

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



ID 16190

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**9<sup>TH</sup> FIG AER GYMNASTICS WORLD AGE GROUP COMPETITIONS**  
**BAKU (AZE)**  
**May 8-10, 2020**



**AEROBICS**

9<sup>th</sup> FIG Aerobic Gymnastics World Age Group Competitions  
May 8-10, 2020

Baku, Azerbaijan

**Directives**

Dear President,

The FIG is pleased to herein provide you with the Directives for the 9<sup>th</sup> World Age Group Competitions in Aerobic Gymnastics to be held in Baku (AZE) from May 8<sup>th</sup> until May 10<sup>th</sup>, 2020.

These World Age Group Competitions 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 Age Group Competitions, 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

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### Fédération Internationale de Gymnastique (FIG)

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

Avenue de la Gare 12 A

Case Postale 630

CH - 1001 Lausanne

Tel : +41 (0)21 321 55 10

Direct : +41 (0)21 321 55 18 / 15

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Email : [acola@fig-gymnastics.org](mailto:acola@fig-gymnastics.org), [smartinet@fig-gymnastics.org](mailto:smartinet@fig-gymnastics.org)

Website : [www.gymnastics.sport](http://www.gymnastics.sport)

## 2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE (LOC)

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### 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](mailto:administration@agf.az)

Website: [www.agf.az](http://www.agf.az)

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

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### MGA – Milli Gimnastika Arenası (National Gymnastics Arena)

178 Heydar Aliyev Avenue

AZ1029 Baku, Azerbaijan

Tel: +99412 566 9699

E-mail: [info@mga.az](mailto:info@mga.az)

Website: [www.mga.az](http://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**





## 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 Age Group Competitions.

### 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
Chaperone per 10 competitors 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 12<sup>th</sup>, 2020**.

FIG and former FIT Honorary Members	Free of Charge
Former World Age Group Champions	Free of Charge
NF President as Guest if not as Head of Delegation (if accommodation is 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 Age Group Champions	
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 maximum 6 (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the LOC: access to the delegations seating)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (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 maximum 6 (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	Free of Charge





Registrations without the appropriate payment of the registration fees within the given 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

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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

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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. 4 minimum.

Priority will be given to the highest categories.

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

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

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

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

The selection of judges (Difficulty) is made by draw on the first judge's draw and will remain for the entire competition.

The selection of judges (E, A, T and L judges) 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.

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### **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 February 26<sup>th</sup>, 2020 more information will be provided further on.

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### **11. COMPETITIONS FORMAT AND PROGRAMME**

The competition will be conducted according to the current valid FIG Technical Regulations including Section 6 for Aerobic Gymnastics and the Age Group Rules which are included in the FIG AER Code of Points 2017-2020.

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR) in both Age Groups as well as AD only for AG 2.

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).

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### **12. MEDIA ACCREDITATION**

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Sara Zeynalova at [media@agf.az](mailto:media@agf.az)

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

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### **13. 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 8<sup>th</sup>, 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](mailto:tv@fig-gymnastics.org) for further assistance if required.

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### **14. EQUIPMENT**

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

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### **15. 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 8<sup>th</sup>, 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](http://www.evisa.gov.az)

More information on visa can be obtained from the LOC's following e-mail: [administration@agf.az](mailto:administration@agf.az)

## 16. TRANSPORTATION

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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 8th, 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](mailto: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 Form in due course, will not be entitled to use the event local transportation service and will be responsible to be on time!

## 17. ACCOMMODATION

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### 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 4\***

Khagani Rustamov street 4C, AZ1010, Baku  
Tel.: +99412 310 00 10  
Fax.: +99412 310 00 11  
Website: [www.boulevardhotelbaku.com](http://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:

<b>Single standard room</b>	<b>EUR 130</b>
<b>Twin standard room</b>	<b>EUR 80</b>

### 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](http://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:**

<b>Single standard room</b>	<b>EUR 130</b>
<b>Twin standard room</b>	<b>EUR 80</b>

#### **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:**

<b>Single standard room</b>	<b>EUR 110</b>
<b>Twin standard room</b>	<b>EUR 70</b>

#### **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:**

<b>Single standard room</b>	<b>EUR 60</b>
<b>Twin standard room</b>	<b>EUR 50</b>

#### **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)

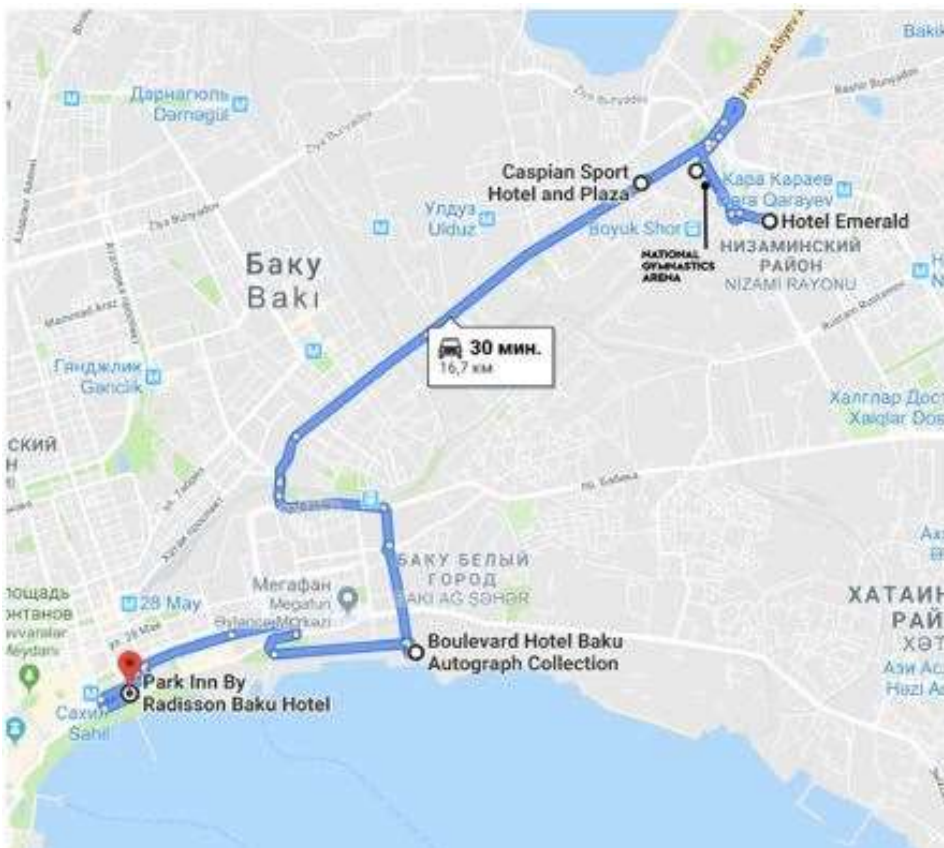
The costs per room per night at Caspian Sport Hotel are as follows:

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 at [administarion@aqf.az](mailto:administarion@aqf.az)



## 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 12th, 2020** at the very latest.

The Accommodation (names-to-rooms assignment) has to be submitted to the LOC via SmartScoring Digital Platform by **April 8th, 2020** at the very latest.

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## 18. 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 8<sup>th</sup>, 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](mailto:administration@agf.az). The request and the amount of **85 EUR** per person must be paid in full to the LOC by **April 8<sup>th</sup>, 2020**.

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## 19. 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.) and the LOC will not be allowed to participate in these World Age Group Competitions.

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 16190 AER WAGC 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:

**19.1 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

**19.2 Credit card:**

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

- **NF – Event ID – Discipline – Event Level - Year - Host Country** (Example: SUI 16190 AER WAGC 2020 AZE)
- **Amount and currency**
- **email 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	<b>AZERBAIJAN GYMNASTICS FEDERATION</b>
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 16190 AER WAGC 2020 AZE)- Accommodation Payment).**

The costs must be paid to the LOC as follows:

**Accommodation:**

- February 12<sup>th</sup>, 2020: first 50%
- April 8<sup>th</sup>, 2020: last 50%

**Meals:**

- April 8<sup>th</sup>, 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:**

Cancellation period	Penalty fee
from February 12 <sup>th</sup> , 2020 to April 8 <sup>th</sup> , 2020 <b>23:59 AZE Time</b>	30 % of the total accommodation cost will be charged
from April 9 <sup>th</sup> , 2020 to April 22 <sup>nd</sup> , 2020 <b>23:59 AZE Time</b>	75 % of the total accommodation cost will be charged
from April 23 <sup>rd</sup> , 2020	100 % cancellation fee of the total accommodation cost will be applied

**Meals cancelled:**

Cancellation period	Penalty fee
from April 23 <sup>rd</sup> , 2020	100 % cancellation fee of the total meal cost will be applied

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## 20. 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 WAGC such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

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## 21. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMANSTICS

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 email 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.

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## 22. WORKPLAN

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



## 23. DOPING CONTROLS

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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 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](mailto:antidoping@fig-gymnastics.org).

## 24. OFFICIAL HOSPITAL

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### City Hospital

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

Tel: +99412 449 9274

## 25. Music

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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 8<sup>th</sup>, 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 (AG 12-14, AG 15-17)
- Name of competitors
- Total time (in minutes and seconds) from the first to the last tone of the music

(for example: SUI\_IW/AG 12-14\_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 category, 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 8<sup>th</sup>, 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.

## 26. LOC ONLINE SYSTEM

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**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.

## 27. INFORMATION BAKU

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### 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.

## 28. SUMMARY OF THE DEADLINES AND PAYMENTS

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### FOR the FIG

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Online Registrations (FIG database platform)	Opening Date	Closing Date
Provisional Registration	From now on	18.12.2019
Definitive Registration	19.12.2019	12.02.2020
Nominative Registration	12.02.2020	08.04.2020
Request for Supplementary Accreditations		Deadline
Written request		12.02.2020
Payment (to be made to the FIG)	Deadline	
Registration Fee	12.02.2020	

### FOR THE LOC

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Online (Fill in/upload)	Deadline
Accommodation: Room Numbers	12.02.2020
Accommodation: Nominative	08.04.2020
Visa Request (not compulsory)	08.04.2020
Travel schedule (Arrivals/departures)	08.04.2020
Music form (to the LOC and the FIG)	08.04.2020
Documents (photos and passport)	08.04.2020
Meals	08.04.2020
Insufficient Insurance Cover	At accreditation
Payment (to be made to the LOC)	Deadline
Accommodation Costs (first 50%)	12.02.2020
Accommodation Costs (last 50%)	08.04.2020
Meals	08.04.2020
Accreditations at the charge of the Delegations or the FIG Authority	08.04.2020

Sincerely Yours,



**Nicolas Buompane**  
FIG Secretary General