



31ST SUZUKI WORLD CUP 2020
18TH – 19TH APRIL 2020
TOKYO, JAPAN
CATEGORY B CATEGORY



DIRECTIVES

Event ID: 16256

Dear affiliated Member Federation,

Following the decision of the FIG Executive Committee, the Gymnastics Federation of **Japan** has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person : Alexandre Cola Avenue de la Gare 12 A 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 18 Fax: +41 (0) 21 321 55 19 / Sport department +41 (0) 21 321 55 29 e-mail : acola@fig-gymnastics.org website: http://www.gymnastics.sport/site/										
HOST FEDERATION	Japan Gymnastic Association 1-1-1 Jinnan, Shibuya-ku, Tokyo JAPAN 150-8050 Tel: +81 3 3481 2341 Fax: +81 3 3481 2344 e-mail: jga@jpn-gym.or.jp										
LOCAL ORGANIZING COMMITTEE	International Aerobic Federation (IAF) Contact person: Mr. Suguru Nose – International Relations Crest One Bldg.3F, 5-7-10 Higashi-Oi, Shinagawa-ku, Tokyo JAPAN 140-0011 Tel.: +81 3 5796 7521 Fax.: +81 3 5796 7527 e-mail: suguru.nose@aerobic.or.jp website: http://www.aerobic.or.jp/										
LOCATION	Ota-city, Tokyo Japan										
DATE	From April 16 to April 20, 2020										
VENUE	Ota City General Gymnasium 1-11-1 Higashi-Kamata, Ota-ku, Tokyo JAPAN 144-0031 Tel.: +81-3-5480-6688 Fax.: +81-3-5703-1105 website: http://ota-sports.jp/index.html										
APPARATUS SUPPLIED	Training hall(s): GYMNOVA 6632 CANCUN Warm-up area: GYMNOVA 6630 Competition hall: GYMNOVA 6632 CANCUN Minimum 2 competition floors of the same manufacturer and product must be available. A detailed list of Apparatus supplied to be used for this world cup will be published on the FIG website.										
PROVISIONAL SCHEDULE	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">April 16</td> <td>Official Arrival day</td> </tr> <tr> <td>April 17</td> <td>Orientation Meeting Opening Rehearsals Judges' Instruction Podium Training</td> </tr> <tr> <td>April 18</td> <td>Qualifications (9:30- 19:00)</td> </tr> <tr> <td>April 19</td> <td>Finals (10:00- 18:00) Farewell Party</td> </tr> <tr> <td>April 20</td> <td>Official Departure Day</td> </tr> </table>	April 16	Official Arrival day	April 17	Orientation Meeting Opening Rehearsals Judges' Instruction Podium Training	April 18	Qualifications (9:30- 19:00)	April 19	Finals (10:00- 18:00) Farewell Party	April 20	Official Departure Day
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<p>PARTICIPATION</p>	<p>The World Cup Competitions consist of Qualifications and Finals in all 5 categories.</p> <p><u>Participation in the Qualifications:</u></p> <ul style="list-style-type: none"> • All competitors must take part in the qualifications. <p><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top eight units per category from the qualifications qualify for the Finals. • In addition, if the Organizing Member Federation has not qualified in any category, it may nominate one participation in max. 1 category of its choice. • Maximum participation in the finals is therefore 8+1 participants in one category and 8 in the other four categories. • Such “Wild Card Participant” must have participated in the respective category in the qualification. • “Wild Card Participants” will receive medals and prize money, but they will not receive any World Cup Points. • If there are less than 4 units participating in a category, no medals, prize money and World Cup Points will be awarded. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p>The Organizing Member Federation may cancel the competition in the respective category if at the time of the definitive entry, there are less than 4 units registered in a category. In case of such a cancelation, the Organizing Member Federation must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations.</p> <p><u>World Cup Competitions may exceptionally be combined with other Competition provided those are clearly separated in the competition schedule.</u></p>																		
<p>“HORS CONCOURS” GYMNASTS</p>	<p>The Organizing Member Federation is allowed to add only for the qualifications “hors concours” competitors. These competitors are in addition to the official participants of the Organizing Member Federation’s competitors, they must be named at the time of the closing of the nominative registration and cannot qualify for the final. They will have to start first; they are not eligible to receive World Cup Points and prize money and they must not appear on the official results lists.</p> <p>The Organizing Member Federation is allowed to name 1 Individual Men, 1 Individual Woman, 1 Mixed pair, 1 Trio and 1 Group as “hors concours” competitors.</p>																		
<p>FEDERATIONS INVITED</p>	<p>The Organizing Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Aerobic Gymnastics.</p>																		
<p>SIZE OF DELEGATION AND FIG LICENSE</p>	<p>The participation is limited to 2 units per NF in each category.</p> <p>Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.</p> <p>The Organizing Member Federation may limit the participation with criteria to be defined by the Organizing Member Federation. Those criteria must be approved by the FIG.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1" data-bbox="395 1736 1481 2083"> <thead> <tr> <th colspan="2">Function</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2">Head of Delegation</td> <td>1</td> </tr> <tr> <td rowspan="2">Team Manager</td> <td>4 to 7 units</td> <td>1</td> </tr> <tr> <td>8 and more units</td> <td>2</td> </tr> <tr> <td rowspan="3">Coach</td> <td>1 unit</td> <td>1</td> </tr> <tr> <td>2 to 7 units</td> <td>2</td> </tr> <tr> <td>8 and more units</td> <td>3</td> </tr> </tbody> </table>	Function		Number	Head of Delegation		1	Team Manager	4 to 7 units	1	8 and more units	2	Coach	1 unit	1	2 to 7 units	2	8 and more units	3
Function		Number																	
Head of Delegation		1																	
Team Manager	4 to 7 units	1																	
	8 and more units	2																	
Coach	1 unit	1																	
	2 to 7 units	2																	
	8 and more units	3																	

Judge		2
Gymnasts	maximum 2 units per category	
Medical Doctor		1
Paramedical staff	1 to 3 units	1
	4 and more units	2

A unit being an individual gymnast, a pair, a trio or a group.

AGE LIMITS

Age limit: 18 years (born in 2002 or before)

JUDGES AND JURIES

The number of Juries (judges' panels) may be decided by the Organizing Member Federation depending on the number of participating competitors and judges.

The Juries are set up by a draw - directed by the FIG Technical Delegate - from the judges present at the event. Priority will be given to the judges of the highest category.

A jury must consist of one Chair of Judges' Panel, 4 Artistic, 4 Execution and 2 Difficulty judges.

A federation may not have a judge on both the execution and artistic panels. The Chair of Judges' Panel and the difficulty judges should also be from different federations. Only in exceptional situations can the Technical Delegate make the decision to deviate from this.

The CJP must be of Cat. 1.

The Difficulty Judges must be Cat. 1 or 2.

The Execution and Artistic judges must be Cat. 1, 2 or 3.

If, on the day of the competition, there are no sufficient number of judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event.

Each participating federation must provide minimum one judge Cat. 1, 2 or 3*. Failure to do so, or if a participating Federation sends a judge with a Cat. 4 (instead of Cat. 1, 2 or 3) will result in a fine of CHF 2'000.- to be paid to the Organizing Member Federation.

*Member Federations who have only Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge only.

The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG. The FIG Technical Delegate will serve as President of the Superior Jury.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the [FIG database](#).

These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	January 15, 2020	(4 months prior to the event)
Definitive registration:	February 12, 2020	(2 months prior to the event)
Nominative registration	March 11, 2020	(4 weeks prior to the event)

Last registrations are subject to fines as follows:

Fine for missing or late Provisional registration (if any)	CHF 500.-
Fine for missing or late Definitive registration	CHF 750.-
Fine for missing or late Nominative registration	CHF 500.-

	Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegation members concerned will not be authorized to participate.												
DRAWING OF LOTS	The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration. After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website												
ENTRY FEES	The entry fees, if any, have to be approved by FIG. The non-reimbursable cost for the Entry Fee is of JPY10,000 per gymnast/category.												
ACCOMMODATION	<p>The invited participating federations must pay for the accommodation expenses of their delegation members. All the rates are per person, per night including BF, all taxes and service charges. Lunch and Dinner are NOT included.</p> <table border="1"> <thead> <tr> <th></th> <th>East Tower</th> <th>Main Tower</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>18,000 JPY</td> <td>-</td> </tr> <tr> <td>Twin</td> <td>-</td> <td>15,700 JPY</td> </tr> <tr> <td>Triple</td> <td>-</td> <td>15,500 JPY*</td> </tr> </tbody> </table> <p>*For triple room, only 8 rooms are available for first come first served method.</p> <p>Check-in: 4:00 p.m. Check-out: 11:00 a.m.</p> <p>Early check-in: -Before 4:00pm, please book one additional night to secure the early check-in. Late check-out: The following additional costs will be charged. -By 5:00 p.m.: 50 % of the room fee -After 5:00p.m.:100% of the room fee</p> <p>Flight and Accommodation Form must be sent to the LOC no later than February 12, 2020. The LOC then forward the Form to the LOC's designated travel agent and the agent will start making official reservation and the 100% of the total accommodation fees must be wired to the agent no later than March 11, 2020.</p> <p>In the case that the payment is not settled by due date, credit card-guarantee will be required to secure your booking.</p> <p>Please be noted that if the agent cannot confirm at least 50% of the total accommodation fees by March 19th, then the reservation in concern will be automatically cancelled without any prior notice.</p> <p>The LOC will allow participating countries to arrange their own accommodation by themselves only if they;</p> <ol style="list-style-type: none"> 1)Provide their arrival flight details by Feb. 12th and 2)Come to the desk to do accreditation by April 16th, 20:00(local time). <p>For those delegations that do not book their accommodation through the agent, the LOC and the agent decline any responsibility for any of the local transportation (Narita/Haneda ⇄ hotel ⇄ venue).</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Flight and Accommodation Form must be returned to the LOC by February 12, 2020 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis.</p>		East Tower	Main Tower	Single	18,000 JPY	-	Twin	-	15,700 JPY	Triple	-	15,500 JPY*
	East Tower	Main Tower											
Single	18,000 JPY	-											
Twin	-	15,700 JPY											
Triple	-	15,500 JPY*											
MEALS	The invited participating federations must pay for the meal expenses of their delegation members.												
FINAL BANQUET	<p>On April 19, 2020, after the Finals there will be a farewell party from 19:30pm to 21:30pm (tentative) at the official hotel. Free party tickets will be provided for the delegations that will stay at the official hotel.</p> <p>For other delegations, the tickets are available for JPY3,000/person. (buffet style banquet + free soft drinks) These fees must be paid in advance.</p>												

INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The Flight and Accommodation Form must be returned to the LOC by February 12, 2020.</p>									
LOCAL TRANSPORTATION	<p>The LOC provides Pick-up Service & local transportation to all delegation members from Narita or Haneda International Airport to the hotel and back at the following costs provided that LOC receives the Flight and Accommodation Form before February 12, 2020. This fee includes train between the hotel and the venue during the event (April 17, 18 and 19).</p> <p>Arrival at Haneda or Narita <u>between 6am -19pm</u> on April 16(official arrival day) <u>in one flight</u> AND departure on April 20(official departure day).</p> <table border="1" data-bbox="435 432 1370 591"> <tr> <td style="text-align: center;">Departure Arrival</td> <td style="text-align: center;">Narita</td> <td style="text-align: center;">Haneda</td> </tr> <tr> <td style="text-align: center;">Narita</td> <td style="text-align: center;">7,000JPY/person</td> <td style="text-align: center;">4,000JPY/person</td> </tr> <tr> <td style="text-align: center;">Haneda</td> <td style="text-align: center;">4,000JPY/person</td> <td style="text-align: center;">2,000JPY/person</td> </tr> </table> <p>*For those delegations that arrive with two or more groups and/or arrive other than April 16, 6am – 19pm (the official arrival date & time), departure other than the official departure day April 20, 12,000JPY is required in addition to the mentioned above transportation costs.</p> <p>Ex) Delegations (only if they wish to use above pick-up services) that arrives other than April 16, 6am – 19pm – depart on April 20: costs 12,000JPY arrives other than April 16, 6am – 19pm – depart other than April 20: costs 24,000JPY will be required.</p> <p>*For those delegations that do not need any meet/send-off service and tickets between the airport and the hotel, neither LOC nor KNT will take any responsibility for any local transportation.</p>	Departure Arrival	Narita	Haneda	Narita	7,000JPY/person	4,000JPY/person	Haneda	4,000JPY/person	2,000JPY/person
Departure Arrival	Narita	Haneda								
Narita	7,000JPY/person	4,000JPY/person								
Haneda	4,000JPY/person	2,000JPY/person								
VISA	<p>Please verify immediately with your travel agent or the Japanese Embassy or Consulate in your area/country if a visa is required for your travel to Japan.</p> <p>The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before February 12, 2020 to the LOC.</p> <p>Please be reminded that it is applicant’s responsibility to verify if they are needed to apply Japan visa prior to their departure and submit the visa documents request to the LOC by due date mentioned above. The LOC will take no responsibilities for acquiring visa especially if the visa documents request submitted to the LOC after the due date.</p> <p>The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.</p>									
INSURANCE	<p>The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>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.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations own charge as follows: 17,280JPY per person for 4 days.</p>									
ACCREDITATION	<p>The accreditation will be held at the official hotel.</p> <p>The Heads of Delegation must present the followings:</p> <ul style="list-style-type: none"> - Passports of all the members of the delegation - License for FIG competitors - One CD for each routine (<u>USB is not acceptable</u>) - Release / Music - Release / Injury & Portrait - NHK Questionnaire 									

	<p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>										
<p>FINANCIAL OBLIGATIONS</p>	<p>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 Cups.</p> <p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p>										
<p>BANK ACCOUNT INFORMATION</p>	<p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows:</p> <p>■ Countries that will stay at the official hotel:</p> <ul style="list-style-type: none"> - Bank Name : SUMITOMO MITSUI BANKING CORPORATION - Branch Name : SUZURAN BRANCH - Account Number : 760-7300002 - Account Name : KINKI NIPPON TOURIST CO.,LTD - Bank Address : 1-5-28,Shimanouchi,Chuo-ku,Osaka-shi,Osaka - Swift Code: SMBCJPJT <p>The invoice will be sent from KNT, the official travel agent for Accommodation Fees, Transportation Fees and <u>Entry Fees</u>.</p> <p>■ Countries that will make own accommodation reservation, LOC will send an invoice for Entry Fees and Party tickets fees based on the Definitive Registration data. The detailed bank information will be stated on the invoice.</p> <p>■ <u>The participating federation is responsible for covering all bank fees (transfer fees, lifting charges, remittance charges, etc) in connection with the bank transfers. The participating federation will be charged a shortage at the time of accreditation if the payment amount is insufficient due to deduction of bank fees mentioned above. The shortage should be paid in Japanese Yen cash only and no credit cards will be accepted.</u></p>										
<p>CANCELLATION POLICY</p>	<p>The Organizing Committee may fix the deadline for non-reimbursement payments. In this case the deadline for non-reimbursement accommodation, meals and banquet, must be 3 (three) days after the deadline for Definitive Registrations, at the very earliest.</p> <p>The date and time of the change and cancellation will be based on the travel agent's working hours (Monday through Friday 10:00am – 5:00pm [Japan time] except the national holidays). After working hours, cancellation will be made next working day, which may incur charges.</p> <p>1. Entry Fee / Final Banquet Tickets For cancellations due to less than 4 units registered in a category at the time of the Definitive registration on February 12, 2020, 100% of the Entry Fee will be reimbursed.</p> <p>2. Rooms / local transportation</p> <table border="1" data-bbox="379 1641 1560 1854"> <tr> <td>Up to 21 days prior to the date of your stay</td> <td>No charge</td> </tr> <tr> <td>20-8 days prior to the date of your stay</td> <td>20% of accommodation charge</td> </tr> <tr> <td>7-2 days prior to the date of your stay</td> <td>30% of accommodation charge</td> </tr> <tr> <td>1 day before the date of your stay</td> <td>40% of accommodation charge</td> </tr> <tr> <td>On the date of your stay or Cancellation without notice</td> <td>100% of accommodation charge</td> </tr> </table> <p>*All necessary bank handling charges that may occur for reimbursement will be charged at each participating country.</p>	Up to 21 days prior to the date of your stay	No charge	20-8 days prior to the date of your stay	20% of accommodation charge	7-2 days prior to the date of your stay	30% of accommodation charge	1 day before the date of your stay	40% of accommodation charge	On the date of your stay or Cancellation without notice	100% of accommodation charge
Up to 21 days prior to the date of your stay	No charge										
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On the date of your stay or Cancellation without notice	100% of accommodation charge										
<p>TIE BREAKING RULES</p>	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied (see current FIG Technical Regulations Section 6, Art 3.3). If there is still a tie, the tie shall not be broken. Nevertheless, the gymnasts not qualified for the finals and with same final score will receive the same World Cup points.</p>										

PRIZE MONEY

The Organizing Member Federation must pay a minimum prize money per medallist as follows:

■ Suzuki World Cup Ranking List:

Total: 3,000,000JPY (approx. CHF27'000 as of June 2019)

	IW/IM/MP*/TRIO*/GROUP*
1 st place	300,000 JPY (approx. 2,700 CHF)
2 nd place	200,000 JPY (approx. 1,800 CHF)
3 rd place	100,000 JPY (approx. 900 CHF)

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

■ FIG World Cup Tokyo Ranking List:

Total: 984,500JPY (approx. CHF8,950 as of June 2019)

1 st place	55,000 JPY (approx. 500 CHF) for IM, IW 110,000 JPY (approx. 1,000 CHF) for Mixed Pair* 165,000 JPY (approx. 1,500 CHF) for Trio, Group*
2 nd place	27,500 JPY (approx. 250 CHF) for IM, IW 55,000 JPY (approx. 500 CHF) for Mixed Pair* 82,500 JPY (approx. 750 CHF) for Trio* 110,000 JPY (approx. 1,000 CHF) for Group*
3 rd place	11,000 JPY (approx. 100 CHF) for IM, IW 22,000 JPY (approx. 200 CHF) for Mixed Pair* 33,000 JPY (approx. 300 CHF) for Trio* 55,000 JPY (approx. 500 CHF) for Group*

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

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

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

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

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

“Wild Card Participants” will receive medals and prize money.

“Hors concours competitors” will not receive prize money.

ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST

In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation “Hors concours competitors” must not appear on the official results lists.

Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Men Individual
- Women Individual
- Mixed Pairs
- Trio
- Groups

No World Cup points for AD and AS

For Individual competitors, World Cup Points are assigned to the competitor **by name**.

Mixed Pairs are listed **by name**, but considered **as an entity**.

In case of change of partner, the Mixed Pair is considered as a new Pair.

Trios are listed **by name**, but considered **as an entity**.

One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio.

Groups are listed **by Federation**. The World Cup Points are assigned to the Federation.

If more than one Group per Federation starts at an event, only the better result will be considered.

The World Cup Points are assigned to the competitors as follows:

Finals: ranking from 1st to 8th place

Qualifications: ranking from 9th to 16th place

Ranking	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12
8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

If there are less than four (4) units participating in a category no World Cup Points will be awarded.

“Wild Card Participants” will not receive any World Cup Points.

“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE ANNUAL WORLD CUP

The winner of the annual World Cup per category is the individual gymnast / pair / trio / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:

In case of a tie at any place in the World Cup Series Ranking Lists after the last competition of the year, the tie will not be broken.

A special award ceremony will be held at the last World Cup Competition of the year in which the World Cup winner will receive the World Cup.

EVENT MANAGER

Kazi Tanaka
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MEDIA

Suguru Nose
 International Relations, International Aerobic Federation (IAF)
 Crest one Bldg. 3F 5-7-10 Higashi-oi, Shinagawa-cu, Tokyo Japan 114-0011
 Tel: +81 3 5796-7521
 Fax: +81 3 5796-7527
 Email: suguru.nose@aerobic.or.jp
 Our communication policy is basically email communication.

SOCIAL MEDIA

Facebook: <https://www.facebook.com/JapanAerobicFederation>
 Instagram: <https://www.instagram.com/japanaerobicfederation/>

MEDICAL SERVICES

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

OFFICIAL HOSPITAL

When an accident occurs, the LOC makes a phone to an “emergency medical-care center” and ask which hospital can accept the injured person depending on the gravity and the incident occurred. Once the emergency medical-care center advised the LOC of the

	proper hospital able to treat the injured person, the ambulance will direct him/her to this center for proper medical care.	
DOPING CONTROLS	For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls at its own charge. Failure to do so will result in the deposit being lost in full. This event is subject to be arranged an anti-doping commission under the supervision of JADA (Japan Anti-Doping Agency) and the tests will be analysed at a licensed doping laboratory in Tokyo.	
MARKETING	FIG advertising and publicity norms must be respected.	
TELEVISION	<p>Host Broadcaster: NHK Global Media Services, Inc. 9-2 Kamiyama-cho, Shibuya-ku, Tokyo, Japan 150-0047 Person in charge of the International TV rights: Ms. Akiko Iwasaki</p> <p>The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.</p> <p>The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.</p>	
VIDEO CONTROL SYSTEM	<p>Should IRCOS not be available, the Organizing Member Federation must provide another video control system which allows to treat inquiries and records all exercises of the competition in a quality which allows to judge the exercises.</p> <p>The LOC prepares; - One business use video camera - One PC for monitoring for support tool for inquiries.</p>	
RULES AND REGULATIONS	<p>The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> • Statutes • Code of ethics • Technical Regulations • Licenses Rules • Code of Points and relevant Newsletters • General Judges Rules • Specific Judges' Rules for Aerobic Gymnastics • Medical Organization of the Official FIG Competitions and Events • Anti-Doping Rules • Media Rules • Apparatus Norms • Rules for Advertising and Publicity Rules • Accreditation Rules • Rules for Awards Ceremonies • World Cup Rules for Aerobic Gymnastics <p>and subsequent decisions of the FIG Executive Committee</p>	
DEADLINES SUMMARY	Provisional Registration (on line)	January 15, 2020
	Definitive Registration (on line)	February 12, 2020
	Nominative Registration (on line)	March 11, 2020
	Flight and Accommodation Form	February 12, 2020
	Visa Request Form	February 12, 2020
	Payment of the fine for missing judge	
	Payment of the Entry Fee	March 11, 2020
	Payment of the Accommodation Costs	
	Farewell Party ticket	
	Payment the local transportation	
ADDITIONAL INFORMATION		

Sincerely Yours,



Norifumi Yamamoto
Executive Director
Japan Gymnastic Association

Kaoru Chinen
President
International Aerobic Federation

Place and date: Tokyo, September 1st, 2019