



ID 16189

**16TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS
BAKU (AZE)
May 14-16, 2020**



 **AEROBICS**
16th FIG Aerobic Gymnastics World Championships
May 14-16, 2020
Baku, Azerbaijan

Directives

Dear President,

The FIG is pleased to herein provide you with the Directives for 16th World Championships in Aerobic Gymnastics to be held in Baku (AZE) from May 14th to 16th, 2020.

These World Championships will be organized following the current valid version of the FIG Statutes, Technical Regulations, the AER Code of Points as well as all other Rules and Guidelines valid starting 01 January 2020, 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. Federations not respecting them will not be allowed to compete.

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1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

Fédération Internationale de Gymnastique (FIG)

Contact Persons: Mr. Alexandre Cola and Ms. Sylvie Martinet

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Email : acola@fig-gymnastics.org, smartinet@fig-gymnastics.org

Website : www.gymnastics.sport

2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE (LOC)

National Federation:

AZERBAIJAN GYMNASTICS FEDERATION

Contact Person: Ms. Fatima Shafizada

MGA - Milli Gimnastika Arenası (National Gymnastics Arena)

178 Heydar Aliyev Avenue, AZ-1029 BAKU Azerbaijan

Tel: +99412 493 30 11 / Mob: +99455 824 86 12

Fax: +99412 493 95 00

E-mail: administration@agf.az

Website: www.agf.az

3. LOCATION OF THE COMPETITION HALL, TRAINING HALL AND WARM UP HALL

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 Hall	MGA - Milli Gimnastika Arenası (National Gymnastics Arena) Equipped with 1 competition floor
Joint Warm-up & Training Halls	Equipped with 3 AER floors and 1 stretching area (adjacent to FoP)

MGA – External view



Field of Play



Training & Wam-up Hall



4. PROVISIONAL PROGRAM (SUBJECT TO CHANGE)

Date	Description	Location	Schedule
Monday May 11	Official arrival of WCH Accreditations	LOC Office	All day
Tuesday May 12	Training and Podium training WCH Orientation meeting WCH Opening/Closing ceremony rehearsal	Competition hall Artistic Lounge FoP	All day 18:00 After Podium training
Wednesday May 13	Training and Podium training WCH Judges' instruction A and E Longines system instruction Judges' instruction D and CJP Medical and Anti-doping fight Round table Meeting with AER TC Continental Presidents Athletes' election Athletes' meeting	FoP Judges' room FoP Judges' room tbd. tbd. tbd. tbd.	All day 13:00-14:30 14:30-15:00 15:00-16:30 17:00-18:30 17:00-18:00 18:30-20:00 Following
Thursday May 14	Qualification AER Step / AER Dance Qualifications IW / TR Opening Ceremony WCH	FoP	All day
Friday May 15	Qualifications IM / MP Qualifications GR Medal Award Ceremony for Team Ranking Finals TR / IW Medal Award Ceremony TR / IW Final AER Dance Medal Award Ceremony AER Dance	FoP	All day
Saturday May 16	FIG President Round Table AER TC Round table Finals IM / MP Medal Award Ceremony IM / MP Finals in GR / AER Step Medal Award Ceremony GR / AER Step Closing Performance and Ceremony Farewell for WCH	tbd. tbd. FoP tbd.	Tbd. Tbd. All day tbd.
Sunday May 17	Official departure of Delegations WCH		All day

Please note: Schedule is *provisional* and may be adjusted after entries are received

5. PARTICIPATIONS AND ACCREDITATIONS

Gymnasts holding a valid FIG License until the end of the event and with the correct age from FIG affiliated federations in good standing may take part in these World Championships

Maximum delegation size

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

Additional Coach if accommodation booked or not booked through the LOC	50 EUR
Additional Medical doctor or paramedical staff if accommodation booked or not booked through the LOC	50 EUR
Delegation Guest if accommodation booked or not through the LOC:	50 EUR
Delegation VIP Guest (if accommodation booked or not through the LOC)	100 EUR

Supplementary accreditations

The following supplementary Accreditations (either free of charge or at the charge of the Delegations or the FIG Authority) as per the accreditation rules may also be delivered to the FIG affiliated federations and FIG Authorities, provided that a request is sent in writing to the FIG by **February 19th, 2020**.

FIG and former FIT Honorary Members	Free of Charge
Former World Champions	Free of Charge
NF President as Guest if not as Head of Delegation if accommodation booked or not through the LOC:	50 EUR
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the LOC)	100 EUR
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the LOC)	150 EUR

Accompanying person of an NF President	50 EUR
VIP Accompanying person of an NF President	200 EUR
VIP Accompanying person of TC Members	Free of charge
VIP Accompanying person of EC Members / TC President	Free of Charge
VIP Accompanying person of FIG and former FIT Honorary Members	Free of Charge

Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next AER World Championships	
Observers (if accommodation booked or not through the LOC)	50 EUR
VIP Observers (if accommodation booked or not through the LOC)	200 EUR

Organizers of the next Aerobic Gymnastics World Championship Maximum 6 accreditations including 2 VIP	
Observers (if accommodation booked through the LOC)	Free of Charge
Observers (if accommodation not booked through the LOC: access to the delegations seating)	Free of Charge
VIP Observers maximum 2 included in the above (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers maximum 2 included in the above (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	Free of Charge

In case of lost or stolen accreditation, the Local Organizing Committee must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (200 EUR). Lost or stolen transferable cards will not be replaced.

The accreditations for the World Age Group Competitions are not valid for the World Championships.

Only to give access to seating area

6. AGE LIMIT OF GYMNASTS

World Championships:

Senior: 18 years old in the year of the event (born 2002 and before)



**Please check the age of your gymnasts carefully!!!
No changes of category will be allowed.**

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by FIG affiliated federations in good standing, via the FIG on-line system (click [here](#)) and by using the National Gymnastics Federations' login (e-mail) and password. Those deadlines are to be considered valid for the World Championships.

Provisional Registration

The provisional registrations must be completed from now on till Wednesday **December 18th 2019** (23:59 Swiss time) at the very latest.

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation from **December 19th 2019** till Wednesday **February 19th, 2020** (23:59 Swiss time) at the very latest. Definitive registrations received in the FIG Offices after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

Nominative Registration

The nominative entries must be completed by entering the composition of the delegation from **February 20th, 2020** till Wednesday **April 15th, 2020** (23:59 Swiss time) at the very latest.

Entry Fees

The non-reimbursable registration fee amounts to CHF 100.- per gymnast per category (Individual Men, Individual Women, Mixed Pair, Trio, Group, AER Dance and AER Step).

Registrations without the appropriate payment of the registration fees within the definitive deadline will be considered as invalid (i.e. the gymnasts will not be allowed to compete).

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 Definite Registration deadline or after late Definite 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 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

The FIG brevetted judges are designated by their Federation and selected for the panels by draw, taking into consideration the degree of the brevet, according to the Judges' Rules.

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 3 minimum.

Please note that Member Federations can register the same judges for the World Age Group Competitions and the World Championships, provided the criteria as mentioned in the specific AER Judges rules are respected.

The Chairs of Judges' Panel (CJP) and the Difficulty Judges (D) are drawn/appointed by the FIG according to the Technical Regulations and General / Specific Judges Rules.

If a NF rejects the invitation as CJP or D Judge, this judge may not be selected to another position for the same competition.

The draw for the E, A, T and L judges will be made at the judges' instruction at the World Championships. No E or A judge from the same NF may be drawn in a panel where his / her NF is already represented with a CJP or D. He / she will move directly to the other panel.

NF who has one of their judges drawn/nominated as CJP or D judge may propose one or two judges cat 1 to 3 in addition to the drawn/nominated CJP.

The selection of judges (Artistic and Execution) is made by draw the day of each competition.

Priority will be given to the highest categories.

In the Finals only judges (Artistic and Execution) whose Federations do not have competitors nor a No 1 reserve competitor may be called upon to judge.

The selection is made by the drawing of lots the day of each Final. If there are insufficient neutral judges the TC AER decides the process for designating the necessary number of judges.

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 of the competition they have been registered at by their Federation.



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 category concerned will be nominated.

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

10. DRAWING OF LOTS

The drawing of lots will decide the starting order of the qualification competitions and the finals. The drawing of lots will take place within two weeks after the deadline of the definitive entry.

The drawing of lots will take place in on March 4th, 2020 more information will be provided further on.

11. COMPETITIONS FORMAT AND PROGRAMME

The competitions will be conducted according to the current valid FIG Technical Regulations, including Section 6 for Aerobic Gymnastics.

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR / AD/ AS).

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR / AD/ AS).

12. MEDIA ACCREDITATION

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

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: TBC.

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

13. ATHLETE BIOGRAPHIES

Athlete biographies are available online at

http://www.gymnastics.sport/site/athletes/bio_view.php and will be updated before the World Championships.

14. AMBASSADORS

The Gymnastics Ambassadors for the World Championships, who are former champions of the discipline, will present medals. They will also be available for photo shoots and autograph sessions, meeting with athletes, interview requests and other activities from the FIG and the Local Organising Committee on site.

15. ATHLETES' PORTRAIT PHOTO SESSION

Information on an **official and compulsory athletes' portrait photo session** will be mentioned in the Work Plan.

16. PUBLICITY

As the Code of Points foresees deductions should the FIG 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 E for men and F for women) if deemed necessary by **April 15th, 2020**, at the very latest in order to have it approved.

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

17. EQUIPMENT

Floor Supplier:	SPIETH Gymnastics / Aerobics Floor "Baku"
Reference number:	1790560 produced by JanssenFritsen: Aerobics Floor 2014 Ref. 1790560

Step Supplier: Venturelli
Reference number: Art. STE16

Only the steps provided by the LOC will be allowed during the trainings and competition.

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 April 15th, 2020 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

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

The destination airport is: Heydar Aliyev International Airport (code: GYD).

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 April 15th, 2020 via SmartScoring Digital Platform.

Important:

Transportation back to the airport will also be provided by the LOC on days which are not listed as official departure days in case if accommodation was reserved through the LOC. For more information please contact: administration@agf.az

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 schedule 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 and Hotels for Delegations:

Boulevard Hotel 4*
Khagani Rustamov street 4C, AZ1010, Baku
Tel.: +99412 310 00 10
Fax.: +99412 310 00 11

Website: www.boulevardhotelbaku.com

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)

Prices per person per night including breakfast:

Single standard room	EUR 130
Twin standard room	EUR 80

Boulevard Hotel 4*

Khagani Rustamov street 4C, AZ1010, Baku

Tel.: +99412 310 00 10

Fax.: +99412 310 00 11

Website: www.boulevardhotelbaku.com

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)

Prices per person per night including breakfast:

Single standard room	EUR 130
Twin standard room	EUR 80

Park Inn 4*

Azadlig Avenue 1, AZ1000 Baku

Tel.: +994 12 490 6000

Fax: +994 12 496 8900

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

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)

Prices per person per night including breakfast:

Single standard room	EUR 110
Twin standard room	EUR 70

Emerald Hotel 3*

Athletes` village,

115 Heydar Aliyev Ave, Baku

Tel.: +99451 051 229 43 47

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)

Prices per person per night including breakfast:

Single standard room	EUR 60
Twin standard room	EUR 50

Caspian Sport Hotel* (low cost)**

Tbilisi Avenue 38, AZ1122 Baku

Tel.: +99412 404 3160

Website: <https://qafqazhotels.com>

This sport hotel located within the area of the Athletes' Village used during the Baku 2015 First European Games, offers rooms like at the standard Olympic Village with single, twin, triple and quadruple occupancy with separate or shared bathroom. Just opposite the MGA.

Distance from Caspian Sport Hotel to main destinations:

To airport: 16.2 km - approx. 17 min. (by car)

To competition venue: 1.7 km - approx. 5 min. (by car)

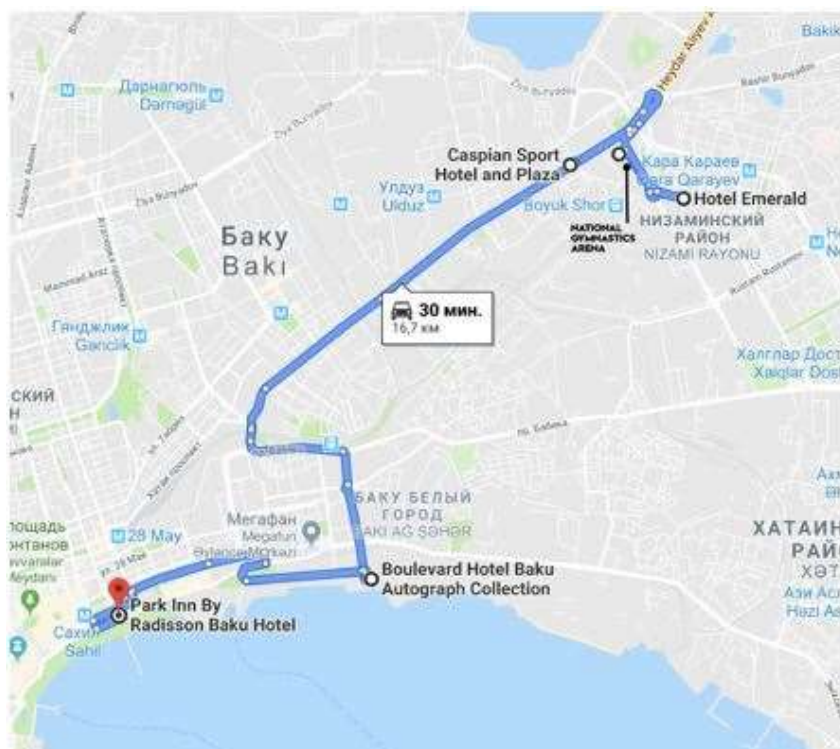
The costs per room per night at Caspian Sport Hotel are as follows:

Single standard room	EUR 30
Twin room (separate bathroom)	EUR 55
Twin room (shared bathroom)	EUR 45
Triple room (separate bathroom)	EUR 75
Triple room (shared bathroom)	EUR 60
Quadruple (separate bathroom)	EUR 85



Media and Other:

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



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 February 19th, 2020 at the very latest.

The Accommodation (names-to-rooms assignment) has to be submitted to the LOC via SmartScoring Digital Platform by **April 15th, 2020** at the very latest.

21. MEALS

BREAKFAST is included in the price of each of the official hotels.

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)

Park Inn By Radisson Baku Hotel****

Lunch: EUR 20.- (each)

Dinner: EUR 25.- (each)

Emerald Hotel

Lunch: EUR 15.- (each)

Dinner: EUR 20.- (each)

Caspian Sport Hotel

Lunch: EUR 10.- (each)

Dinner: EUR 15.- (each)

MGA

Lunch – 15 EUR (each)

Meal Plan requests for the delegation members can be made to the LOC in advance via SmartScoring Digital Platform by **April 15th, 2020** at the very latest.

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@agf.az. The request and the amount of 85 EUR per person must be sent and paid in full to the LOC by **April 15th, 2020**.

22. FINANCIAL OBLIGATIONS - PAYMENT

Payments to the FIG:

The non-reimbursable registration fee per gymnast and per category 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 16189 AER WCH 2020 AZE)

Failing to do so could 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:

22.1 Bank transfer:

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

22.2 Credit card:

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

- **NF – Event ID – Discipline – Event Level - Year - Host Country** (Example: SUI 16189 AER WCH 2020 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 supplementary Accreditations, Accommodations and Meals (if applicable) 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

All bank fees in connection with the bank transfers must be covered by the participating Federations. Please state the name of your National Federation and the payment purpose on the transfer (i.e. SUI 16189 AER WCH 2020 AZE) - Accommodation Payment).

The costs must be paid to the LOC as follows:

Accommodation:

- February 19th, 2020: first 50%
- April 15th, 2020: last 50%

Meals:

- April 15th, 2020: 100%

Cancellation Policy

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

Rooms cancelled will be submitted to the following penalty fees:

Accommodation cancelled:

Date	Cancellation fee
from February 19 th , 2020 to April 15 th , 2020 23:59 AZE Time	30 % of the total accommodation cost will be charged
from April 16 th , 2020 to April 28 th , 2020 23:59 AZE Time	75 % of the total accommodation cost will be charged
from April 29 th , 2020	100 % cancellation fee of the total accommodation cost will be applied

Meals cancelled:

Date	Cancellation fee
from April 29 th , 2020	100 % cancellation fee of the total meal 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: 5 EUR per person / day.

Note: The insurance will cover only official activities of the WCH such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

24. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG. The contacts will be communicated upon arrival of the delegations.

25. WORKPLAN

The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

26. DOPING CONTROLS

Under the supervision of the FIG, doping controls 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 his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition. No TUE request will be accepted nor approved on spot, except for duly justified emergency cases. Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

27. OFFICIAL HOSPITAL

City Hospital

Address: 18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan

Tel: +99412 449 9274

28. ELECTION OF THE ATHLETES' REPRESENTATIVE AND ATHLETES' MEETING

The elections of the AER athletes' representative for the period extending from 2021 until 2024 will take place as follows:

- Wednesday **May 13th, 2020**

This election will be made according to the Art 21, of the FIG Statutes and based on the candidatures received.

Not more than one representative in the FIG athletes' commission per Federation will be allowed. The assembly of the athletes will be open to two athletes per member federation. The election will be directed by a person to be designated at a later stage, accompanied respectively by the President of the FIG AER TC.

Candidates must be proposed by their National Gymnastics Federation as soon as possible, but by no later than **February 19th, 2020**

Candidatures must be accompanied by a CV (curriculum vitae), a motivation letter and a written confirmation whereas the federation will be responsible for the full costs of travel and lodging involved in attendance at meetings (including the expenses of any interpreters) should the FIG be unable to offer any direct assistance in this regard. An assurance must also be given that the candidate, if elected, will be provided with administrative support if required, and every facility to enable him/her to attend meetings.

The FIG and its Athletes' Representative for Aerobic Gymnastics, Ms. Dora Hegyi, invite athletes from all participating Federations to the Athletes' meeting. All gymnasts are more than very welcome.

29. 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 **April 15th, 2020 at the very latest.**

The Local Organizing Committee guarantee the personal protection and the strict use of your musical creations during this event.

The music file shall be named as follows:

- Federation (Country abbreviation)
- Category (IM – IW – MP – TR – GR - AD - AS)
- Age Category (Senior)
- Name of competitors
- Total time (in minutes and seconds) from the first to the last tone of the music

(for example: SUII_IW/Senior_LASTNAME_Firstname_length-1'28").

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.

While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each National Gymnastics 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 release Form at the same time as the nominative registration via the FIG online platform. Each NF will also be requested to inform on the apparatus, duration, title, author and interpreter composer, title of music, and artist/interpreter of the Music used. The Music Form must be returned by e-mail in format excel to the FIG and to the LOC by **April 15th, 2020** at the latest.

At the accreditation, in the absence of music's information transmitted via the specific form, the Heads of delegation have to hand in the Music Release form.

30. 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 e-mail 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 not 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.

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

These World Championships also represent:

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

Please refer to the [FIG Technical Regulations, section 6, Art. 2](#)

32. INFORMATION BAKU

Weather in Baku in May

Average max: Temperature 23°C

Average min: Temperature 15 °C

Currency: Azerbaijani manat

More detailed information to be included in the Work Plan.

33. SUMMARY OF THE DEADLINES AND PAYMENTS

FOR the FIG

Online Registrations (FIG database platform)	Opening Date	Closing Date
Provisional Registration	From now on	18.12.2019
Definitive Registration	19.12.2019	19.02.2020
Nominative Registration	20.02.2020	15.04.2020
Media accreditation	TBC	TBC
Request for Supplementary Accreditations		Deadline

Written request	19.02.2020
Payment (to be made to the FIG)	Deadline
Registration Fee	19.02.2020

FOR THE LOC

Online (Fill in/upload)	Deadline
Accommodation: Room Numbers	19.02.2020
Accommodation: Nominative	15.04.2020
Visa Request (not compulsory)	15.04.2020
Travel Schedule (Arrivals/departures)	15.04.2020
Music form (to be sent to LOC and FIG)	15.04.2020
Documents (photos and passport)	15.04.2020
Meals	15.04.2020
Insufficient Insurance Cover	At accreditation

Payment (to be made to the LOC)	Deadline
Accommodation Costs (first 50%)	19.02.2020
Accommodation Costs (last 50%)	15.04.2020
Meals	15.04.2020
Accreditations at the charge of the Delegations or the FIG Authority	15.04.2020
Accommodation Costs (first 50%)	19.02.2020

Sincerely Yours,



Nicolas Buompane
FIG Secretary General