

UNION EUROPÉENNE DE GYMNASTIQUE
EUROPEAN UNION OF GYMNASTICS
EUROPÄISCHE TURNUNION



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35TH EUROPEAN RHYTHMIC CHAMPIONSHIPS
SENIOR INDIVIDUAL AND JUNIOR GROUP COMPETITIONS
BAKU (AZE)
16 – 19 MAY 2019



Directives

ID Seniors 16006
ID Juniors 16050

EUROVISION
OPERATED BY EBU

SMARTSCORING

Dear President,

The UEG is pleased to herein provide you with the Directives for the 35th European Rhythmic Gymnastics Championships to be held in Baku (AZE) from 16th to 19th May 2019.

These European Championships will be organized following the UEG & FIG Statutes, Technical Regulations, the 2017-2020 RG Code of Points, version valid from 01 February 2018, as well as all other Rules and Guidelines valid starting 01 January 2019 onwards, any possible amendments by the date of these European Championships, and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all UEG & FIG Rules and Regulations. National Federations not respecting them will not be allowed to compete.

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1. UNION EUROPÉENNE DE GYMNASTIQUE (UEG)

UNION EUROPÉENNE DE GYMNASTIQUE (UEG)

Contact Person: Mrs. Claire Turner

Avenue de la Gare 12

CH - 1003 Lausanne - Switzerland

Tel.: +41 (0)21 613 10 20

Email: cturner@ueg.org

Website: <http://www.ueg.org>

2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE (LOC)

Host Federation & Local Organising Committee (LOC):

AZERBAIJAN GYMNASTICS FEDERATION (AGF)

Contact Person: Ms. Fatima Shafizada

178 Heydar Aliyev Avenue

MGA – Milli Gimnastika Arenasi (National Gymnastics Arena)

AZ1029 Baku, Azerbaijan

Tel: + 99412 493 3011

Email: administration@agf.az

Event Website: mini-site within the AGF website / www.agf.az

3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS

MGA – Milli Gimnastika Arenasi (National Gymnastics Arena)

178 Heydar Aliyev Avenue

AZ1029 Baku, Azerbaijan

Tel: +99412 566 9699

Email: info@mga.az

Website: www.mga.az

The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted many different international sport events.

The Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favourite training camp venue of many gymnasts all over the world.

Warm-up facilities will be located within the MGA. Training facilities will be located both within the MGA and Air Dome located behind the MGA.

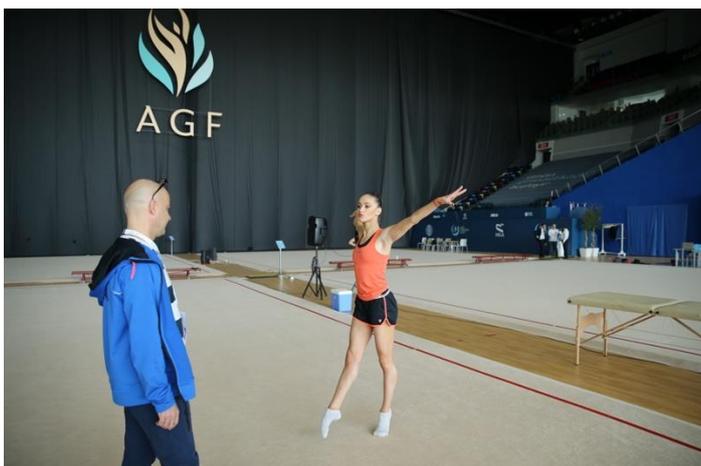
External view:



Field of Play:



Training & Warm-up Hall:



<p>Competition Arena</p>	<p>Milli Gimnastika Arenasi (MGA, National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029 Baku, Azerbaijan</p> <p>Hall Capacity: 5'000 to 9'600 seats Length: 39 m Width: 33 m Ceiling height: 20 m Equipment: 1 Competition floor (16m x 16m)</p> <p>Distance from the official Hotels: between 1.7 to 8.3 km, (max. 20 minutes drive)</p>
<p>Warm-up Hall</p>	<p>Milli Gimnastika Arenasi Warm-up hall adjacent to the Field of Play 2 warm-up floors (14m x 14m) will be separated from the training floors with partitions</p> <p>Length: 15 m Width: 33 m Ceiling height: 20 m</p>

Training Halls	Milli Gimnastika Arenasi Length: 60 m Width: 44 m Ceiling height: 20 m
	Equipment: 7 training floors at the MGA (adjacent to the Field of Play) 2 training floors at the Air Dome located behind the MGA Choreography zones Ballet bars Space for general warm-up and stretching

4. PROVISIONAL PROGRAMME (SUBJECT TO MODIFICATION)

TIME	DESCRIPTION	LOCATION
Sunday, May 12th, 2019		
<i>As announced</i>	<i>Arrival of UEG TC members</i>	<i>UEG Hotel</i>
Monday, May 13th, 2019		
09:00 – 12:30	UEG TC-RG Meeting	MGA
15:00 – 18:00	Meeting with the LOC	MGA
Tuesday, May 14th, 2019		
<i>As announced</i>	<i>Official arrival day of Delegations</i>	<i>Accreditation – MGA</i>
09:00 – 10:15	UEG TC-RG Meeting	MGA
10:30 – 12:30	UEG TC Meeting with UEG Officials	MGA
15:00 – 16:15	UEG TC-RG Meeting with SmartScoring	MGA
16:30 – 18:00	UEG TC Meeting with the LOC	MGA
Wednesday, May 15th, 2019		
08:00 – 22:00	Official training	MGA
09:00 – 12:00	Judges meeting	
12:00 – 12:15	Judges instruction for SmartScoring	
14:00 – 16:00	Sightseeing tour	
17:00 – 18:00	Round Table	
18:00 – 20:00	Orientation meeting & welcome reception	
Thursday, May 16th, 2019		
08:00 – 20:00	Training for senior individuals	MGA
08:00 – 14:00	Training for junior groups	
10:00 – 12:00	Sightseeing tour	
16:00 – 16:45	Judges draw for junior groups (5 hoops)	
17:00 – 17:30	Opening Ceremony	
17:30 – 19:10	Junior groups AA competition (5 hoops)	
Friday, May 17th, 2019		
08:00 – 13:00	Training for junior groups	MGA
11:00 – 12:00	Judges draw for senior individuals (hoop & ball)	
12:00 – 13:40	Senior individuals qualification set A (hoop & ball)	
13:50 – 15:30	Senior individuals qualification set B (hoop & ball)	
16:30 – 18:10	Senior individuals qualification set C (hoop & ball)	
18:20 – 20:00	Senior individuals qualification set D (hoop & ball)	

Saturday, May 18 th , 2019		
08:00 – 13:00	Training for senior individuals	MGA
09:00 – 10:00	Judges draw for junior groups (5 ribbons) & senior individuals (clubs & ribbon)	
10:00 – 11:40	Junior groups AA competition (5 ribbons)	
12:00 – 13:40	Senior individuals qualification set D (clubs & ribbon)	
14:30 – 16:10	Senior individuals qualification set C (clubs & ribbon)	
16:20 – 18:00	Senior individuals qualification set B (clubs & ribbon)	
18:10 – 19:50	Senior individuals qualification set A (clubs & ribbon)	
20:00 – 20:10	Award ceremony Team competition	
20:10 – 20:20	Award ceremony All Around Champion Junior groups	
Sunday, May 19 th , 2019		
08:00 – 11:00	Training for junior groups & senior individuals (only for finalists)	MGA
10:00 – 11:30	Judges draw for the finals – junior groups & senior individuals	
12:00 – 12:40	Junior groups (5 hoops) – FINAL	
12:45 – 13:25	Junior groups (5 ribbons) – FINAL	
13:30 – 13:45	Award ceremony Junior groups (5 hoops & 5 ribbons)	
14:00 – 15:10	Senior individuals (hoop & ball) – FINAL	
15:15 – 16:25	Senior individuals (clubs & ribbon) – FINAL	
16:30 – 16:50	Award ceremony for Senior individuals (hoop, ball, clubs & ribbon)	
17:00 – 17:45	Gala & closing ceremony	
20:00	Farewell party	
Monday, May 20 th , 2019		
As announced	Departure of Delegations & UEG officials	UEG Hotel
All Day	UEG TC-RG Meeting	MGA
Tuesday, May 21 st , 2019		
As announced	Departure of TC-RG	UEG Hotel

5. PARTICIPATION RIGHT AND ACCREDITATIONS

Gymnasts holding a valid FIG License and with the correct age from UEG affiliated member federations in good standing may take part in these European Championships:

Participation right for Senior Individual Competitions:

- 1 – 3 gymnasts, +1 reserve. All National Federations are entitled to participate.

Participation right for Junior Group Competitions:

- All National Federations are entitled to participate with one Group composed of 5 – 6 gymnasts.

Maximum size of delegation

The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per UEG Rules for Accreditation is as follows:

Function	Indiv.	Group	Total
Head of Delegation	1	1	1
Team Leader	1	1	2
Coaches (but never more coaches than gymnasts, including additional coach(es) and choreographer)	1	2	3
Additional coach or choreographer *	1	1	1
Gymnasts	1 – 3	5 – 6**	9

Reserve Gymnast	1	0	1
Judges	1	1	2
Medical Doctor	1	1	1
Paramedical Staff	1	1	2
Guest or VIP Guest for Individual gymnasts and/or for Group *	1	1	2
Transferable access card zone 1 for coach	2	1-2	3-4

Note: additional transferable access cards may be delivered by UEG upon request by the delegation due to competition schedule / conditions

* Accreditation at the charge of the Federation

** Each gymnast must compete at least once

Additional accreditations (to be paid to the LOC):

Additional accreditations	Price
Additional coach or choreographer	EUR 180
Additional paramedical staff	EUR 180
Guest	EUR 180
VIP Guest	EUR 180

Accreditation Application Process

Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations.

The following items will be checked there with the Heads of delegations:

- The passport of gymnasts and judges including all members of the delegations
- The licences of gymnasts and medical staff
- The judges brevet
- Transport – Departure
- The medical insurance for the members of the delegations, except from the gymnasts and judges, see point 19.
- Prove of the fulfilment of all financial obligations to the LOC
- Music check
- Check of national anthem and national flag

In order to accelerate the process of the accreditation, each participating Federation is kindly requested to upload photos and passport copy of each member of its delegation (gymnasts, head of delegation, team leaders, coaches, judges, doctor, physiotherapist) into the SmartScoring digital platform (the link and sign in details will be sent to the participating delegations after the definitive entry's deadline).

The deadline for the photos & passport copies upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600px) is April 16, 2019. Please clearly indicate the corresponding full name (with correct spelling) in the file title.

Submission of photos in due time will prevent the delegations from waiting at the accreditation centre.

Media Accreditation

International and local media representatives as well as federations' communications staff who are interested in covering the event can register online at <https://media.fig-gymnastics.com>.

Deadline: May 1st, 2019

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

6. AGE LIMIT OF GYMNASTS

Juniors: 13 – 14 – 15 years (born 2006 – 2005 – 2004)

Seniors: 16 years (born 2003 or before)

All gymnasts must have a current valid FIG licence until the end of the event.

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by UEG affiliated federations in good standing, via the SmartScoring platform (<http://registry.gymdata.online/>) and by using the National Gymnastics Federations' login and password (the information have been sent on Friday, January 11th, 2019).

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation **until February 13, 2019 (23:59 Swiss time) at the very latest.**

Nominative Registrations

The nominative registrations must be completed by entering the composition of the delegation **until April 16, 2019 (23:59 Swiss time) at the very latest.**

Entry Fees EUR 150.- per Individual and Group Gymnast

The total amount of the entry fees must be paid until the date of the nominative registration deadline, **April 16, 2019 at the very latest on the UEG bank account.**

UEG fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the UEG Technical Regulations, Art. 3.2.6):

Definitive Registration received after the deadline	EUR 1'500
Nominative Registration received after the deadline	EUR 1'000
No participation at all (noticed at the venue)	EUR 1'000

8. LICENSES

The LOC will be responsible for checking the validity of the gymnasts' Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.

In order to be considered, Licence application forms (new or renewal) must be submitted to the FIG at least one (1) month prior to the deadline for nominative registration.

Please consult FIG License Rules for additional information in this respect.

9. JUDGES AND JURY OF APPEAL

Judges

All judges must have a current valid FIG brevet at the time of the event, in the respective discipline RGI and/or RGG.

Each delegation may send RGI and/or RGG FIG brevetted judge(s) category 1, 2, 3 or 4. No switch of the judges' positions (individuals – groups) will be accepted after the accreditation.

Federations participating with:

- The NF participating in the junior and senior category must present 1 or 2 qualified judges. The judge/s must hold a valid category of RGI and RGG brevet category. (It can also be the same judge).

Requested by UEG	NF comes with	Sanction
2 judges	1 judge	€ 2'000.-
2 judges	0 judge	€ 4'000.-
1 judge	0 judge	€ 2'000.-

Judges shall recuse themselves if

- They are or were married to or live in a registered partnership or co-habit with a gymnast
- They are related to a gymnast by birth or marriage in direct or in collateral line, including the following persons: grandparent, parent, uncle, aunt, brother, sister, child, grandchild, nephew and cousin.

Jury of Appeal and Supervisory Board

The Jury of Appeal consist of two members of the Executive Committee (one acting as President) and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the Judging process of the apparatus concerned will be nominated.

The composition of the Jury of Appeal will be communicated in the Workplan.

10. DRAWING OF LOTS

The gymnasts' drawing of lots will decide the starting order of the qualification competitions and the finals. It will take place after the deadline of the definitive entry. The exact date, time and location will be announced in due course by the UEG to the parties concerned which are entitled to be present at the draw.

11. COMPETITION FORMAT AND PROGRAMME

Senior individual Hoop – Ball – Clubs – Ribbon

Qualifying Competition for the Apparatus Finals and the All-Around final of the following year.

Competition according to the FIG programme and with the indicated apparatus for the respective year. No more than 3 gymnasts per federation compete in this competition, presenting 8 exercises according to FIG rules in the order fixed by the FIG. Each gymnast must present at least 1 exercise but no more than 4 (a maximum of 1 exercise per apparatus).

The team result is calculated by adding all the 8 notes of the team's gymnasts. If a NF participates with only 1 gymnast, she must present an exercise with all 4 apparatus. She can qualify for the All-Around Final and the Apparatus Final.

If a NF does not participate in the Team Competition (i.e. competes without Junior group), it can qualify for the All-around Final (following year) and the Apparatus Finals.

The 3 best exercises will count for the qualification for the All-Around Final. After this competition, the 24 best gymnasts (max. 2 per NF) are qualified for the All-Around Final of the following year.

Apparatus finals

(4 apparatus) of the 8 best gymnasts per apparatus (max. 2 gymnasts per NF) of the Qualifying Competition according to FIG rules.

The winners of each of the 4 apparatus finals will be awarded with the title "European Champion" on the respective apparatus.

Junior group competition – 5 hoops and 5 ribbons

Qualifying Competition for the Apparatus Final Group competition (5 gymnasts) with 1 presentation of an exercise with 5 hoops and 1 presentation of an exercise with 5 ribbons in order to allow your Federation to better prepare for the 2019 World Junior Championship. The best 8 groups in each apparatus are qualified for the Apparatus Finals

For the All-around, the results of these 2 presentations will be added. The group ranked first after the 2 exercises will be awarded the title "Junior European Group Champion".

Apparatus finals

Competition of the 8 best groups per apparatus of the Qualifying Competition.

Team Competition – SENIORS Individuals & JUNIORS Groups

The winner of the Team Competition is designated as follows:

1st part

Seniors – Individual Gymnasts: the result of 2 of the 4 apparatus

Juniors – Groups: the result of the 1st apparatus.

2nd part

Seniors – Individual Gymnasts: the result of the 2 remaining apparatus

Juniors – Groups: the result of the 2nd apparatus.

The above-mentioned results of the 1st and 2nd part of the competition will be added; the best Federation will receive the title "European Team Champion in Rhythmic Gymnastics".

12. EQUIPEMENT

The Supplier is Spieth. The floors' reference is "RG Floor "Beijing" Ref. 1790280 (former Ref. 652 + 653 + 658 + 659 + 1790580 + 1790290 + 1790291 + 1790292) colour Beige. The dimensions are:

- 16x16m for the competition
- 14x14m for training and warm-up

Hoop Senior – Pastorelli Art. 00300FIG model "Rodeo"

Hoop Junior – Pastorelli Art. 00311FIG model "Sidney 85"

Ball – Sasaki Art. M-20A-F

Clubs – Sasaki Art. M-34H-F

Ribbon Senior (ribbon + stick) – Sasaki Art. M-71-F / Sasaki Art. M-781-F

Ribbon Junior (ribbon + stick) – Sasaki Art. MJ-715-F / Sasaki Art. M-781-F

13. HAND APPARATUS

The changes of the Apparatus Norms for the Hand Apparatus valid for Apparatus Manufacturers and Gymnasts enter into force from 01 January 2019.

The list of the RG Hand Apparatus with valid certificates is published on the FIG website ([here](#)) and updated regularly. Make sure that your gymnasts use only FIG certified Hand Apparatus for this event and for any other FIG recognized competitions, as they will not be allowed to compete with an Apparatus which does not comply with the norms.

Refer to:

- Page 71, 72 and 73 of the Apparatus norms:

"All hand apparatuses which are supposed to be used at FIG sanctioned events shall have markings according to FIG rules. The markings shall not be removable. At FIG sanctioned events only FIG approved hand apparatuses shall be used."

- Article 4 of the RG Code of Points:

"Each apparatus used by an Individual gymnast or by each gymnast in the Group must have the manufacturer's logo and "FIG approved logo" in specified places for each apparatus (rope, hoop, ball, clubs, ribbon). "

The dates and time of the checking procedure will be included in the Workplan.

Any apparatus which does not conform to the regulations will be refused.

14. VISA

Please verify immediately with your travel agent or Embassy or Consulate of Azerbaijan in your country if a visa is required for your travel to Azerbaijan. The LOC will assist you with a visa support letter provided that the request is made to the LOC online via SmartScoring Digital Platform by **April 16, 2019 at the latest**. The link and sign in details to access the online program will be sent to the participating countries by the LOC after the definitive entry's deadline.

More information about the visa can be obtained on the following links:

- 1) <http://www.mfa.gov.az/?language=en&options=content&id=184>
- 2) <http://mfa.gov.az/?language=en&options=content&id=277>
- 3) <http://mfa.gov.az/files/file/visa%20fees.pdf>
- 4) www.evisa.gov.az

more information on visa can be obtained from the LOC's following e-mail address: administration@agf.az

15. TRANSPORTATION

The invited participating Federations must pay for the air travel costs of their delegation members. The official arrival airport is: Aliyev International Airport (GYD)

The travel details must be submitted to the LOC online programme until **April 16th, 2019**.

Local Transportation

The LOC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back for all delegations that have booked accommodation through the LOC.

The LOC will organize buses for sightseeing tour and farewell banquet for the delegations concerned as well.

Transportation by bus to and from Aliyev International Airport is included in the competition package price given that transportation information has been sent in due time.

For those delegations that have not ordered the accommodation package from the organiser, please contact administration@agf.az

16. ACCOMMODATION

Hotel category prices are per night/per person (including breakfast, VAT, farewell banquet, airport transfer and daily shuttle transfer from the hotel to the training / competition hall).

Boulevard Hotel****

Address: Baku White City, Baku, Azerbaijan

Tel.: +99412 310 00 10

Fax.: +99412 310 00 11

Website: www.boulevardhotelbaku.com

The costs per person/night at Boulevard Hotel are as follows:

EUR 140.- (single room, including breakfast)

EUR 80.- (twin room, including breakfast)

Distance from Boulevard Hotel (located close to the city center) to main destinations:

To airport: 24.9 km - approx. 23 min. (by car)

To competition venue: 8.3 km - approx. 10 min. (by car)

Park Inn By Radisson Baku Hotel ****

Address: 1 Azadliq Avenue, AZ1000, Baku, Azerbaijan

Tel.: +994 12 490 6000

Fax: +994 12 496 8900

Website: <http://www.rezidorparkinn.com/>

The costs per person/night at Park Inn By Radisson Baku Hotel are as follows:

EUR 110.- (single room, including breakfast)

EUR 70.- (twin room, including breakfast)

Distance from Park Inn By Radisson Baku Hotel

(located in the city center) to main destinations:

To airport: 24.8 km - approx. 23 min. (by car)

To competition venue: 8.8 km - approx. 12 min. (by car)

Holiday Inn ****

Address: 5 Keykab Khanim Safaraliyeva str.

Baku, Azerbaijan

Tel.: +99412 599 11 00

Website:

<https://www.ihg.com/holidayinn/hotels/ru/ru/baku/bakhi/hoteldetail>

The costs per person/night at Holiday Inn are as follows:

EUR 140.- (single room, including breakfast)

EUR 80.- (twin room, including breakfast)

Distance from Holiday Inn (located close to the city center) to main destinations:
To airport: 23.9 km - approx. 25 min. (by car)
To competition venue: 8.0 km - approx. 11 min. (by car)

Emerald Hotel ***

Address: 4 Mehdi Abbasov str., Baku,
Azerbaijan
Tel.: +99412 520 4441, +99412 520 4144
Website: www.emeraldbaku.com

The costs per person/night in Emerald Hotel are as follows:
EUR 65.- (single room, including breakfast)
EUR 50.- (twin room, including breakfast)

Distance from Emerald Hotel (located close to the competition/training venue)
to main destinations:
To airport: 16.8 km - approx. 15 min. (by car)
To competition venue: 1.7 km - approx. 4 min. (by car)

Hotel Reservations

The Accommodation Request must be submitted to the LOC via SmartScoring digital platform by **February 28th, 2019** at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis as the number of rooms are limited at each hotel. The link and sign in details to access the online platform will be sent to the participating countries after the definitive entry’s deadline.

17. MEALS

Breakfast is included in the price of each room. The Meal Plan (lunch and dinner) is not compulsory and the delegations are free to make their own meals arrangements for lunch and dinner.

Meals Bookings

Breakfast will be served at the hotels; the price is included in the cost of each hotel booking.
The LOC proposes the following options for having meals at the below mentioned hotels/competition venue and costs which can be ordered by delegations if they wish:

Boulevard Hotel

Lunch – EUR 25.- (each)
Dinner – EUR 30.- (each)

Park Inn By Radisson Baku Hotel

Lunch – EUR 15.- (each)
Dinner – EUR 20.- (each)

Holiday Inn

Lunch – EUR 15.- (each)
Dinner – EUR 20.- (each)

Emerald Hotel

Lunch – EUR 15.- (each)
Dinner – EUR 18.- (each)

MGA – competition venue

Lunch – EUR 10.- (each)
Dinner – EUR 15.- (each)

The Meal Request must be submitted to the LOC via SmartScoring digital platform **by April 16th, 2019** at the very latest (the link and sign in details to access the online program will be sent to the participating countries after the definitive entry's deadline).

Farewell Banquet

Accredited Delegation members (with the exception of E- and R- media), who stay at one of the official hotels and book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.

Extra tickets for the banquet can be purchased for EUR 85.- per person, provided that a request is sent to the LOC mail address (administration@agf.az) well in advance.

18. FINANCIAL OBLIGATIONS – PAYMENT

Payments to UEG:

The non-reimbursable registration fee of CHF 150.- per individual & group gymnast must be paid to the UEG.

Registrations without the appropriate payment of the registration fee at the time of the Nominative Registration (funds received by the UEG) will be considered invalid (i.e. the athletes will not be allowed to compete).

Federations which have not fulfilled their financial obligations towards the UEG & FIG are not be allowed to participate in these European Championships either.

Each participating member Federation is kindly requested to clearly state payment's purpose as follows:

NF Discipline Event Year Host Country

Example: SUI RG ECh 2019 AZE

The participating federation is responsible for covering all bank fees in connection with the bank transfers. The payment must be made in **EUR** only. Total amount of the UEG entry fees to be paid to:

Beneficiary	Union Européenne de Gymnastique Av. de la Gare 12, CH-1003 Lausanne/Switzerland
Bank Account / IBAN	CH05 0076 7000 L520 5704 9
Bank name	BCV, Place St.-François 14, CP 300, CH-1002 Lausanne/Switzerland
SWIFT/BIC	BCVLCH2LXXX

Payments to the LOC:

Federations which have not fulfilled their financial obligations towards the LOC by the given deadlines herein mentioned may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.

Payment for the accommodations and meal options must be made through bank transfer to:

Beneficiary	AZERBAIJAN GYMNASTICS FEDERATION 178 Heydar Aliyev Ave., Milli Gimnastika Arenasi AZ-1029, Baku Azerbaijan
Bank Account / IBAN	AZ75 PAHA 3819 0EUR HC01 9001 2035
Bank name	"PASHA Bank", Baku, Azerbaijan
SWIFT/BIC	PAHAAZ22
Correspondent	Raiffeisen Bank International AG
Account with Institution	Am Stadtpark 9, 1030 Vienna
Correspondent account	1-55.081.095
SWIFT/BIC	RZBAATWW

Please write on the transfer document that the payment is made for accommodation during the 35th European Rhythmic Championships.

The participating federation is responsible for covering all bank fees in connection with the bank transfers. Please state the name of your Federation and the payment purpose on the transfer. The payment must be made in EUR only.

Payment deadlines:

- The first 50% of the total accommodation costs - by February 13, 2019
- Settlement of the remaining 50% of accommodation costs and 100% of the total meal costs - by April 16, 2019

Cancellation Policy

The UEG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodations and meal options.

Accommodation:

- from February 13, 2019 to April 16, 2019: 25% of the total accommodation cost will be charged
- from April 16, 2019 to May 1, 2019: 50% of the total accommodation cost will be charged
- after May 1, 2019 – 100% cancellation fee of the total accommodation cost will be applied

Meals:

- after May 1, 2019 – 100% cancellation fee of the total meal cost will be applied

19. INSURANCE

We would like to inform you that the UEG has concluded a contract with IMSSA International Medical & Security Sports Assistance. The detailed terms and conditions of this insurance policy can be found on our intranet website (www.ueg.org) under “Contractual Documents”).

People insured: all the **gymnasts** participating in the European Rhythmic Gymnastics Championships and the people acting as **judges** during these Championships.

Attention: the coaches, heads of delegation, etc, are **NOT** insured, please present a proof of insurance at the accreditation.

The OC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy in English writing). Delegation members with insufficient insurance cover must inform the OC in advance.

The OC will subsequently offer insurance at the Federations own charge as follows: 15 EUR per person/day.

20. WORK PLAN

The Workplan will be published on the UEG website six weeks at the latest before the start of the competitions.

21. OFFICIAL HOSPITAL

The Official hospital will be:

Name: City Hospital
 Address: 18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan
 Tel: +99412 449 9274

The name of the Medical Doctor will be communicated in the Work Plan.

This official hospital as well as the medical personnel assigned duly accept the International SOS (IMSSA insurance card) for all athletes holding a valid FIG License as well as for all judges with an International FIG Judges Brevet valid at the time of these European Championships. With regard to the other delegation members, we have just been informed that the city hospital will work with AP companies.

22. DOPING CONTROLS

Doping controls will be made according to FIG Anti-Doping Rules and WADA Code and Standards.

23. MUSIC & MUSIC FORMS

The **Digital Platform (SmartScoring online system)** will allow each Delegation to create a profile and upload pictures, music (.mp3 or .wga), and national anthems.

The music can be uploaded as soon as the digital platform is open but by **April 16th, 2019 at the very latest.**

Musics have to be uploaded in the following format:

File format: .mp3

Name of file must contain:

- The name of the nation (official abbreviation of the country)
- The first and last name of the individual competitor
- The category (individual/group);
- The apparatus
- The Junior or Senior (Example: ROU_RADU_Alina_Junior_Group_5hoops.mp3)

Delegation members are requested to keep in their possession a specimen of their CD and USB key for their training sessions and in case of a technical problem.

Each Federation will also have to confirm that the music used does not violate any copyrights and that it can be broadcasted within sports.

At the accreditation, the Heads of delegation have to hand in the Music Release form which you will receive together with the work plan.

24. SUMMARY OF THE DEADLINES AND PAYMENTS

For the UEG

	Deadline
Definitive Registration – Gyndata	February 13, 2019
Nominative Registration – Gyndata	April 16, 2019
Payment of the UEG Registration Fees	April 16, 2019

For the LOC (Forms / Accommodation)

	Deadline
Accommodation Request – SmartScoring digital portal	February 28, 2019
Visa Request – SmartScoring digital portal	April 16, 2019
Travel Schedule – SmartScoring digital portal	April 16, 2019
Photo & passports for Accreditation – SmartScoring digital portal	April 16, 2019
Music for Individuals and for Groups – SmartScoring digital portal	April 16, 2019
Accommodation costs (first 50%)	February 18, 2019
Accommodation costs (last 50%)	April 16, 2019
Meals (100%)	April 16, 2019

Sincerely Yours,

UNION EUROPÉENNE DE GYMNASTIQUE



Maria Petrova
TC-RG President



AZERBAIJAN GYMNASTICS FEDERATION



Nurlana Mammadzada
Secretary General

