- 1st place: A gold gilt medal
- 2nd place: A silver gilt medal
- 3rd place: A bronze gilt medal

Training Information



Training

Key information

Training for Rhythmic Gymnastics (as for all other Gymnastics disciplines) will take place at the Gymnastics Training Venue (TGY) located behind the competition venue. The Gymnastics Training Venue will be open for Rhythmic Gymnastics training from 13 June to 21 June. All training equipment will be approved by the UEG, and will comply with the FIG Apparatus Norms and UEG Advertising and Publicity Rules.

There will be four training floors for Rhythmic Gymnastics as well as mirrors and ballet bars for athletes' warm-up. A music system will be available for athletes to perform their routine on their allocated floor(s).

Date	Competition Hall	Warm-Up Hall	Training Hall
13 June			Training per schedule
14 June			Training per schedule
15 June			Training per schedule
16 June	Podium Training	Warm-up Podium Training	Training per schedule
17 June	Competition – All Around Final for Groups	Warm-Up Competition	Training per schedule
18 June			Training per schedule
19 June	Competition – All Around Final for Individuals	Warm-Up Competition	Training per schedule
20 June			Training finalists
21 June	Competition – Apparatus Finals	Warm-Up Competition	Training per schedule

Allocation of training sessions

The official training schedules are structured in accordance with the FIG Technical Regulations. Delegations must respect the designated training times and the allocated training halls.

Detailed training schedules and competition warm-up times will be placed in a separate publication. This publication is available to NOCs through the e-Qazet and to National Federations via UEG. They may also be accessed on demand via the Sport Information Centre in the Athlete Village and the Sport Information Desk at NGA.

Training Groups

Training groups are according to the NOCs for first competition session and then as applicable to the further stages of competition.

Training Hall Schedule

Detailed Training Schedules will be published separately to this guide. Training groups and timings will be according to the stage of competition.

Training regulations

Gymnasts should respect their training sessions and those of other gymnasts and groups. Sessions may not be changed and no additional sessions will be available. Gymnasts arriving within 15 minutes of their scheduled session start time will be permitted to enter the stretch area but will not be allowed onto the training hall Rhythmic carpets. Gymnasts arriving more than 15 minutes before their scheduled start time will be directed to the Athletes' Lounge. All training sessions will be open to the media, subject to agreement of the NOCs.

Venue access

The point of access for athletes and team officials is at the common security entry and then the first door on the arena side of TGY. After arriving at the venue, athletes and team officials would have to go through the security check where their accreditation will be checked. The validated Accreditation Pass with the applicable sport code must be shown at all times and access will not be given to those who do not have any.

Travelling between the Gymnastics venues

As the Gymnastics Training Venue (TGY) and National Gymnastics Arena (NGA) are next to each other, travelling will be done by foot.

Training facilities

Apparatus measuring station

An apparatus measuring station is provided for gymnasts to check that their apparatus complies with FIG regulations.

Athletes' changing rooms and showers

Changing rooms and showers will be available for gymnasts to use during their allocated training session.

Athletes' Lounge

Athletes' Lounge with refreshments for the athletes and their supporting staff will be located within the training hall and operating during the official training schedule.

Catering

Unlimited packaged water and isotonic sports drinks will be available at the Gymnastics Training Venue. A full refreshment station will be available at the National Gymnastics Arena.

Ironing boards

An iron and ironing board will be available for the purpose of straightening ribbons. Care should be taken when using the iron.

Massage plinths

Massage plinths are located in the training hall.

Medical services and facilities

Limited services will be available at training venues, with enhanced services for those sports requiring specific specialist cover.

Music system

The training hall will be equipped with a music system for playing gymnasts' music for each apparatus. Both playlist and CDs facilities will be available. This will be operated by members of the field of play team who will ensure that the volume is kept at a reasonable level. There will be two Rhythmic Gymnastics carpets with music and two without. Training will be organised so that gymnasts first have use of a carpet without music and then a carpet with music in the second half of each training session.

Weighing scales

Weighing scales will be available for all gymnasts.

Media Access

The Gymnastics Training Venue is open to the media during all training sessions. NOCs do not have the ability to request training sessions to be closed to the media. The Gymnastics Training Venue will be closed to media on the occasions that it is used as the official warm-up hall during competition.

Technical Officials' Information



Technical Officials' information

Arrivals and departures

Technical Officials (ITOs and TDs) arriving and departing from Heydar Aliyev Baku International Airport (GYD) between 29 May and 1 July will use the T-All shuttle service to/from their official accommodation.

Prior to arrival, Technical Officials will have been sent a Pre-Valid Card that they will use as an immigration visa waiver to enter Azerbaijan. After validation, Technical Officials will use their accreditation to access T-All Transport Services at the airport.

Accommodation

Technical Officials will be accommodated at the following establishment:

Media Village BAKU 2015 (MVL)
115 Heydar Aliyev Prospect,
Baku

Arrival: 14 June 2015

Departure: 22 June 2015

Departures/Accommodation helpline

A helpline for all accommodation queries will be available from 25 May to 31 May between the hours of 08:00 and 20:00. From 1 June onwards, the helpline will also provide assistance with any arrivals and departures matters.

The helpline will operate from 1 June to 30 June from 07:00 to 23:00, and on 1 July from 07:00 to 18:00. To contact the helpline, please call +994 12525 9922.

Out of hours emergency assistance will be available from 23:00 to 07:00. Assistance will be available in Azerbaijani, Russian and English.

Insurance

The UEG shall be responsible for its own property and equipment. BEGOC shall not be responsible for any damage or loss to any property or equipment of the UEG, including property of the UEG officials.

Per diems

TDs and ITOs

Technical Delegates and International Technical Officials will be paid a per diem for their agreed official duration of stay and travel days. The per diem is to cover meals (except breakfast and any meals provided at the competition venue by BEGOC) and incidentals, such as laundry. The sum for the ITOs will be paid directly by BEGOC via pre-loaded debit card that will be distributed to them soon after arrival.

NTOs

National Technical Officials (NTOs) will be paid a per diem for their agreed official duration of work on venue. The per diem is to cover meals and incidentals for the agreed official duration of their duties. NTOs will be paid their per diem in full following the conclusion of the Games. NTOs must complete a time sheet which will then be authorised by the Competition Manager. Upon presentation of this authorised time sheet to BEGOC Finance at the Games Headquarters (after Gymnastics is complete), NTOs will receive their per diem in one cash payment.

Distribution of Ceremonies tickets

Ceremonies tickets have been allocated to Technical Officials in accordance and agreement with the EOC.

- NTOs will receive one ticket for the Opening Ceremony and one ticket for the Closing Ceremony.

All tickets will be distributed by the Gymnastics Competition Manager.

Transport

T-All services

BEGOC is responsible for providing transport services to accredited International Technical Officials (ITOs) and EF staff during the period of the European Games. These transport services will be provided as part of the Games shared shuttle transport (T-All) system.

Services between hotels and competition venues

A dedicated T-All service will operate between Technical Officials' hotels and each competition venue during the competition period for each sport, in accordance with the competition schedule. Where International Technical Officials are required to attend meetings, briefings, venue familiarisations or other events before the start of competition, either at the competition venue or at another venue such as the Athletes Village, transport services will be provided from/to the Technical Officials' hotels in accordance with the officials' requirements.

For Gymnastics this provision of transport services will be by regular, frequent shuttle bus service from the Media Village to the NGA and return.

Uniform collection

All Technical Officials must collect their uniforms from the Uniform and Accreditation Centre (UAC). They will be transported from their official accommodation to the UAC to collect their uniforms on the evening of arrival or the morning after arrival depending on flight times.

14 June at 19:00 – 20:00 Transport will leave the Media Village at 18:30

For late flight arrivals: 15 June at 09:00 – 10:00 Transport will leave the Media Village at 08:15

Any Technical Official arriving outside these dates will be individually advised of their UAC appointment.

All Gymnastics Technical Officials will be provided with a formal uniform, as follows:

- 1 x Suit Jacket
- 3 x Shirt or blouse
- 2 x Trouser/skirt
- 1 x Tie or Scarf
- 1 x Baseball cap
- 1 x Bag

Shoes will not be provided to TOs as part of the uniform. Officials are required to bring plain, black, flat soled footwear with their formal uniform. All footwear items worn may carry the identification as generally used on products sold through the retail trade.

Ladies shoes should be non-reflective with heel between 2 and 7 cm.

For late flight arrivals:

15th June at 09:00 – 10:00 Transport will leave the Media Village at 08:15

Any Technical Official arriving outside these dates will be individually advised of their UAC appointment.

Pre-competition procedures

Venue access for Technical Officials

Technical Officials will arrive on venue by bus from the Media Village.

On arrival, they will pass through security and be directed to the Technical Official entrance at level -2 of the venue.

Technical Officials' meetings and briefings

TECHNICAL COMMITTEE			
Date	Competition Hall	Warm-Up Hall	Training Hall
14 June	19:00-20:00	Uniform collection	UAC
14 June	14:00-18:00 (depends on arrival time)	TC Meeting	NGA, Level 1, TO Meeting Room
15 June	09:00-10:00	Uniform collection	UAC
15 June	08:30 – 13:30 (depends on arrival time)	TC Meeting	NGA, Level 1, TO Meeting Room
15 June	13:00 – 14:00	Technical Meeting	NGA
16 June	09:00-14:00	TC Meeting	NGA, Level 1, TD Office
17 June	07:00-14:00	TC Meeting	NGA, Level 1, TD Office
18 June	14:00 – 18:00	TC Meeting	NGA, Level 1, TD Office
19 June	7:00 – 16:00	TC Meeting	NGA, Level 1, TD Office
20 June	10:00 – 13:00	TC Meeting	NGA, Level 1, TO Meeting Room

21 June	12:00 – 18:00	TC Meeting including apparatus check	NGA, Level 1, TD Office
JUDGES			
Date	Time	Topic	Venue
14 June	19:00-20:00	Uniform collection	UAC
15 June	10:00-13:00 (depends on arrival time)	Judges meeting	NGA, Level -2, R 2
15 June	09:00-10:00	Uniform collection	UAC
16 June	09:00 – 13:00	Judges' Instruction	Podium (FOP)
17 June	08:00 – 09:00	Judges' Draw	NGA, Level -2, R 1
19 June	08:00 – 09:00	Judges' Draw	NGA, Level -2, R 1
21 June	12:00 – 13:00	Judges' Draw	NGA, Level -2, R 1

Venue familiarisation

Athlete familiarisation for Gymnastics is known as podium training and takes place in the warm-up hall and on the field of play the day preceding Groups Qualification (16 June). BEGOC may wish to test certain elements of its operation such as access control and march-in and march-out during podium training.

For Rhythmic Gymnastics it is not compulsory to attend the podium trainings. During their first official visit to the venue Technical Officials will be giving a guide to the relevant areas on venue.

Technical Officials will have the opportunity to familiarise themselves with the venue, as well as their own areas (for example, the Technical Officials' Lounge, the Technical Officials' Meeting Rooms and the field of play Technical Table Rhythmic Gymnastics judges seats) on the first day of arrival on venue.

Technical Official equipment distribution

The EF Services Team Leader will ensure all necessary judging equipment (line flags, stop watches, etc) and judging sheets will be in place before the start of the competition. Equipment should be left in

situ at the end of competition for collection by the EF Services Team Leader.

Difficulty cards sheets

Difficulty cards sheets should be submitted no later than 14 June 2015 at 14:00 by all NOCs for all rhythmic gymnasts. These will be copied and provided to the UEG Rhythmic Gymnastics Technical Committee and difficulty judges at their judging position on the field of play.

Competition procedures

Assembly of Technical Officials before competition

Technical Officials (including reserves) should be present in the Technical Officials' Lounge 30 minutes before the start of competition.

The EF Services Team Leader will collect the Technical Officials for their roll call and assembly at the corner of the field of play approximately 20 minutes before the start of the competition in order to place their papers at their desks.

Before leaving the Technical Officials' Lounge, all Technical Officials' uniforms will be checked to ensure the correct uniform is being worn and carried and to ensure compliance with branding policies. Non-official items of clothing and equipment are not allowed on the field of play.

Access to the field of play

Access to the field of play is limited to officials taking part in the competition at that time. The number of persons who have access to the field of play is strictly limited as per FIG and UEG Technical Regulations and Accreditation Rules, provided the respective persons are duly accredited with Baku 2015 Games Accreditation Pass and separate TAC as necessary. A final check of apparatus may be made at the entrance to the field of play.

March-in and march-out

Immediately before the start of competition, the International Technical Officials, Inquiry Officer, and Line Judges will march in. The march-in and march-out routes will be explained to Technical Officials during the initial ITO/NTO instruction.

Reserve Judges

Reserve Judges will be seated at the Technical Table or adjacent to the field of play. They will not march on but will take their seats along with the members of the UEG, Panel Secretary and competition management no later than 20 minutes before the start of competition.

Technical Officials' seating

As Technical Officials are engaged in all competition sessions, they will be seated at the Technical Table or field of play with the exception of the Technical Official checking apparatus who will officiate in the warm-up hall or at the entrance to the field of play. Delegation seating is provided on the spectator seating stands. Seats in the designated area for accredited participants will be reserved for Technical Officials who are not required for duties during podium training and competition.

Post-competition procedures

Leaving the field of play

Technical Officials should remain in position until the Technical Delegate signals them to exit. Competition Judges should remain on the Technical Table throughout the competition and Medal Ceremony period. On non-medal days, Technical Officials will march out (unannounced) on the direction of the Field of Play Group Leader.

Certificates

Technical Officials will receive a participation certificate in recognition of their contribution to the inaugural European Games.

The Games and Baku



The Games

Accreditation

BEGOC issues a European Games Identity and Accreditation Card (EGIAC) to each individual participating in the Baku 2015 European Games. The EGIAC establishes the identity of its user and allows access to European Games venues.

Before validation, the EGIAC is referred to as a Pre-Valid Card. To validate the Pre-Valid Cards participants must present an acceptable form of identification document at an accreditation centre. All participants in the European Games must provide a valid and original Identification Document as follows:

- Azerbaijani nationals: National Identification Document
- Nationalities of other countries and stateless citizens: Passport/official travel document

The Pre-Valid Card can be used as a travel and multiple entry and exit document valid from 13 April 2015 until 28 July 2015. Failure to be in possession of the Pre-Valid Cards may prohibit travel and entry to Azerbaijan.

Only once the Pre-Valid Card is validated does it become an official EGIAC.



Accreditation facilities

During the European Games, participants holding a Pre-Valid Card will be able to validate them at locations including:

- The validation counters located at the Heydar Aliyev International Airport (only validation location for technical officials);
- The Welcome Centre at the Athletes Village, which will be the primary accreditation centre for Village residents based in Baku; and
- The Canoe Sprint Village Accreditation Centre, which will be the primary accreditation centre for Canoe Sprint participants based in Mingachevir

All competition venues/clusters will offer a Venue Accreditation Help Office (VAHO) for issue resolution. The table below summarises the accreditation facilities available and the client groups they serve:

Accreditation facilities			
Facilities	Date and time	Client groups	Services
Heydar Aliyev International Airport	29 May – 28 June (24 hours a day)	All	Card validation, card replacement (****)
Athletes Village	- From 07:00 on 3 June until 00:00 on 12 June (24 hours a day) - 13 June – 1 July (07:00-21:00)	NOCs	Card validation and production, card replacement, photo capture, issue resolution
Canoe Sprint Village	9 – 18 June (07:00-23:00)	NOCs	Card validation and production, card replacement, photo capture, issue resolution
VAHOs	Operates 2.5 hours prior to competition/training until end of competition/training (may vary by location and by day). Detailed opening hours available at each VAHO.	All	Card validation (*), photo capture (**), card replacement (***), day pass

(*) exceptions only

(**) for Day Pass only if required

(***) only if image held on system

(****) only if image held on system and required for immigration purposes

Accreditation codes

Venue codes and pictograms printed on the front side of the EGIAC indicate access to competition and/or non-competition venues. A full description of the codes is available on the reverse side of the card. Venue zone access rights are printed on the EGIAC using colour and alphanumeric codes.

The following zones are used at the Baku 2015 European Games:

Venue zone codes	
Zone code	Description
Blue	Field of play
Red	Operational Areas
White	General Circulation Areas
2	Athlete Preparation Area
5	Press and Broadcast Area
6	Protocol Area

Lost, stolen or damaged accreditation

Every lost, stolen or damaged Accreditation Card must be reported immediately to the nearest accreditation facility, where it will be cancelled in the accreditation system. A new card will be issued upon presentation of a request for Accreditation Card replacement.

Transport

A summary of transport at the Baku 2015 European Games follows. Please note that full details of transport services at the Games, including timetables and schedules, will be made available to athletes and team officials at the Transport Desk in the NOC Services Centre.

Athletes' Transport System: T-A

During the Baku 2015 European Games, the T-A system will offer

an exclusive, secure and dedicated service for athletes and team officials, providing service throughout Games-time operations. T-A system privileges are available to Aa, Ac and Ao accredited persons. Accreditation must be displayed at all times to access it.

Frequency-based or scheduled T-A services

The T-A system will operate using 50-seater coaches. Services will run on a regular frequency or in accordance with a schedule published at the Transport Desk in the NOC Services Centre for:

- Arrivals from Heydar Aliyev International Airport (GYD) to the Athletes Village will run on peak and off-peak frequency based on Arrivals and Departures System (ADS) data.
- Departures to GYD from the Athletes Village will be provided with a mix of frequency-based and scheduled services, after reconfirmation of flight details during the departure meetings conducted by NOC Services.
- Transfers from the Athletes Village in Baku to the Canoe Sprint Village in Mingachevir.
- Arrivals from Ganja International Airport (KVD) to the Canoe Sprint Village will run a scheduled service based on ADS data.
- Departures from Canoe Sprint Village to either KVD, GYD or Athletes Village.
- Competition and training (a summary of each service is provided later in this section).
- Internal Village Transport System at the Athletes Village.
- Same-sport spectating athletes.

The Athletes Village Transport Mall is located adjacent to the Athletes Village to provide athletes and team officials with direct access.

T-All Transport System

The T-All Transport System will provide select accredited clients groups with a variety of transport services, throughout all phases of the Games. The client groups entitled to access this service are Media, Technical Officials, Technical Delegates, Athletes, Team Officials, European Games Family and their accredited guests.

The T-All system will operate from 29 May 2015 until 1 July 2015. Services are listed below:

- Arrivals and departures
- Direct shuttle services from the Media Village to all competition venues and select non-competition venues
- Games shuttle shared services, which includes an All Venues Loop
- ITOs transport services
- Mingachevir city centre shuttle
- Transport for Opening and Closing Ceremonies for ITOs

Games Route Network

The Games Route Network (GRN) will consist of European Games Lanes which will be for the exclusive use of Games vehicles that properly display a Vehicle Access and/or Parking Permit (VAPP), ensuring that travel times are consistent. Lanes will operate 24 hours a day from 29 May until 1 July 2015.

The key principles of the Games Route Network operation are:

- A continuous and secure flow with no traffic lights
- No level-crossings for pedestrians
- Special signage clearly identifying the Games lanes
- Traffic cameras and continuous police monitoring to ensure only Games vehicles use the lane

For a map of the Games Route Network, see the appendices section.

Public transport

Free access to the Baku public transport system (metro and Games-time shuttle lines from/to the competition venues) will be granted to all accredited Games participants and ticketed spectators. The operating hours of the public transport system will be available on a 20-hour basis each day during the Games from 05:00 to 01:00.

Taxis

BEGOC recommends that individuals wishing to use public taxis use metered London-type taxis, which are the colour purple as opposed to the white London-type taxis that make up the T-X fleet.

Security

The Government of the Republic of Azerbaijan is responsible for all aspects of safety and security for the Baku 2015 European Games. The Government Security Authorities (GSA) will ensure that all appropriate and necessary security measures, throughout planning and operational delivery, are implemented to ensure the safe and peaceful celebration of the Baku 2015 European Games.

The Special State Protection Service (SSPS) will assign a dedicated Venue Security Coordinator for the coordination of protective security arrangements at Villages and designated competition venues.

Security in the Villages

Both Villages and their residents will be afforded the highest level of protection of all venues. Access to the Village will be restricted to accredited client groups with designated Village accreditation rights and authorised guests. Accreditation will be authenticated by GSA security personnel.

All Village residents, accredited client groups, guests and their personal effects will be subject to security screening prior to entry into the Village. All deliveries (goods and materials) including vehicles will be subject to security screening after venue lockdown and the start of security operations.

The Village will be protected by a perimeter security fence and enhanced with additional protective security measures including security lighting and electronic security systems including Closed Circuit Television (CCTV) surveillance. Security screening measures will include but are not limited to:

- Walk-through metal detectors ('mags'),
- Portable metal detectors,
- X-ray screening and other technical security measures.

Security at competition and training venues

Every competition venue will be protected by a perimeter fence enhanced with additional protective security measures, including security lighting, security patrols/static guards and CCTV. Access to competition venues will be restricted to appropriately accredited and ticketed individuals who will be subject to accreditation / ticket

authentication and 100 per cent security screening at a Pedestrian Screening Area (PSA) prior to entry.

Any vehicle and its occupants (including delivery vehicles) seeking to drop off or enter the secure perimeter of a venue will be subject to the appropriate level of security screening at the Vehicle Screening Area (VSA).

Independent training venues will be subject to the same security protocols as competition venues.

Security in transit

Bubble-to-bubble T-A system bus movements will be implemented to facilitate secure transportation from the Villages to competition and training venues. Athletes and officials travelling on the T-A system are not required to disembark the bus for search and screening requirements on arrival at competition and training venues.

Upon return to the Athletes Village/Canoe Sprint Village, all athletes and officials are subject to 100 per cent search and screening, prior to entering the Village.

Prohibited and restricted items

The prohibited items list has been compiled by the Republic of Azerbaijan Government Security Authorities. It supports the protection of people, assets and infrastructure during the Baku 2015 European Games by clearly identifying items that would cause a security or safety risk to venues, workforce or visitors.

- Explosives or other substances/objects containing explosive ingredients
 - Gunpowder in all packages/bundles and in all quantities
 - Shell casings (also small calibre)
 - Casings for gas guns
 - Capsules used for hunting
 - Pyrotechnical arsenals/resources (flares, smoked arsenals), petards which are used in the rail industry
 - Sparklers, fireworks, metal petards/detonators
 - TNT, dynamite, ammonia and plastic explosives
 - Detonator capsules, electrical detonators, electrical flammables, detonating cord
- Guns and ammunition
 - Firearms/fire-guns
 - Signal guns

- Pneumatic guns
- Gas
- All types of ammunition
- Electroshock equipment
- All main parts of fire-guns
- All objects that can be used as guns (bit/hurl, stick, etc.)
- Gases – compressed and non-compressed
- Flammable liquids and solids
- Oxidising substances and organic peroxide substances
- Toxic substances, radioactive substances, and other corrosion substances
- Poisonous and toxic substances
- Other dangerous substances and packages, which can be used for attack or could cause problems during the Games
- Medicines/drugs and other medical substances in excess of permitted quantity and volume (all guests/visitors can take medicines in quantity of one package and no more than three types of medicines in all forms inclusive of aerosols, capsules, injections, etc.) in fabric manufacturers' package/bundle. The volume of all medicines should not be in excess of 100ml.
- Drugs and psychotropic drugs
- Knives, cutting tool and other objects or edged weapons
- Liquids in volumes of 100ml or more.
- Glass containers and bottles
- All other objects, which could be interpreted as prohibited and dangerous items or replicate the intention.

The Azerbaijani Security Authorities will include the identification of items that do not, in themselves, pose any security threat but could affect spectator safety, comfort or enjoyment of competition. These include:

- Bicycles, skateboards, scooters
- Tripod for digital cameras with three legs (tripod) and a support (monopod)
- Any device with a laser beam/laser pointers
- Unlicensed Wireless Devices such as transmitters and radios
- Large bags or bags that have a rigid frame and will not fit under the seat on the viewing platform
- Animals (except service animals)

- Large umbrellas
- Devices producing excessive noise and capable of interfering with viewing and competition (vuvuzela, drum, whistle, horn/whistle, horns) at the Archery and Shooting competitions only
- Rigid poles and fishing poles used to hold flags (as these are safety risks to other spectators, may restrict visibility, and impinge evacuation)
- Large food containers, ice buckets (as these may block the aisle and pose a risk on evacuation)
- Signage and banners containing religious, political, provocative or obscene content
- Food not for personal consumption
- Alcohol

The list of prohibited items will be displayed at points of entry where a search and screening operation is in place.

Exceptions

Emergency services and certain accredited personnel, including workforce, will be permitted to carry items as required by their accreditation in order to enable them to carry out their functions.

Athletes and team officials in possession of full accreditation are permitted to carry up to five litres of alcohol, in sealed containers, into the residential areas of the Villages.

Tools of the trade

These include the requirements for people to bring items into venues that fall under the prohibited items policy but are required for categories of staff to undertake their work. Athletes, team officials and technical officials are permitted to carry a reasonable amount of liquids, aerosols and gels.

Requests for emergency assistance

Within the Athletes Village and Media Village

Details of emergency numbers to use within the Athletes Village and the Media Village will be issued in the welcome pack and will be displayed in all common areas, as well as on internal phones within each apartment.

It will also be published on the rear of the residential apartment doors, along with the emergency service numbers used within Azerbaijan. Whilst on the village please use the number provided or locate a member of staff equipped with a personal radio for access to emergency services.

Elsewhere in Baku and Azerbaijan

If you are outside the Athletes Village, Media Village or a Baku 2015 competition venue, dial the emergency numbers provided within your welcome pack. If you are within a Baku 2015 venue and require emergency assistance, contact the nearest BEGOC representative to ensure a response from first responders.

Baku 2015 European Games

The European Games will be a multi-sport event for athletes from the National Olympic Committees in Europe and will be held every four years. The Games are owned, co-organized, and regulated by the European Olympic Committees (EOC). The European Games were created at the General Assembly of the European Olympic Committees on December 8, 2012 in Rome, Italy. At this General Assembly the right to host the Games was awarded to the City of Baku, Azerbaijan.

The Baku 2015 Organising Committee was established by decree of the President of the Republic of Azerbaijan on January 17, 2013. The Committee is chaired by the First Lady Mehriban Aliyeva. The Baku 2015 European Games Operations Committee (BEGOC) was established on March 4, 2013.

Games overview

- More than 6,000 Athletes
- More than 3,000 Team Officials
- 20 Sports / 31 Disciplines
- 25 Olympic Disciplines
- 6 Non-Olympic Disciplines
- 253 Medal Events
- 17 days of competition
- 18 competition venues
- 12 Sports part of the Road to Rio 2016 Qualification
- Opening Ceremony: 12 June 2015
- Closing Ceremony: 28 June 2015

Competition venues

The 253 medal events that make up the sport programme at the Baku 2015 European Games will be held at a total of 18 competition venues. These venues are divided in four geographical groupings:

- **Village Cluster** – venues in the vicinity of the Athletes Village
- **City Cluster** – venues in the vicinity of downtown Baku
- **Flag Square Cluster** – venues in the vicinity of Flag Square
- **Western and Other Venues** – venues to the west of downtown Baku, as well as Bilgah Beach and Mingachevir

The 18 competition venues, and the sports featured at each venue, are listed in the table below

Sport/discipline	Competition venue
Aquatics – Diving	Baku Aquatics Centre
Aquatics – Swimming	Baku Aquatics Centre
Aquatics – Synchronised Swimming	Baku Aquatics Centre
Aquatics – Water Polo	Water Polo Arena
Archery	Tofiq Bahramov Stadium
Athletics	Olympic Stadium
Badminton	Baku Sports Hall
Basketball 3x3	Basketball Arena
Beach Soccer	Beach Arena
Beach Volleyball	Beach Arena
Boxing	Crystal Hall 2
Canoe Sprint	Mingachevir
Cycling – BMX	BMX Velopark
Cycling – Mountain Bike	Mountain Bike Velopark
Cycling – Road	Bilgah Beach
	Freedom Square

Sport/discipline	Competition venue
Fencing	Crystal Hall 3
Gymnastics – Acrobatic	National Gymnastics Arena
Gymnastics – Aerobic	National Gymnastics Arena
Gymnastics – Artistic	National Gymnastics Arena
Gymnastics – Rhythmic	National Gymnastics Arena
Gymnastics – Trampoline	National Gymnastics Arena
Judo	Heydar Aliyev Arena
Karate	Crystal Hall 3
Sambo	Heydar Aliyev Arena
Shooting	Baku Shooting Centre
Table Tennis	Baku Sports Hall
Taekwondo	Crystal Hall 3
Triathlon	Bilgah Beach
Volleyball	Crystal Hall 1
Wrestling	Heydar Aliyev Arena

Baku, and the history of the city

Baku is the capital and the largest city of Azerbaijan, as well as the largest city on the Caspian Sea and of the Caucasus region. It is located on the southern shore of the Absheron Peninsula, which projects into the Caspian Sea. At 28 metres below sea level Baku is the lowest lying national capital in the world and is home to approximately 2,5 million people. It is twinned with the European cities of Naples in Italy, Sarajevo in Bosnia and Izmir in Turkey.

The city consists of two principal parts: the downtown area and the old Inner City (Icherisheher). Baku is divided into 11 administrative districts (raions) and 48 townships. Among these are townships on islands in the Bay of Baku and the town of Oil Rocks built on stilts in the Caspian Sea, 60 km (37 miles) away from Baku. The Inner City of Baku along with

the Palace of the Shirvanshahs and Maiden Tower were inscribed as UNESCO World Heritage Sites in 2000. According to the Lonely Planet's ranking, Baku is also among the world's top ten destinations for urban nightlife.

Baku is one of the few cities in the world to offer visitors the opportunity of enjoying all the attractions that a modern European city has to offer while also embracing traditions and culture that date back to medieval times.

Located at the crossroads of Europe and Asia, the city is one of the world's best-kept secrets with world class sporting and cultural events and modern and ancient attractions presenting no end of things to discover and enjoy.

The port city lies on the eastern side of Azerbaijan and is completely surrounded by the Caspian Sea - the world's largest lake.

Perhaps one of the most unique features of Baku is that it is the first European city in which the sun rises. The picturesque city is built on a high hill and forms an amphitheatre that slopes down to Baku Bay. It is often compared to San Francisco, or Naples in Italy with whom it is twinned along with the other European cities of Sarajevo in Bosnia and Izmir in Turkey.

Baku's reputation as the 'City of Contrasts' is well earned with the city having perfectly combined the beauty and intrigue of its ancient past with its ambition to establish itself as a modern European city featuring award winning architecture, business centre and skyscrapers.

The heart of Baku is the Old City which became a UNESCO heritage site in 2000. It has existed for thousands of years and is firmly established as the pearl of Azerbaijani architecture and culture. Within its walls visitors can travel back in time as they explore a maze of narrow cobbled streets, ancient caravanserais and the courtyards surrounding the 12th century Maiden Tower and the ornate Palace of the Shirvanshahs.

Azerbaijan's President Ilham Aliyev and First Lady and UNESCO and ISESCO Goodwill Ambassador Mehriban Aliyeva have been actively

involved in the work which has taken place in recent years to restore and preserve this ancient heart of Azerbaijan.

The modern face of Baku is equally impressive. New developments have redefined the hills that line the picturesque Bay of Baku and even the coastline itself.

The iconic Heydar Aliyev Centre, designed by Zaha Hadid, provides a stunning setting for operas, symphonies, museum exhibits and modern art collections. Visits to The National Art Museum and Museum of Modern Art are also recommended.

Theatre is also a much-loved form of entertainment with Baku presenting a diverse range of theatre houses including a Mime Theatre and Puppet Theatre.

Baku's Flame Towers are the tallest skyscrapers in the city at 190 metres. The spectacular buildings which comprise apartments, a hotel and office blocks takes on another dimension each evening when thousands of LED lights illuminate the façade of the three towers to display the movement of a fire visible from the farthest points of the city.

Another must see venue is the Heydar Aliyev Arena which has hosted numerous sports events. It will be home to Judo, Sambo and Wrestling during the Baku 2015 European Games. Azerbaijan's pop duo Ell & Nikki were crowned winners of the Eurovision Song Contest in 2011 with their song 'Running Scared'. Their success earned Azerbaijan the right to host the 2012 edition of the competition for the first time.

The event was staged at the magnificent Baku Crystal Hall, a 25,000 seat arena located near the National Flag Centre on a dramatic peninsula jutting out into the Bay of Baku.

Discover Baku

Shopping

Azerbaijan has been a popular choice for expatriates ever since large oil reserves were found in the country. The influx of westerners resulted in the availability of branded products, which has increased in dramatic proportions since independence. Prices of these products are not very expensive, but one needs to be careful against fake brands. For any

foreign tourist, the country's arts and crafts section holds the maximum attraction.

In various cities of Azerbaijan, there are streets that sell handcrafts, silk, and other artefacts local to the city.

Café culture, music and dining

Baku's café culture and social scene revolves around Baku's city Boulevard which features a six-kilometre promenade of shops, restaurants, cafes, clubs and family friendly fairground rides. Here visitors can enjoy al fresco dining and cocktails in bar terraces overlooking the Caspian Sea.

Live music is a feature of the energetic and eclectic nightlife in the city. Visitors can experience home-grown rock bands, the ever popular karaoke bars, Baku's unique jazz or some traditional mugam folk music. Bars, clubs and discos are open till late in the morning, especially during weekends.

The city's excellent restaurants serve up an eclectic mix of international culinary styles ranging from five-star creations that will satisfy the most demanding gourmet to corner kebab shops for a taste of local flavour on the go.

Nine of the world's climate zones can be found in Azerbaijan. This provides lush fertile land which produces a great quantity of fresh herbs and vegetables which contribute to the high quality of the local food. Food forms a significant part of the culture in Azerbaijan and is deeply rooted in the history, tradition and values of the nation.

Azerbaijani Cuisine

The city's excellent restaurants serve up an eclectic mix of international culinary styles ranging from five-star creations that will satisfy the most demanding gourmet to corner kebab shops for a taste of local flavour on the go.

Aside from the wonderful variety of soups and kebabs, Azerbaijan's most distinctive dish is the plov, a saffron rice-based dish which is traditionally accompanied by a variety of herbs and fresh vegetables.

Theatre

The kind of life that Azerbaijani people lead, the festivals they celebrate, their traditions and outlook towards life has a great impact on the

theatre of Azerbaijan. Traditional ceremonies, their dressing styles, dialogs, all form an integral part of the Azerbaijani theatrical experience. Dramatic clothes, masks, traditional dances, chorus songs and dance dramatise a typical Azerbaijani play.

The development of theatre has come a long way since Soviet rule to independent Azerbaijan. Theatre during Soviet rule represented the struggle of Azerbaijan's people for their independence along with contemporary, cultural and traditional formations. Theatre after Azerbaijan achieved independence has changed much, with present situations and topics affecting the content of the play. Theatre has started touring in foreign countries preserving and spreading their rich culture and tradition as well as the life of the Azerbaijani people.

Nightlife

Although it is not known for its nightlife, visitors to Baku can enjoy a host of lively bars and clubs to have some fun at night. Food and drinks are reasonably priced. Most nightclubs have sprung up in the last decade or so after the influx of oil industry expatriates. Bars, clubs and discos are open till late in the morning, especially during weekends.

Museums and Exhibitions

Azerbaijan has a long and rich history of culture, tradition and struggle for independence. A variety of interesting exhibitions can be found throughout the city.

Azerbaijan, the land of fire

Azerbaijan is often referred to as the Land of Fire, since ancient religions based on fire-worship originated here. One of the first names for Azerbaijan was Aturpatakan, translating to "a place where sacred fire is preserved".

Land of Fire originates from the sight of gas igniting on escaping from the ground, creating the effect of a burning hillside, at several sites in the Absheron peninsula, in the South Caucasus.

The South Caucasus is considered one of the first regions where fire was used. Nowadays there are 12 such fires throughout the Republic.

The most famous is the Yanar Dag, translated as the 'Burning Mountain',

27 km north of Baku city centre. It continuously vents flames of fire all year round, a process that has been going for around 1,000 years. Natural gas vents on the sides of the mountain ensure that the flame remains lit in wet weather.

Useful information

Banks and credit cards

There are a multitude of ATM machines around the city in Baku, most of which accept international debit and credit cards. Depending on your account-holding bank, there may be limits on the amount of currency you are able to withdraw in one day. The withdrawal limit from most machines in the city is 500 New Manat (AZN) in one transaction.

Larger bank branches are open Mondays to Saturdays, but closed on Sundays. Smaller branches are closed on Saturdays and Sundays. International credit and debit cards are accepted in most restaurants and larger shops.

Currency

The currency in Azerbaijan is the Azerbaijan New Manat (AZN). One hundred qepik equals one Manat, and Manat notes come in 1, 5, 10, 20, 50 and 100 denominations.

It is not possible to exchange currency into Manat in countries other than Azerbaijan so visitors will need to use the foreign exchange desk at the arrivals hall at the airport or withdraw from ATMs around the city.

Electricity

Standard electrical power in Azerbaijan is 220v. Electrical equipment and appliances use the standard European 220-240v two-pin plug.

Gratuities and tipping

Tipping is not expected across Azerbaijan but is commonplace in Baku. Occasionally a service charge is included on the bill, particularly in more established hotels and restaurants. Like any other place in the world, tipping for above-average service will be appreciated.

Language

The official language is Azerbaijani but many people also speak Russian, Turkish and/or English. The official language of the European Games will be English.

Opening hours

Office hours are officially 09:00 to 17:00 Mondays through Fridays. Banking hours are officially 09:30 to 17:30, Mondays through Fridays.

Shops generally open around 09:30 or 10:00 and close around 19:00. Shops are open seven days a week. Bars and restaurants are open until at least 23:00.

Smoking

Smoking is permitted in public areas across Azerbaijan, including most restaurants and bars. Smoking will not be permitted in any Baku 2015 European Games venue except for designated smoking areas.

Taxes (VAT)

VAT in Azerbaijan is similar to that in most European VAT systems, with tax levied on the supply of most goods and services and on the import of goods. VAT payers are entitled to recover the amount of VAT paid on purchases (input VAT) that exceeds the VAT received from their taxable supplies (output VAT).

Telephones

The country code for Azerbaijan is 994 and the city code for Baku is 012. The city code for Mingachevir is 2427. The international exit code for calling out of Azerbaijan is 00 and must be dialled before the relevant country code and telephone number.

Azerbaijani mobile phone numbers have 10 digits and most mobile numbers start with 050 or 051. All 10 digits must be dialled for calls within Azerbaijan. For example: 050-123-XXXX.

When calling from outside Azerbaijan, the country code then number minus the zero should be dialled. For example: +994-50-123-XXXX.

Time Zone

Azerbaijan is UTC+4 hours. Daylight savings time is used in Azerbaijan so clocks go forward on the last Sunday in March and go back on the last Sunday in October.

Tourist information

Baku tourism information can be found at www.tourism.az.

Notes



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Baku 2015

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Baku 2015 would like to thank the following companies and organisations for their support.

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Appendices





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