

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



37TH FIG RHYTHMIC GYMNASTICS WORLD CHAMPIONSHIPS
INDIVIDUAL AND GROUP COMPETITIONS
BAKU (AZE)
16 – 22 SEPTEMBER 2019



Directives

ID 13338

Dear President,

The FIG is pleased to herein provide you with the Directives for the 37th Rhythmic Gymnastics World Championships to be held in Baku (AZE) from 16 to 22 September 2019.

These World Championships will be organized following the 2019 FIG Statutes, the 2019 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 World Championships, and any complements decided in the meantime.

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

Table of content

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG).....	3
2. HOST FEDERATION AND LOCAL ORGANIZING COMMITTEE (LOC).....	3
3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS.....	3
4. PROVISIONAL PROGRAMME (SUBJECT TO MODIFICATION)	6
5. PARTICIPATION RIGHT AND ACCREDITATIONS.....	9
6. AGE LIMIT OF GYMNASTS.....	10
7. REGISTRATIONS AND ENTRY FEES.....	11
8. LICENSES.....	12
9. JUDGES AND JURY OF APPEAL.....	12
10. DRAWING OF LOTS.....	12
11. COMPETITION FORMAT AND PROGRAMME	13
12. ATHLETES' BIOGRAPHIES	13
13. ATHLETES' PORTRAIT PHOTO SESSION	13
14. AMBASSADOR.....	13
15. PUBLICITY.....	13
16. EQUIPEMENT.....	13
17. HAND APPARATUS	14
18. VISA	14
19. TRANSPORTATION.....	14
20. ACCOMMODATION	15
21. MEALS	17
22. FINANCIAL OBLIGATIONS – PAYMENT	18
23. INSURANCE.....	20
24. WORK PLAN	20
25. OFFICIAL HOSPITAL	20
26. DOPING CONTROLS.....	20
27. MUSIC	21
28. MUSIC FORM.....	21
29. ROUND TABLES.....	21
30. ATHLETES' MEETING	21
31. LOC ONLINE SYSTEM.....	21
32. THE GAMES OF THE XXXII OLYMPIAD TOKYO 2020 (JPN) – QUALIFICATION	22
33. THE WORLD GAMES 2021 BIRMINGHAM (USA) – QUALIFICATION	22
34. INFORMATION BAKU	22
35. SUMMARY OF THE DEADLINES AND PAYMENTS.....	23

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Contact Person: Mrs. Sylvie Martinet
Avenue de la Gare 12 A - Case Postale 630
CH - 1001 Lausanne - Switzerland
Tel.: +41 (0)21 321 55 10 - Direct: +41 (0)21 321 55 15
Fax: +41 (0)21 321 55 29
E-mail: smartinet@fig-gymnastics.org
Website: <http://www.gymnastics.com>

2. HOST FEDERATION AND LOCAL ORGANIZING COMMITTEE (LOC)

AZERBAIJAN GYMNASTICS FEDERATION (AGF)

Contact Person: Ms. Fatima Shafizada
MGA - Milli Gimnastika Arenası (National Gymnastics Arena)
178 Heydar Aliyev Avenue
AZ1029, Baku, Azerbaijan
Tel: +99412 493 30 11
Direct: +99412 5984082 / Mob: +99450 385 39 69
Fax: +99412 493 95 00
E-mail: administration@aqf.az
Website: www.aqf.az

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

MGA – Milli Gimnastika Arenası (National Gymnastics Arena)

178 Heydar Aliyev Avenue
AZ1029 Baku, Azerbaijan
Tel: +99412 566 9699
E-mail: 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.

Competition Arena	MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 108 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 566 9699 Fax: +99412 566 9694 Website: www.mga.az Venue Capacity: 6000 seats Equipped with 1 competition floor
Training Hall	Equipped with 11 floors
Warm-up Hall	Equipped with 2 floors

Detailed information and specific layout will be added in the Work Plan.

MGA – External view



Training Hall:



General layout



4. PROVISIONAL PROGRAMME (SUBJECT TO MODIFICATION)

DATE / TIME	DESCRIPTION	MGA
MON. 09 Sept <i>As announced</i>	<i>Arrival of FIG Staff</i>	
TUE. 10 Sept <i>As announced</i> <i>As needed</i>	<i>Arrival of FIG RG Technical Committee Members</i> Meeting FIG staff and LOC staff	
WED. 11 Sept 09:00 – 19:00 <i>As needed</i>	FIG RG Technical Committee Meeting Meeting FIG staff and LOC staff	FIG TC room FIG Staff Room
THU. 12 Sept <i>As announced</i> 09:00 – 19:00	<i>Official arrival day of Delegations for RGI competitions</i> FIG RG Technical Committee Meeting	<i>Accreditation Center</i> FIG TC Room
FRI. 13 Sept <i>As announced</i> All day 09:00 – 10:00 10:15 – 19:00 20:30	<i>Last arrival day of Judges for RGI competitions</i> <i>Official arrival day of Reference Judges for RGI and RGG competitions</i> Training for RGI as per schedule Orientation Meeting for RGI Competitions FIG RG Technical Committee Meeting Welcome reception for RGI Delegations	Accreditation Center Training Hall Artistic Lounge FIG TC Room Tbc
SAT. 14 Sept All day All day 09:00 – 18:00 18:00 – 18:30	Training and Podium training for RGI as per schedule Athletes' portrait photo session Draw for RGI D-Judges (Qualifications with Team ranking and All-Around Final), followed by Judges' instruction and Judges' oath for RGI Judges' instruction by Swiss Timing	Training Hall & FoP Green Room Judges' Room Judges' Room & FoP
SUN. 15 Sept All day	Training and Podium training for RGI as per schedule	Training Hall & FoP
MON. 16 Sept All day Early morning 12:00	Training for RGI as per schedules Draw for E/T/L Judges and briefing for RGI Qualifications Hoop & Ball RGI Qualification, group A Hoop and Ball alternatively RGI Qualification, group B Hoop and Ball alternatively Opening Ceremony RGI Qualification, group C Hoop and Ball alternatively RGI Qualification, group D Hoop and Ball alternatively FIG RG Technical Committee meeting – Judges' evaluations	Training Hall Judges' Room FoP FIG TC Room
TUE. 17 Sept All day Early morning 10:00 Tbc	Training for RGI as per schedules Judges' briefing for RGI Qualifications Hoop & Ball RGI Qualification, group C Hoop and Ball alternatively RGI Qualification, group D Hoop and Ball alternatively RGI Qualification, group A Hoop and Ball alternatively RGI Qualification, group B Hoop and Ball alternatively Draw for D/E/T/L Judges for RGI Apparatus Finals Hoop and Ball	Training Hall Judges' Room FoP MGA / Judges' Room

19:30 – 20:00	Presentation of Hoop Finalists RGI Hoop Final	MGA / FoP
20:05 – 20:35	Presentation of Ball Finalists RGI Ball Final	
Following	Award Ceremony RGI Hoop Final	
Following	Award Ceremony RGI Ball Final	
Following	FIG RG Technical Committee meeting – Judges' evaluations	FIG TC Room
WED. 18 Sept		
<i>All day</i>	<i>Official arrival day of Delegations for RGG Competitions</i>	<i>Accreditation Center</i>
All day	Training for RGI as per schedules	Training Hall
Early morning	Draw for E/T/L Judges and briefing for RGI Qualifications Clubs & Ribbon	Judges' Room
12:00	RGI Qualification, group D Clubs and Ribbon alternatively RGI Qualification, group C Clubs and Ribbon alternatively RGI Qualification, group B Clubs and Ribbon alternatively RGI Qualification, group A Clubs and Ribbon alternatively	MGA, FoP
Following	FIG RG Technical Committee meeting – Judges' evaluations	FIG TC Room
THU. 19 Sept		
<i>All day</i>	<i>Last arrival day of Judges for RGG competitions</i>	<i>Accreditation Center</i>
All day	Training for RGI as per schedules	Training Hall
All day	Training for RGG as per schedules	Training Hall
07:45 – 08:45	Orientation Meeting for RGG Competitions	Artistic Lounge
Early morning	Judges' briefing for RGI Qualifications Clubs & Ribbon	Judges' Room
09:00	RGI Qualification, group B Clubs and Ribbon alternatively RGI Qualification, group A Clubs and Ribbon alternatively RGI Qualification, group D Clubs and Ribbon alternatively RGI Qualification, group C Clubs and Ribbon alternatively	FoP
Tbd	Draw for D/E/T/L Judges and briefing for RGI Apparatus Finals Clubs & Ribbon	MGA / Judges' Room
	Presentation of Clubs Finalists	MGA / FoP
19:30 – 20:00	RGI Clubs Final	
	Presentation of Ribbon Finalists	
20:05 – 20:35	RGI Ribbon Final	
Following	Award Ceremony RGI Clubs Final	
Following	Award Ceremony RGI Ribbon Final	
Following	Award Ceremony for Team	
Tbd	Round Table for RGI and RGG with FIG President	Tbc
Following	FIG RG Technical Committee meeting – Judges' evaluations	MGA / FIG TC Room
FRI. 20 Sept		
All day	Training and Podium for RGG as per schedule	Training Hall & FoP
Morning	Training for RGI All-Around finalists	Training Hall
07:30 – 12:40	Draw for RGG D-Judges (General Competition), followed by Judges' instruction and Judges' oath for RGG	Judges' Room
10:00 – 11:30	Medical and anti-doping Round Table	Tbc
12:40 – 13:00	Judges' Instruction by Swiss Timing for RGG Judges	Judges' Room & FoP
13:30 – 14:15	Draw for E/T/L- Judges and briefing for RGI All-Around Final Presentation of the All-Around Finalists Group B	MGA / Judges' Room
14:30 – 17:20	RGI All-Around Final Group B (rank 13-24) Presentation of the All-Around Finalists Group A	MGA / FoP
17:40 – 20:30	RGI All-Around Final Group A (rank 1-12)	

Following	Longines Prize of Elegance	
Following	Award Ceremony RGI All-Around Final	
21:00 – 22:00	Athletes' meeting	Tbc
Following	FIG RG TC meeting – Judges' evaluations	FIG TC Room
SAT. 21 Sept		
<i>As announced</i>	<i>Departure of RGI Delegations</i>	
All day	Training for RGG as per schedules	Training Hall
13:00 – 14:15	Draw for E/T/L Judges and briefing for RGG General Competition	Judges' Room
14:30 – 16:10	RGG General Competition Group A, 5 Balls and 3 Hoops + 2 Pairs of Clubs alternatively	FoP
16:30 – 18:10	RGG General Competition Group B, 5 Balls and 3 Hoops + 2 Pairs of Clubs alternatively	
Following	Award Ceremony RGG General Competition	
Following	FIG RG TC meeting – Judges' evaluations	TC Room
SUN. 22 Sept		
Morning	Training for RGG Finalists as per schedules	Training Hall
13:00 – 14:15	Draw for D/E/T/L Judges and briefing for RGG 5 Balls Final and 3 Hoops + 2 Pairs of Clubs Final	Judges' Room
	Presentation of the 5 Balls Finalists	
14:30 – 15:10	RGG 5 Balls Final	FoP
	Presentation of the 3 Hoops + 2 Pairs of Clubs Finalists	
15:15 – 15:55	RGG 3 Hoops + 2 Pairs of Clubs Final	
Following	Award Ceremony RGG 5 Balls Final	
Following	Award Ceremony RGG 3 Hoops + 2 Pairs of Clubs Final	
Following	Gala	
Following	Closing Ceremony	
Tbd	Farewell Banquet	Tbc
MON. 23 Sept		
<i>As announced</i>	<i>Departure of RGG Delegations</i>	
09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	MGA
TUE. 24 Sept		
09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	MGA
WED. 25 Sept		
<i>As announced</i>	<i>Departure FIG RG Technical Committee Members and FIG Staff</i>	

5. PARTICIPATION RIGHT AND ACCREDITATIONS

Senior Gymnasts holding a valid FIG License and with the correct age from FIG affiliated member federations in good standing may take part in these World Championships.

Participation right for Individual Competitions:

- Unlimited participation. All National Federations are entitled to participate either with a team of 3 to 4 Individual gymnasts or with 1 or 2 Individual gymnasts.

Participation right for Group Competitions:

- Participation is limited to National Federations ranked 1st to 24th as per the Group ranking results of the General Competition of the 2018 World Championships (Sofia – BUL). They are listed below in the order they qualified:

RUS – ITA – BUL – UKR – JPN – BLR – AZE – FRA – MEX – FIN – CHN – GER – EST – USA – ISR – POL – UZB – BRA – HUN – ESP – PRK – GRE – CAN - KAZ

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 FIG Rules for Accreditation is as follows:

Function	Indiv.	Group	Total
Head of Delegation / Head of Delegation and NF President	1	1	1
NF President as Guest (not as Head of Delegation) *	1	1	1
Accompanying Person of NF President *	1	1	1
Team Manager			
- Individuals only	-	-	-
- 0-2 Individual(s) and 1 Group	-	1	1
- 3-4 Individuals and 1 Group	1	1	2
Coaches (but never more coaches than gymnasts, including additional coach(es) and choreographer)	2	2	4
Additional coach or choreographer *	1	1	1
Gymnasts	4	6	10
Judges	1	1	2
Medical Doctor	1	1	1
Paramedical Staff	1	1	2
Additional Paramedical Staff *	-	1	1
Guest or VIP Guest for Individual gymnasts and/or for Group *	1	1	2
Transferable access cards			
Zone 1 for coach	1	1-2	2-3
Zone 3 Head of Delegation or Team Manager	1	1	1

* Accreditation at the charge of the Federation

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

Request for free accreditation (FIG EC members, FIG Council Members, FIG and former FIT and IFSA Honorary members, Former Champions, Observers for the next RG WCH, etc) and for supplementary Accreditations as per the accreditation rules may be delivered **provided that a request is sent in writing to the FIG** by the time of the definitive registration, **19 June at the very latest.**

According to the FIG Accreditation Rules, Reg. 1.3.4:

Guests or VIP Guests who have their accommodation booked through the LOC have access to the delegation seats (VIP seating and VIP lounge for VIP Guest), the event transportation system (T3) and are invited to the Banquet.

Guests or VIP Guests who do **not** have their accommodation booked through the LOC have access **only** to the delegation seats (VIP seating and VIP lounge for VIP Guest). They are not entitled to use the event transportation system and are not invited to the Banquet).

Additional Delegation accreditations	Price
Additional coach or choreographer if accommodation booked or not booked through the LOC*	200 CHF
Additional paramedical staff if accommodation booked or not booked through the LOC	200 CHF
NF President as Guest if not Head of Delegation if accommodation booked or not through the LOC*	200 CHF
NF President as VIP Guest if not Head of Delegation if accommodation booked through the LOC*	300 CHF
NF President as VIP Guest if not Head of Delegation if accommodation not booked through the LOC*	400 CHF
Accompanying Person of NF President if accommodation booked or not through the LOC*	200 CHF
VIP Accompanying Person of NF President if accommodation booked or not through the LOC*	400 CHF
Delegation Guest if accommodation booked or not through the LOC*	200 CHF
Delegation VIP Guest if accommodation booked or not through the LOC*	400 CHF

Organizers of the next Rhythmic Gymnastics World Championship (maximum 6 accreditations including maximum 2 VIP)	Price
Observers if accommodation booked or not through the LOC	Free
VIP Observers if accommodation booked or not booked through the LOC	Free

Organizers of future multi sports Games, RG WCH and RG Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next RG WCH	Price
Observers if accommodation booked or not through the LOC *	200 CHF
VIP Observers if accommodation booked or not through the LOC *	400 CHF

* Please refer to article 1.3.4 of the Accreditation Rules for access and rights

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>

In addition, National Federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Deadline: 24 July 2019.

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

6. AGE LIMIT OF GYMNASTS

All participants must be minimum 16 years old in the year of the event (i.e. born in 2003 or earlier).

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by FIG affiliated federations in good standing, via the FIG online platform (click [here](#)) and by using the National Gymnastics Federations' login (e-mail) and password.

Provisional Registration

The provisional registrations must be completed from now until **08 May 2019** (23h59 Swiss time) at the very latest.

Definitive Registration

The definitive registrations must be completed from 09 May until **19 June 2019** (23h59 Swiss time) at the very latest.

Definitive registrations received in the FIG Office after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

Nominative Registrations – Step 1

The nominative registrations must be completed from 20 June until **14 August 2019** (23h59 Swiss time) at the very latest.

For the qualification competition of Individual/Team: at the time of the nominative registration, particular attention must be given to the apparatus chosen, as well as to the starting order of the gymnasts. Unit 1 is the first gymnast of her Federation to start at the prescribed apparatus, Unit 2 the second and Unit 3 (Clubs and Ribbon only) being the third gymnast to compete.

Nominative Registrations – Step 2

Each Federation will have the possibility to modify, if necessary, the apparatus and the starting order submitted at the nominative registration - Step 1 for its Individual gymnasts. For this purpose, the online nominative platform will reopen from 16 August until **28 August 2019** (23h59 Swiss time) to allow the Federations concerned to submit the necessary modifications.

Past this deadline, the online platform will be closed and no further modifications related to the apparatus chosen or to the starting order will be accepted. In the case an adjusted starting order is not received by the deadline of 28 August 2019, the initial Nominative registration submitted by 14 August 2019 will be used.

Entry Fees

The non-reimbursable registration fees to be paid to the FIG are of:

CHF 50.- per Individual Gymnast

CHF 200.- per Group

The total amount of the entry fees must be paid until the date of the definitive registration deadline, **19 June 2019 at the very latest.**

FIG Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF 1'000
Fine after missing the Definitive Registration deadline or after late Definitive Registration (until the gymnast's drawing of lots)	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000

Please note that the regulation concerning the fines will be strictly respected.

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 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

Each delegation may send RGI and/or RGG FIG brevetted judge(s) category 1, 2 or 3.

Federations participating with:

- Individuals only may register one (1) judge with a valid category of RGI FIG brevet
- A Group only may register one (1) judge with a valid category of RGG FIG brevet
- Individual(s) and a Group may register two (2) judges. One judge with a valid category of RGI FIG brevet and a second judge with a valid category of RGG FIG brevet. (It can also be the same judge).

Please refer to [Art. 5.1.2 of the FIG 2019 Technical Regulation, section 3](#), and [Art. 5.3 of the FIG 2018 Accreditation Rules](#).

The RGI and RGG judges' draws will be conducted in Baku in accordance with the provisions of the 2017-2020 FIG General Judges' Rules, including Reg. 7.10.3 b) of the 2019 Technical Regulation.

The FIG Presidential Commission has appointed the Reference Judges on the proposal of the RG Technical Committee. The Reference judges will keep the same position for all phases of the competitions (RGI and RGG).

Judges are requested to arrive in Baku one day before the Judges' Instruction at the very latest, and to be available until the last day (Apparatus Final) of the respective competition (RGI and/or RGG) they have been registered at by their Federation.

Judges are allowed to watch the Podium training sessions from the delegation seating only.

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 within two weeks after the deadline of the definitive entry. The exact date, time and location will be announced in due course by the FIG to the parties concerned which are entitled to be present at the draw.

11. COMPETITION FORMAT AND PROGRAMME

The competitions will be conducted according to the 2019 FIG Technical Regulations including Section 3 for Rhythmic Gymnastics, Reg. 5.:

- Individual Qualifications with Team ranking
- Individual All-Around Final
- Individual Apparatus Finals
- Group General Competition
- Group Final using one type of apparatus
- Group Final using two types of apparatus

12. ATHLETES' BIOGRAPHIES

Athlete biographies are available online at http://www.gymnastics.sport/site/athletes/bio_view.php and will be updated before the World Championships.

13. ATHLETES' PORTRAIT PHOTO SESSION

Information on an **official and compulsory athletes' portrait photo session on 14 September 2019** for Individual gymnasts whose portrait photos have not been submitted prior to the Championships will be announced at the Orientation Meeting. Further information will be mentioned in the Work Plan.

14. AMBASSADOR

Ms. Yana Batyrshina (RUS), has been nominated as Ambassador for these World Championships and will help promote this major Event. This former champion will present medals, especially the gold medal to the Individual All-Around winner. She will also be available for photo shoots and autograph sessions, meeting with athletes, interview requests and other activities from the FIG and the Local Organizing Committee on site.

15. PUBLICITY

As the Code of Points foresee deductions should the FIG Publicity Rules for Advertising and Publicity on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form ([FIG Rules for Advertising and Publicity Appendix F](#)) if deemed necessary by **14 August 2019** at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "[Rules](#)" for additional information, you may also contact tv@fig-gymnastics.org for further assistance if required.

16. EQUIPEMENT

Floor:

The Manufacturer Supplier is Spieth. The floors' reference is "RG floor Beijing Ref 1790280" colour beige.

The dimensions are:

- 16 x 16 m for the competition (performance area 13 x 13 m)
- 14 x 14 m for training and warm-up (performance area 13 x 13 m)

Replacement Apparatus provided by the LOC:

Hoop: Pastorelli Art. 00300FIG model "Rodeo" (color – red / orange / gold)
Ball: Sasaki Art. M-20A-F (color – FRR)
Clubs: Sasaki Art. M-34H-F (color – FRR)
Ribbon: Sasaki Art. M-71-F (color – R)
Stick: Sasaki Art. M-781-F (color – W)

The detailed list of apparatus is published on the FIG online calendar.

17. 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. Please refer to the Official Communication sent by the Sports Department on 08 June 2018.

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 FIG competitions, as they will not be allowed to compete with an Apparatus which does not comply with the FIG norms.

Random checks will be carried out throughout the Event by a Representative of FIG and a Representative of the GYMLAB - Freiburg Test Institute.

Further information will be given in the Workplan.

18. VISA

Please verify immediately with your travel agent or the 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 14 August 2019 at the latest**. It is not guaranteed by the LOC that the requests made after this deadline will be fulfilled.

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: administration@agf.az

19. TRANSPORTATION

International Transportation

The international travel to Baku will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take cancellation insurance for their international transportation.

Local Transportation

The LOC offer free local transportation to the official hotels and back for all accredited persons (if applicable) from:

1. Heydar Aliyev International Airport (GYD) (17-28 km from the official hotels, 23 - 33 minutes by car)
2. Baku Railway Station
3. Baku Bus station

Event local transportation service from the official hotels to the venue and back, as well as to any other official activities and back, will be provided to all delegations that stay at one of the official hotels, book their accommodation through the LOC and submit their Travel Schedule for Arrival and Departure to the LOC by **14 August 2019** via SmartScoring Digital Platform

Delegations that do not stay at one of the official hotels, did not book their accommodation through the LOC and did not submit their Travel Form in due course, will not be entitled to use the event local transportation service and will be responsible to be on time!

20. ACCOMMODATION

Official Hotels

The LOC is delighted to provide FIG and official delegations members with the following selection of hotels. All rates include breakfast, VAT and service charge.

Official FIG hotel

Boulevard Hotel*****

Address: Baku White City, 4C Khagani Rustamov street, 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:

Single room: EUR 160.-

Twin room: EUR 100.-

Distance from Boulevard Hotel (located close to the city centre) 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** (for judges)**

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:

Single room: EUR 120.-

Twin room: EUR 80.-

Distance from Park Inn By Radisson Baku Hotel (located in the city centre) to main destinations:

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

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

Hotels for Delegations:

Boulevard Hotel*****

Address: Baku White City, 4C Khagani Rustamov street, 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:

Single room: EUR 160.-

Twin room: EUR 100.-

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

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

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

Qafqaz Baku City Hotel ****

Address: Tbilisi Avenue 38, AZ1122, Baku, Azerbaijan

Tel.: +99412 404 3160

Website: <https://qafqazhotels.com>

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

Single room: EUR 80.-

Twin room: EUR 60.-

Distance from Qafqaz Baku City Hotel **** to main destinations:

To airport – 25.9 km (33 min. drive)

To competition venue – 12.4 km (20 min. drive)

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:

Single room: EUR 65.-

Twin room: EUR 50.-

Distance from Emerald Hotel (located close to the competition/training venue) to main destinations:

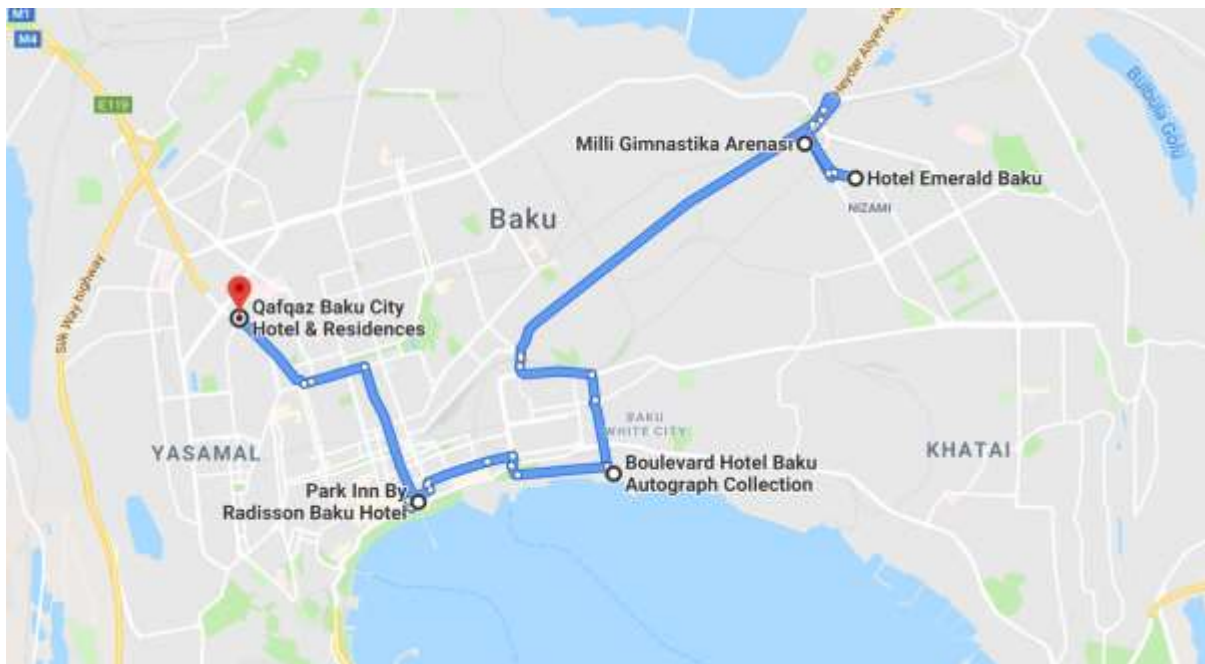
To airport: 16.8 km - approx. 15 min. (by car)

To competition venue: 1.7 km - approx. 4 min. (by car)

Media and Other:

In case of necessity for Media accommodation, please contact the LOC.

Map showing the Venue and Hotels:



Hotel Reservations

Federations should request their accommodation as a matter of priority as rooms are limited and will be allocated strictly in order of booking receipt (i.e. “first come, first served”). To secure your preferred category it is strongly recommended to submit your reservation request to the LOC via SmartScoring Digital Platform well in advance of the due date, respectively **19 June 2019** at the very latest.

The Accommodation (names-to-rooms assignment) has to be submitted to the LOC via SmartScoring Digital Platform by **14 August 2019** at the very latest.

21. 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

The price for one meal ticket is:

Boulevard Hotel****

Lunch: EUR 25.- (each)

Dinner: EUR 35.- (each)

Qafqaz Baku City Hotel

Lunch: EUR 15.- (each)

Dinner: EUR 20.- (each)

Park Inn By Radisson Baku Hotel****

Lunch: EUR 20.- (each)

Dinner: EUR 25.- (each)

Emerald Hotel

Lunch: EUR 15.- (each)

Dinner: EUR 20.- (each)

Lunch and dinner will also be offered at MGA (competition venue) at the cost of EUR 15.- (each).

Meal Plan requests for the delegation members can be made to the LOC in advance via SmartScoring Digital Platform by **14 August 2019** at the very latest.

To optimize as well as possible the Meals plan, breakfast, lunch and dinner time will be determined in accordance with the training and competition schedules. They will be mentioned in details in the Work Plan.

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.

All other persons wishing to attend the Banquet will be able to do so, provided that a request is sent to the LOC via the following e-mail address: administration@aqf.az. The request and the amount of **125 EUR** per person must be paid in full to the LOC by **14 August 2019**.

22. FINANCIAL OBLIGATIONS – PAYMENT

Payments to FIG:

The non-reimbursable registration fee of CHF 50.- per gymnast and CHF 200.- per group must be paid to the FIG.

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

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) will not be allowed to participate in these World Championships either.

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

NF Event ID Discipline Event level Year Host Country

Example: SUI 13338 RG WCH 2019 AZE

Failing to do so will lead to an unidentified fund transfer and may cause your federation to appear not to have met its financial obligations.

The participating federation is responsible for covering all bank fees in connection with the bank transfers.

The payment must be made in **CHF** only. Total amount of the FIG entry fees to be paid to:

Bank transfer:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 A - CH-1003 Lausanne/Switzerland
Bank Account / IBAN	CH40 0027 2272 5630 1649 0
IBAN	UBS Switzerland SA, Nidaugasse 49, CH-2501 Bienne/Switzerland
SWIFT/BIC	UBSWCHZH80A

Credit card

Should you wish to pay by credit card, please contact the FIG Finance Department (finance@fig-gymnastics.org) and provide the following information:

NF Event ID Discipline Event level Year Host Country

Example: SUI 13338 RG WCH 2019 AZE

- Amount and currency

- **e-mail address** to be used for receiving the link which will allow you to directly enter the credit card details.

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 Accommodation, Meals (if applicable), and supplementary accreditations (if any) must be made via bank transfer in EUR only to:

Beneficiary	AZERBAIJAN GYMNASTICS FEDERATION
Beneficiary address	178 Heydar Aliyev Ave. Milli Gimnastika Arenasi AZ-1029, Baku Azerbaijan
Beneficiary's account	AZ75PAHA38190EURHC0190012035
Bank	"PASHA Bank", Baku, Azerbaijan
SWIFT	PAHAAZ22
Correspondent	Raiffeisen Bank International AG
Account with Institution	Am Stadtpark 9, 1030 Vienna
Correspondent account	1-55.081.095
SWIFT BIC	RZBAATWW

The participating federation is responsible for covering all bank fees in connection with the bank transfers.

All bank fees in connection with the bank transfer must be covered. Please state the name of your Federation and the payment purpose on the transfer (i.e. SUI - RG World Championships Baku 2019 - Accommodation Payment).

The costs must be paid to the LOC as follows:

Accommodation:

- 19 June 2019: first 50%
- 14 August 2019: last 50%

Meals:

- 14 August 2019: 100%

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) will have to be settled to the hotels upon departure. **Please note that the hotels will request a valid credit card or a deposit upon arrival.**

Cancellation Policy

The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation and meals booking.

Accommodation cancelled:

Date	Cancellation fee
from 19 June 2019 to 14 August 2019	50% of the total accommodation cost will be charged
from 15 August 2019 to 28 August 2019	75% of the total accommodation cost will be charged
after 28 August 2019	100% cancellation fee of the total accommodation cost will be applied

Meals cancelled:

Date	Cancellation fee
after 28 August 2019	100% cancellation fee of the total accommodation cost will be applied

23. INSURANCE

The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.

The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). The LOC will subsequently offer insurance at the Federations own charge as follows: 15 EUR per person / day.

24. WORK PLAN

The Work Plan will be published on the FIG online calendar six weeks at the latest before the start of the competitions.

25. 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.

26. DOPING CONTROLS

Under the supervision of the FIG, doping control will be organized according to the current WADA Code, WADA International Standards and FIG Anti-Doping Rules. The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with her Federation, to submit her request to the FIG no later than 30 days before the start of this competition. No TUE request will be accepted nor approved on spot, except for duly justified emergency cases. Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

27. MUSIC

The **Digital Platform (SmartScoring online system)** will allow each Delegation to create a profile and upload, the music the gymnasts will perform with (.mp3 or .wga). The Music can be uploaded in .mp3 format as soon as the digital platform is open but by **28 August 2019 at the very latest**.

The music file shall be named as follows:

- 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
- IND or Group (example: AZE_Group_5Balls.mp3)

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

28. MUSIC FORM

While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each Federation will also have to confirm that the music used does not violate any copyrights and that it can be broadcasted within sports.

This confirmation will have to be made by filling-in the online Music Form at the time of the nominative registration via the FIG online platform. All requested information must be completed otherwise the Form will be rejected.

In case of modification between nominative step 1 and step 2, an updated Music Form will have to be sent to the LOC and to the FIG.

29. ROUND TABLES

Details on the Round Tables during these World Championships will be included in the workplan.

30. ATHLETES' MEETING

The FIG and its Athletes' Representative for Rhythmic Gymnastics, Ms. Liubou Charkashyna, invite athletes from all participating Federations to the Athletes' meeting. All gymnasts are more than very welcome. Additional information will be included in the Workplan.

31. LOC ONLINE SYSTEM

The online LOC system will open soon after the deadline of the provisional registration. Before its opening, the LOC will provide by email each Federation with a link, sign in details to access the platform and instructions on how to access and use the **LOC** online system.

After the provisional registration and having received the log-in details to access the online system, the Federations will be able to:

- Book accommodations and meals
- Submit travel schedule information (arrivals and departures)
- Make Visa requests
- Upload photos of each Delegation member

Please note that provisional, definitive, nominative registrations as well as any kind of modifications within the delegations (name changes, function changes etc) must be submitted **via the FIG online platform to be official**.

32. THE GAMES OF THE XXXII OLYMPIAD TOKYO 2020 (JPN) – QUALIFICATION

These World Championships also represent:

- The 1st Olympic Qualification for the 2020 Olympic Games in Tokyo (JPN) for Individual.
- The 2nd Olympic Qualification for the 2020 Olympic Games in Tokyo (JPN) for Group.

Please refer to the [Tokyo 2020 Qualification System](#) for additional information.

33. THE WORLD GAMES 2021 BIRMINGHAM (USA) – QUALIFICATION

These World Championships also represent:

- The Qualification of the Individual Gymnasts for the 2021 World Games in Birmingham (USA).

Please refer to the [FIG Technical Regulations, section 3, Art. 4](#).

34. INFORMATION BAKU

Weather in Baku in September
Average max: Temperature 25°C
Average min: Temperature 18 °C
Currency: Azerbaijani manat

More detailed information to be included in the Work Plan.

35. SUMMARY OF THE DEADLINES AND PAYMENTS

For the FIG

	Deadline
Provisional Registration - online	08 May 2019
Definitive Registration - online	19 June 2019
Nominative Registration – Step 1 - online	14 August 2019
Nominative Registration – Step 2 - online	28 August 2019
Payment of the FIG Registration Fees	19 June 2019
Written request for Supplementary Accreditations	19 June 2019
Media accreditation	24 July 2019
Music Release Form – Paper Form	14 August 2019
Online Publicity (not compulsory)	14 August 2019
Music Release Form – Paper Form (if changes between step 1 and step 2)	28 August 2019

Payments to the FIG

	Deadline
Payment of the FIG Registration Fees	19 June 2019

For the LOC (online)

	Deadline
Accommodation (number of rooms)	19 June 2019
Meal Plan	14 August 2019
Visa Request	14 August 2019
Travel details	14 August 2019
Accommodation (names-to-rooms assignment)	14 August 2019
Insufficient insurance Coverage	At Accreditation
Photo & passport copies for Accreditation	14 August 2019
Music Release Form – Paper Form	14 August 2019
Music Release Form – Paper Form (if changes between step 1 and step 2)	28 August 2019
Music for Individuals and for Groups	28 August 2019

Payments to the LOC

Accommodation Costs (first 50%)	19 June 2019
Accommodation Costs (last 50%)	14 August 2019
Meals (100 %)	14 August 2019
Accreditations at the charge of the Delegations	14 August 2019

Sincerely Yours,

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



Nicolas Buompane
Secretary General