



ID 16548

16TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS
BAKU (AZE)
May 27-29, 2021



WORKPLAN

TABLE DES MATIÈRES

| | |
|---|-----------|
| 1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG) | 3 |
| 2. LOCAL ORGANISING COMMITTEE | 4 |
| 3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES) | 6 |
| 4. PARTICIPATION AND SIZE OF THE DELEGATIONS | 7 |
| 5. NOMINATIVE REGISTRATIONS | 8 |
| 6. VENUE AND HALLS | 9 |
| 7. TRAINING FORMAT AND SCHEDULE | 9 |
| 8. COMPETITION FORMAT AND SCHEDULE | 10 |
| 9. CEREMONIES | 10 |
| 10. FIG CERTIFIED EQUIPMENT | 11 |
| 11. JUDGES' PANELS, SUPERIOR JURY AND JURY OF APPEAL | 11 |
| 12. SCORING | 12 |
| 13. INQUIRIES | 12 |
| 14. MEETINGS AND INSTRUCTIONS | 13 |
| 15. PRIZE MONEY | 14 |
| 16. ROUND TABLE | 14 |
| 17. ELECTION OF THE ATHLETES' REPRESENTATIVE AND ATHLETES' MEETING | 15 |
| 18. GYMNASTICS AMBASSADOR | 15 |
| 19. VTB PRIZE FOR ACCURACY SPECIAL AWARD CEREMONY | 15 |
| 20. TRANSPORTATION AND VISA | 15 |
| 21. INSURANCE | 16 |
| 22. ACCREDITATION | 16 |
| 23. ACCOMMODATION | 17 |
| 24. MEALS | 18 |
| 25. MEDICAL SERVICES | 19 |
| 26. COVID-19 MEASURES | 19 |
| 27. ANTI DOPING CONTROL AND THERAPEUTIC USE EXEMPTIONS | 21 |
| 28. MEDIA ACCREDITATION | 22 |
| 29. MEDIA ACCOMMODATION | 22 |
| 30. MEDIA POSITIONS | 22 |
| 31. PRESS CONFERENCES | 22 |
| 32. PUBLICITY ON COMPETITION ATTIRE | 23 |
| 33. ATHLETES' IMAGES FOR IMPROVED SPORTS PRESENTATION | 23 |
| 34. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS | 23 |
| 35. TELEVISION | 23 |
| 36. CAMERAS AND VIDEO-RECORDING | 23 |
| 37. SPONSOR ACTIVATION AREA | 23 |
| 38. WEBSITES | 23 |
| 39. INFORMATION BAKU | 24 |
| 40. SUMMARY OF THE REMAINING DEADLINES | 24 |
| 41. APPENDICES | 24 |

FOREWORD

This work plan for the 16th FIG Aerobic Gymnastics World Championships in Baku to be held from **May 27th until May 29th, 2021** has been developed between FIG Headquarters, the FIG AER-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2020):

- Statutes
- Code of Ethics
- Technical Regulations
- Judges' Rules (General and Aerobic Gymnastics Specific)
- Aerobic Gymnastics Code of Points
- Aerobic Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the FIG Competitions and Events during the COVID-19 pandemic
- FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- Anti-Doping Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules

and subsequent decisions of the FIG Executive Committee and AER Technical Committee

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the licence, the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.6 of the Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc) and the LOC (such as accommodation, meals, etc.) will not be allowed to participate in these World Championships.

The official languages of these World Championships will be English. Interpretation from and into any other language must be organized by the Delegations. Announcements will be made in English. This Work Plan is available in English ONLY.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Coordinates of the FIG

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs. Sylvie Martinet

Avenue de la Gare 12A

CH-1003 Lausanne

SWITZERLAND

Telephone: +41 21 321 55 10 / Direct: +41 21 321 55 18 / 15

E-mail: acola@fig-gymnastics.org and smartinet@fig-gymnastics.org

Website: www.gymnastics.sport

FIG Officials

| | |
|---|-------------------|
| President | Morinari WATANABE |
| Secretary General | Nicolas BUOMPANE |
| Jury of Appeal and the Supervisory Board President | Vassily TITOV |
| Jury of Appeal and the Supervisory Board Member | Ali AL-HITMI |
| Anti-Doping, Medical and Scientific Commission Representative | Dr. Jay BINDER |

AER Technical Committee and Superior Jury

| | |
|------------------------------------|--------------------------------|
| TC Vice-president | Svetlana LUKINA |
| TC Vice-president | Maria FUMEA |
| TC member | Maria Eduarda DE OLIVEIRA POLI |
| TC member | Jorge FILLON |
| Superior Jury Member in Artistic | Gloria GASTALDI |
| Superior Jury Member in Difficulty | Monika WIETHOFF |
| Superior Jury Member in Execution | Lefki FERENTINOU |
| | |
| AER Athletes' Representative | Dora HEGYI |

FIG Staff

| | |
|----------------------------------|-----------------|
| Technical Coordinator | Steve BUTCHER |
| Sports Manager | Alexandre COLA |
| Sports Manager | Sylvie MARTINET |
| Marketing and Television Manager | Vilma RUFFINI |
| Editor | Blythe LAWRENCE |
| Official Photographer | Volker MINKUS |

TV – HOST BROADCASTER

| | | |
|---------------------|--|---------------------|
| FIG TV | TV Coordinator | Jean-François ROSSÉ |
| Host Broadcaster | TV Director | Rovshan NOVRUZOV |
| | Host Broadcast Producer and International Broadcast Liaison | Murad JAFAROV |

Longines – IRCOS

| | |
|-------------|--------------|
| Team Leader | Nicola COLLI |
|-------------|--------------|

2. LOCAL ORGANISING COMMITTEE

Coordinates

The LOC of the 2021 Aerobic World Championships

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: +994 12 493 30 11 / Mob: +994 55 824 86 12

Fax: +994 12 493 95 00

E-mail: administration@agf.az

Website: www.agf.az

LOC Officials

| | |
|----------------------------|-------------------------------------|
| Local Organizing Committee | |
| President | Mehriban ALIYEVA |
| Vice President | Altay HASANOV |
| Executive Director | Nurlana MAMMADZADA |
| Competitions` Director | Natalya BULANOVA |
| Administration | Fidan RUSTAMLI Shfiga YOLCHUYEVA |
| Head of Secretariat | Elmira ALIYEVA |

| | |
|--------------------------------------|--|
| Head of Finance | Viktoriya ABUSHOVA |
| Head of Accreditation | Farid MAMMADZADA |
| Venue Manager | Magsud FARZULLAYEV |
| Deputy Venue Manager | Narmina GULIYEVA |
| Head of Press | Sara ZEYNALOVA |
| Medical Officer and Head of Security | Namig BADIRKHANOV |
| Ceremonies` Director | Mariana VASILEVA |
| Marketing Managers | Inara ISRAFILBAYOVA Ramil JABBAROV Farhad AHMADBAYLI |
| Volunteer Work Manager | Khagani FARAJOV |
| Sport Presentation | Lala MAHARRAMOVA Angelina TIGIYEVA Fatima SHAFIZADA |
| Responsible for Transport | Rashid MAMMADOV |
| International Relations Manager | Mehman ALIYEV |

LOC Office & Sport Information Center (SID)

The LOC Office (Level -2) and Sport Information Center (Level 0) will be located at the competition venue and will be in operation from May 24th until May 29th, 2021. It will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition session.

The LOC phone number is as follows: +99477 641 9392
Emergency number (out-of-office hours): +99450 373 4565

Delegations' Mail Boxes will be set up at the SID.

A special "Mail Box" authority card will be issued during accreditation to each Head of Delegation or his/her Representative. This card must be shown by the Head of Delegation or his/her Representative when collecting new information from their Delegation' Mail Box. The Delegation member designated to collect the information from the Delegation' Mail Box will be required to sign each time he/she collects a document.

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

The relevant documents will be distributed electronically via Longines.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotels' lobby.

3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES)

| May 24 / Monday | | |
|----------------------------|---|---|
| All day | Official arrival Accreditations No official training is scheduled for this day. The delegations may request training (administration@agf.az) for this day which will be chargeable. | MGA (LOC Office / Accreditation Room, -2) |
| May 25 / Tuesday | | |
| 09:00-16:30 | Training and Podium training | MGA (Training & Warm-up Hall, FoP, -2; |
| 10:00-11:00 | Orientation meeting WCH | Virtual |
| 17:00-18:00 | Opening/Closing Ceremony Rehearsal (participation of gymnasts is compulsory) | MGA (FoP, -2) |
| May 26 / Wednesday | | |
| 09:00-16:30 | Training and Podium training | MGA (Training & Warm-up Hall, FoP, -2) |
| 09:30-11:00 | Judges' instruction A and E | Virtual |
| 11:15-12:45 | Judges' instruction D and CJP | Virtual |
| 17:00-17:30 | Longines system instruction | Virtual |
| 16:45-17:30 | Athletes' election | MGA (Trampoline Lounge, Level 1) |
| 18:00-19:00 | Athletes' meeting | Virtual |
| During the Podium training | Athletes' portrait photo session | MGA (Green Room, -2) |
| tbc | Medical and Anti-doping Round table | Virtual |
| May 27 / Thursday | | |
| 10:45-11:15 | Judges' meeting and draw | MGA (Judges' room -2) |
| 11:50-12:00 | Presentation of Nations | MGA (FoP) |
| 12:00-13:05 | Qualifications TR | MGA (FoP) |
| 13:15-15:06 | Qualifications IW | MGA (FoP) |
| 15:09-15:20 | Qualifications AS | MGA (FoP) |
| 15:25-15:55 | Opening Ceremony | MGA (FoP) |
| 16:30-19:12 | Training for IM/MP/GR and AD | MGA (Training & Warm-up Hall, FoP, -2) |
| May 28 / Friday | | |
| 10:30-11:00 | Judges' meeting and draw | MGA (Judges' room -2) |
| 12:00-13:10 | Qualifications MP | MGA (FoP) |
| 13:18-14:36 | Qualifications IM | MGA (FoP) |
| 15:15-15:40 | Qualifications AD | MGA (FoP) |
| 15:44-16:19 | Qualifications GR | MGA (FoP) |
| 16:21-16:31 | Medal Award Ceremony for Team Ranking | MGA (FoP) |
| 17:35-17:40 | Presentation of finalists | MGA (FoP) |
| 17:40-18:08 | Finals TR | MGA (FoP) |
| 18:08-18:13 | Presentation of finalists | MGA (FoP) |
| 18:13-18:41 | Finals IW | MGA (FoP) |
| 18:41-18:51 | Medals Award Ceremony TR / IW | MGA (FoP) |
| 18:51-18:56 | Presentation of finalists | MGA (FoP) |
| 18:56-19:07 | Final AER Step | MGA (FoP) |
| 19:07-19:12 | Prize Ceremony AER Step | MGA (FoP) |

| May 29 / Saturday | | |
|--------------------------|---|-----------------------|
| tbc | FIG President Round Table | tbc |
| tbc | AER TC Round table | tbc |
| 13:45-14:15 | Judges' meeting and draw | MGA (Judges' room -2) |
| 15:00-15:05 | Presentation of finalists | MGA (FoP) |
| 15:05-15:31 | Finals IM | MGA (FoP) |
| 15:31-15:36 | Presentation of finalists | MGA (FoP) |
| 15:36-16:02 | Finals MP | MGA (FoP) |
| 16:05-16:10 | VTB Prize for Accuracy Special Award Ceremony | MGA (FoP) |
| 16:10-16:20 | Medals Award Ceremony IM / MP | MGA (FoP) |
| 16:20-16:25 | Presentation of finalists | MGA (FoP) |
| 16:25-16:53 | Finals in GR | MGA (FoP) |
| 16:53-16:58 | Presentation of finalists | MGA (FoP) |
| 16:58-17:26 | Finals in AER Dance | MGA (FoP) |
| 17:26-17:36 | Medals Award Ceremony GR / AER Dance | MGA (FoP) |
| 17:36-17:41 | Closing Ceremony | MGA (FoP) |
| May 30 / Sunday | | |
| All day | Official departure of Delegations | |

**All timings are subject to slight alterations*

4. PARTICIPATION AND SIZE OF THE DELEGATIONS

Participation / Accreditation

Please refer to the Directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Championships and who are not on this list must send to the FIG Office (attention Mr. Loïc Vidmer at lvidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated into English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events" which can be downloaded from the FIG database after creating a profile for Medical Staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation Rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls.

Accreditations for the World Age Group Competitions will not be valid for the World Championships.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case. Further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations by the Head of Delegation, the Team Manager or any other person with the appendix 9 dully filled, stamped and signed by the National Federation President or Secretary General.

Transferable access cards (TAC)

The TACs are only transferable within the NF's official delegation and appropriate function. They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

According to the FIG Accreditation Rules, during competition days, to access Zone 1 (Field of Play - FOP) all coaches will need to present a TAC.

To access to Zone 3 (warm-up hall), team managers or heads of delegations will need to present a TAC.

All delegations will be allocated a number of Zones 1 and 3 TAC respecting FIG Accreditation Rules.

Delegation Seating

The delegations' members must sit together with the entire of their delegation, not mixing with any other delegation and must observe 1,5 m social distance due to COVID-19 global pandemic and wear masks at all time.

Media Accreditation

For Media accreditation, please see point 27.

5. NOMINATIVE REGISTRATIONS

On-line Nominative Registrations

Please note that the order of filling in the Nominative entry form have established the place of the gymnasts, pairs, trios and groups against his/her country and the number of the starting order. Please, refer to the drawing of lots (see Appendix 2)

First gymnasts, pairs, trios and groups will get the number 1, second gymnasts, pairs, trios and groups the number 2. No changes will be allowed.

Team Ranking:

Delegations who would like to take part in the Team ranking must announce the composition of their team using Appendix 13, **at the very latest at the accreditation.**

Failure to do so would result in the Delegation not being accepted to participate in the Team Ranking.

Music

All the music shall be uploaded on SmartScoring digital platform, only format MP3 as soon as possible, The LOC will contact the Federation which have not finalized the procedure.

Specific name: please refer to the directives

During the Competitions all music will be played by computer only. It is the responsibility of each delegation to ensure that the correct music is played for the respective gymnasts / unit.

The Head Delegation or coach will have to confirm by signing that it is the correct music corresponding to the gymnast / unit during the podium training of their delegation.

Fines

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

| | |
|---|-----------|
| Fine after missing the Nominative Registration deadline or after late Nominative Registration | CHF 1'000 |
|---|-----------|

Change of Starts list

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications, the Federation is allowed to change accreditations. The gymnast injured or ill must return his/her accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- 60 min prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG / LOC medical doctor), a gymnast can be substituted. The substitute shall take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately (Appendix 5).

In all above-mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of the respective Qualification.
- In case a Federation withdraws a gymnast/unit from the Qualification Round, this place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if NED 1 is withdrawn the NED 1 place will remain "empty".

6. VENUE AND HALLS

Competition Venue details

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP), please see Appendix 1.

Please note that the entire venue complex is a non-smoking area.

7. TRAINING FORMAT AND SCHEDULE

Official Training Schedule

The Official training schedules (Appendix 3a) have been structured in groups and subdivisions in accordance with the Technical Regulations.

Delegations must respect the designated training times and the allocated training halls.

Detailed competition schedules (Appendix 3b) is attached and respect the 10 min rules.

Changes to the official scheduled training hours will not be accepted and delegations will be responsible for following the official training schedules.

Access to the competition hall and to the training locations will be given only to the members of the delegation and only during their respective training times.

The judges have no access to the training and warm-up halls.

During the trainings in the training halls, athletes will have to use their personal 3rd copy of CDs.

Podium Training

The podium trainings will be held in accordance with the schedules as published.

During the podium trainings in the official competition hall, the original music, uploaded in the LOC platform will be played.

In order to be well prepared and not loose time, each Federation is requested to fill in the attached "Order for training" form (Appendix 4) and present it to the LOC during the Accreditation.

Training for Finalists

This training is available only **for Finalists** in the training hall as follows:

- Friday May 28, 2021 – IW / TR / AS
- Saturday May 29, 2021 – IM / MP / GR / AD

After the qualification, a training timetable for FINALISTS will be communicated to all federations.

8. COMPETITION FORMAT AND SCHEDULE

General Principles

The Competition Director will be in charge of the competition, warm-up, and training areas. All instructions given must be strictly observed, especially during TV broadcast (i.e. in relation with Kiss & Cry, etc.).

During competition on the FOP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device.

As per COVID-19 pandemic, the flow of the gymnasts/units during training and competition days, before entering the competition floor will be changed.

Gymnasts/units will be requested to remain on the same floors (competition and marked floor) for their training with and without music (adequate music system will be provided on every floor).

This will be reflected in the competition schedule, which will be distributed to all Federations after the nominative registration.

Drawing of Lots

Based on the drawing of lots the starting order in the different categories has been established. The starting order per gymnasts/units will be according to the nominative registrations made by the member Federations, where the gymnasts/pairs/groups are written down from 1 to 2.

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Baku.

At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR / AS / AD) for the finals will be published at the Sport information Center hall and in the hotels as well as send to the head of delegations.

Starting Order

The FIG, in consultation with the TC and the LOC, reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid competition schedules problems.

9. CEREMONIES

For all presentations of nations (8 counts), the Opening Ceremony, Award Ceremonies and Team Ranking, all competitors must wear their National tracksuit.

Presentation of Nations (8 counts)

The Opening performance will take place at MGA on the official podium **and participation is compulsory for all nations taking part in the event.**

For specific timing, please refer to the general schedule.

The Nations will be presented by the competitors during 16-counts (two eights).

Further detailed information will be given during the Orientation Meeting.

Official Opening Ceremony

The Official Opening Ceremony will take place at MGA on the official podium **and participation from the gymnasts is not requested**

For specific timing, please refer to the general schedule.

Further detailed information will be given during the Orientation Meeting.

Presentation of the Finalists:

The LOC will make a presentation of the finalists (in all categories) before the respective finals.

Presence for all finalists is compulsory.

Timing is already considered in the schedule.

Dress code is competition attire

More information about meeting point and circulation will be given at the orientation meeting.

Award Ceremonies

The awards ceremonies will be held as per the schedule of this work plan and carried out in accordance with the FIG Regulations for Award Ceremonies.

The competitors requested to attend the awards ceremonies are:

- Individual Men, Individual Women, Mixed Pairs, Trios, Groups, AER Dance Groups and AER Step Groups: ranked 1st to 3rd.
- All gymnasts of the team ranking competition (1 Individual Men, 1 Individual Women, 1 Mixed Pair, 1 Trio and 1 Group, AER Dance or AER Step* and one coach) in the respective teams, as registered until the accreditation are invited to attend – ranked 1st to 3rd.

*** Special note for Aerobic Step**

For the Aerobic Step category, as per FIG Technical Regulation, Art. 9.3.2, there will be no medal ceremony for that category, but a prize ceremony instead.

In addition, the Aerobic Step category MAY NOT be included in the Team Ranking, this means that only the Aerobic Dance category MAY be considered.

This will be determined by the EC/Council in the coming days, and as soon as the decision is taken, this section of the Workplan will be updated accordingly and the information will be sent to all AS and AD Federations.

Note: Only 3 NFs are registered in the AS category, creating a large variance between points from AS compared to AD.

The gymnast(s) must be on time for the award ceremony as advised according to the schedule. A gymnast or a team who is absent with unjustified reason will be disqualified.

Dress code: National tracksuit

The national flags of the best 3 competitor(s) per category will be hoisted and the national anthem of the winner(s) will be played.

Closing Ceremony

The Closing Ceremony will be part of the final session of the Finals at the MGA Arena on the official podium.

For specific timing, please refer to the general schedule.

10. FIG CERTIFIED EQUIPMENT

Aerobic Floor:

Floor Supplier: FIG ID: 254

Steps:

Step Supplier: FIG ID: 254

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

11. JUDGES' PANELS, SUPERIOR JURY AND JURY OF APPEAL

For all draws, please refer to AER specific Judges Rules, edition 2017 (valid 2021).

The Chairs of Judges' Panels, Difficulty Judges and Reference Judges have been communicated to the respective National Federations following the AER TC meeting in Lausanne (SUI) in November 2019.

- **Panel A:**

CJP: Alina DRAGAN (ROU) / D: POLYZOS Dimitrios (GRE) and KOVACS Judit (HUN)

- **Panel B:**

CJP: Andrea SINKO (HUN) / D: VIVEROS Laura (MEX) and SPINU Cristiana (ROU)

All E- and A- Judges together with the Line and Time judges (seated at the technical table) for the respective Qualifications and Finals will be drawn the day of each competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line- and Time judges whose Federations are not represented in the Final or have not a No 1 reserve competitor, will participate.

Superior Jury

The Superior Jury will consist as follows:

| | |
|-------------|--|
| President: | Svetlana LUKINA (FIG AER TC VP) |
| Assistant: | Dora HEGYI (Athletes' Representative) |
| Artistic: | Jorge FILLON (FIG AER TC Member) Gloria GASTALDI (Superior Jury Member) |
| Execution: | Maria Eduarda DE OLIVEIRA POLI (FIG AER TC Member) Lefki FERENTINOOU (Superior Jury Member) |
| Difficulty: | Maria FUMEA (FIG AER TC VP) Monika WIETHOFF (Superior Jury Member) |

Jury of Appeal and Supervisory Board

The Jury of Appeal will consist of two members and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

| President | Member | Member |
|---------------|--------------|---------------------------------|
| Vassily TITOV | Ali AL-HITMI | To be named on site if required |

12. SCORING

Longines will provide the official scoring equipment and IRCOS for the video control.
FIG will provide a live scoring of the World Championships on the [FIG website](#).

13. INQUIRIES

Please refer to Technical Regulations, Section 1, Reg. 8.4.

Inquiries for the difficulty scores will be allowed provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the routine/pass of the following unit. For the last unit of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure.

In case two (2) categories are judged alternatively (by two (2) panels or one single panel) the inquiry must be made before the score of the following gymnast or group of the same category is shown. Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic/score, etc.) will not be allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and **requires an agreement of payment** of CHF 300.- for the first complaint; CHF 500.- for the second complaint and CHF 1'000.- for the third and all subsequent inquiries, lodged by the same Federation throughout the World Championships (and not starting from "1" at each competition phase).

Federations shall not pay cash as cash money is not allowed on the FOP.

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation for Solidarity.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- at the end of the rotation for the qualifying competitions
- before the score of the following gymnast is shown for finals.

14. MEETINGS AND INSTRUCTIONS

It is highly recommended that the Head of Delegation, the judges and any other accredited person who will follow meetings to take their personal computer and/or tablet with them to Baku. Many meetings will be held online and the LOC will not provide any computer/tablet. It is therefore the responsibility of the respective person to have the necessary support to follow those meetings.

Orientation Meeting

Please refer to the General Schedule.

The Orientation Meeting will be held online as per the general schedule.

Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers of the Heads of Delegations (responsible persons) provided by the delegations during the accreditation.

Please note that attendance is compulsory for every delegation

The participants will be able to ask their questions at the end of the meetings as usual.

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these Championships will be given by the LOC and the FIG. This Meeting will be held exclusively in English. As per Technical Regulations, Section 1, Reg. 5.12. unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

For specific timing please refer to the general schedule.

Judges Instructions, Meetings, Briefings and Draws

The Judges' Instruction, will be as per the general schedule and will be done online.

The judges shall join the Instruction from their hotel rooms. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers to the respective Head of Delegation provided by the delegations during the accreditation.

It is afterwards the responsibility of the Head of Delegation to forward this information to the judge(s).

All registered judges are required to take part in the judge's instructions, subsequent meetings and draws

Judges Briefings and Draws scheduled for May 27, 28 & 29 will be held at the judges' meetings room (Level -2) as per the general schedule.

Judges who do not participate in the judges' meetings/instructions/draws will not be authorized to judge, will receive warnings and possibly other sanctions as well.

The judges must respect the dress code mentioned in the Code of Points.

TC Meeting and Video Analysis

A continued evaluation will be carried out by the Superior Jury This will be done by observation and scoring by the responsible members of the SJ during the competitions and by analysis from videos after the competitions.

Scoring: Longines Instructions

The scoring Instruction will be held online, for specific timing, please refer to the general schedule.

The judges shall join the Instruction from their hotel rooms. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers to the respective Head of Delegation provided by the delegations during the accreditation.

All judges must be present.

15. PRIZE MONEY

The following Prize Money will be allocated to the medalists:

| Ranking | IM/IW/MP/TR (per medalist) | Groups (per group) | AER Step (per group) | AER Dance (per group) | Team Ranking (per team) |
|-------------|-------------------------------|-----------------------|-------------------------|--------------------------|----------------------------|
| 1st | 1'500. CHF | 3'000. CHF | 3'000. CHF | 3'000. CHF | 5'000. CHF |
| 2nd | 1'000. CHF | 2'000. CHF | 2'000. CHF | 2'000. CHF | 3'000. CHF |
| 3rd | 500. CHF | 1'000. CHF | 1'000. CHF | 1'000. CHF | 2'000. CHF |
| | | | | | |
| Total | 21'000. CHF (3'000. - x 7) | 6'000. CHF | 6'000. CHF | 6'000. CHF | 10'000. CHF |
| Grand Total | CHF 49'000. CH | | | | |

Additional Prize Money / Support paid by FIG according to the Team ranking (in USD)

| Ranking | Amount |
|-----------------|-------------|
| 1st | 5'000. USD |
| 2 nd | 3'000. USD |
| 3rd | 2'000. USD |
| Total : | 10'000. USD |

In case of a tie, the prize money of the respective ranking are added and divided by the number of tied units. Examples:

Ranking: 1. Gold - Gold (tie) 2. – 3. Bronze

The prize money for rank 1 and 2 are added and divided by 2.

Ranking: 1. Gold 2. Silver – Silver (tie) 3. -

The prize money for rank 2 and 3 are added and divided by 2

Ranking: 1. Gold 2. Silver 3. Bronze – Bronze (tie)

The prize money for rank 3 is divided by 2

16. ROUND TABLE

3 round tables will take place.

For location and timing, please refer to the general schedules if not expressed otherwise below

The **FIG President Round Table** will be directed by the FIG President Mr. Morinari WATANABE in the presence of FIG representatives and the TC members. Date and location to be confirmed later on.

The **AER TC Round Table** will be directed by the FIG AER TC President in the presence of FIG representatives. Date and location to be confirmed later on.

The **medical and anti-doping round table** will be directed by the Anti-doping, Medical and Scientific Commission representative. All accredited National Federations' Medical doctors and Paramedical Staff are welcome to take part to this round table.

The topic will be communicated later on.

This medical round table is **highly recommended** for all participating Federations and meant to provide valuable information on medical aspects.

Date and location to be confirmed later on.

Registration forms are to be found in the appendices forms and must be returned to the FIG office (attention: Ms. Sylvie Martinet / e-mail at smartinet@fig-gymnastics.org) at the very latest by the accreditation day.

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

For specific timing, please refer to the general schedule.
Regarding the athletes' election, please refer to the directives.

18. GYMNASTICS AMBASSADOR

OSKNER Vladislav (RUS) is the Aerobic Gymnastics Ambassador for the World Championships. He will be on site from May 27 to 29.

19. VTB PRIZE FOR ACCURACY SPECIAL AWARD CEREMONY

The quite new VTB Prize for Accuracy will honor the Women and Men Individual athletes judged to be the most accurate. The basis for evaluating and awarding the Prize will include emotional appeal extending beyond technical considerations to charm and charisma as well as grace and harmony of the exercise. The prizes for Women and Men will be presented simultaneously on the last day of the event immediately before the Award Ceremony for the Individual Women's and Men's Finals.

Both winners of the VTB Prize will receive a cheque of US\$ 5000.
Dress code for the awarded athletes is national tracksuit.

20. TRANSPORTATION AND VISA

Please refer to the Directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and deadlines.

Arrival

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

Departure

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be displayed on the board at the official hotels and will be posted on the mobile application.

Accreditation cards will not give the possibility to use the public transports in Baku.

Transport Office and Phone Number

Transportation Managers will be present at the SID and at the pick-up/drop off areas.
The transport office phone number (printed on the back of each delegate's accreditation card) is:
+99455 918 8040

International Transportation

The travel to Baku 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.

Arrival and departure in Baku

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates
- has filled-in the online LOC platform will be provided with local transport from Heydar Aliyev International Airport (GYD) to the official hotels based on the information received.
The LOC will contact the Federation which have not finalized the procedure.

This service will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venue (following the competition, warm-up, training and meeting schedules) as well as to any other official activities and back as needed.

Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available at the Information desk and on display at the official hotels.

Visa

Please refer to the information provided in the Section 26.1 / Paragraph 3 of the present Work Plan.

21. INSURANCE

Refer to the Directives and Section 26 of the present Work Plan.

22. ACCREDITATION

Procedure

Please refer to point 4.

Accreditation center

The accreditation center is located at the MGA – LOC Office (Level -2) (please refer to point 2).

No additional accreditations may be issued without the prior approval of the FIG (for changes after the on-line nominative registration (please refer to Appendix 5 and Appendix 8).

Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

As mentioned in the Directives, the Federations must submit online picture for each of their delegation member to the LOC via SmartScoring digital platform.

The LOC will contact the Federation which have not finalized the procedure

The picture requirements are as follows:

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format: .jpg or .jpeg
- Dimensions: 350 mm x 450mm or 276 pixels wide x 354 pixels high



If a photo has to be taken during the accreditation because none has been sent within the deadline or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk. The LOC will contact the Federation which have not finalized the procedure.**

The member's profile made without pictures will not be handled with priority. You may wait at the accreditation center.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the Head of Delegations via email addresses and WhatsApp numbers provided at the Accreditation.

All FIG licences will be collected at the accreditation and given back after the photo portrait session (see Art. 32).

The National Federations are requested to submit passport copies of each members of their delegation to the LOC online via the SmartScoring digital platform.
The LOC will contact the Federation which have not finalized the procedure

Control and Distribution of the Required Material

Upon accreditation Heads of Delegations or their representatives (max 2 persons due to the current COVID-19 pandemic) will be requested to:

- check the correct names of their complete Delegation members
- present to the LOC a valid passport of all Delegation members for proof of identity and control of Nationality.
- confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
- hand in copies of the passport of the gymnasts (if not uploaded online into the LOC system)
- prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- verify the accommodation and meal requirements
- verify the return flight schedules
- show proof of the cover note or photocopy of the valid insurance policy in English
- Hand in the filled in advance order for podium trainings WCH (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.
- confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form
- confirm the accuracy of the Music, uploaded on the LOC digital platform
- hand in 2 back up CD (2 CD per gymnast/group and per apparatus) for safety reasons or in case of technical problems
- **No Difficulty Sheets are needed for the World Championships.**

The gymnasts will furthermore be requested to present to the LOC their FIG License (in addition to their valid passport) for further age control as well as for anti-doping purposes.

The Head of delegation/delegation members have to bring his/her/their own workplan and any other appendices.

23. ACCOMMODATION

There are some changes occurred in the list of official hotels.

Official FIG hotel:

JW Marriott Absheron Baku Hotel 5*

674 Azadliq Square, Baku 1000

Tel.: +99412 499 88 88

Website: <https://www.marriott.com/hotels/travel/gydjw-jw-marriott-absheron-baku/>

The prices are the same as it was for the Midtown hotel indicated in the Directives, including the prices of meal as well.

Hotels for Delegations:

JW Marriott Absheron Baku Hotel 5*

674 Azadliq Square, Baku 1000

Tel.: +99412 499 88 88

Website: <https://www.marriott.com/hotels/travel/gydjw-jw-marriott-absheron-bau/>

The prices are the same as it was for the Midtown hotel indicated in the Directives.

Boulevard Hotel 4*

Khagani Rustamov street 4C, AZ1010, Baku

Tel.: +99412 310 0010

Website: www.boulevardhotelbaku.com

The prices are the same as it was indicated in the Directives.

Park Inn By Radisson Baku Hotel 4*

Azadlig Avenue 1, AZ1000 Baku

Tel.: +994 12 490 6000

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

The prices are the same as it was indicated in the Directives.

Emerald Hotel 3*

4 Mehdi Abbasov st. Baku, Azerbaijan

Tel.: +99412 520 4144

The prices are the same as it was indicated in the Directives.

Caspian Sport Hotel (located on the opposite side of the competition venue)

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

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

| | |
|-------------------------------|--------|
| Single standard room | EUR 55 |
| Twin room (separate bathroom) | EUR 55 |
| Twin room (shared bathroom) | EUR 50 |

The prices are indicated per room. The prices of meal: Lunch – EUR 15, Dinner – EUR 15

Hotel payment: Please refer to the directives.

Cancellation policy: Please refer to the directives.

Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online via SmartScoring digital platform. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

Credit cards imprints may be made to cover all incidental costs during the individuals' stay. Room keys will not be issued until all the requirements of accreditation have been fulfilled and all payment finalized. Check-in time at official hotels is 14:00.

The check-in times of the respective hotels must be strictly respected.

Check out Procedures

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 11:00.

The LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

24. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy, and Section 21.1 / Paragraph 2 of the present Work Plan (COVID-19 Measures) including deadline for submission and payment.

The LOC will contact the Federation which have not finalized the procedure.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 06:00 to 10:00

At the official Hotels:

- Lunch from 13:00 to 16:00
- Dinner from 19:00 to 22:00

At the MGA Arena:

- Lunch from 13:00 to 16:00
- Dinner from 18:00 to 20:00

As delegations were asked to book their meals at the official hotels MGA through the LOC via SmartScoring digital platform will receive the meal vouchers during the accreditation procedure and then use them at the respective Hotel or at the MGA Arena depending on their request. The delegations who reserved lunches may request the LOC to arrange lunch boxes one day prior to their actual need depending on the training / competition schedule.

The LOC will provide the Delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges throughout the event with refreshments considering the precaution related COVID pandemic situation in the judge's room.

The LOC will provide the judges on duty on competition days with free lunch.

Due to the preventive measures connected with COVID-19, there will be no farewell banquet.

25. MEDICAL SERVICES

The medical service is provided by the Local Organising Committee according to the [Medical Organization of the FIG Competitions and Events](#).

Please refer to Appendix 10.

Kindly refer also to the insurance coverage details available at:
<https://www.gymnastics.sport/site/pages/medical-insurance.php>

Upon the World Championships accreditation, the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.

26. COVID-19 MEASURES

These World Championships will be organized according to the FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic and additional measures agreed between the FIG and LOC.

In order to minimize the risk of spread of COVID-19, the competitions will be held without spectators. There will be no operation of Athletes' Lounge and VIP Zone. The Mixed Zone will be operated remotely. For details see Point 30.

26.1 Before arrival

- 1) All the participating delegations are required to reserve rooms at official hotels through the LOC and use the transport means provided by the LOC, which is very important nowadays.
- 2) All the participating delegations are required to order meals (both lunch and dinner as the breakfast is included into the accommodation cost) through the LOC at the hotels (lunch & dinner) or competition venue (lunch).
- 3) The special Authorization will be provided to the delegations' members participating in the events provided that they have uploaded the passport copies of all the members of their delegations into the LOC online platform. This also concerns the countries who did not need any visa to enter Azerbaijan before the pandemic. In the pandemic period, every foreigner entering the country

needs a special Authorization. According to this Authorization to be sent to the participating Federations, delegation members will get visas upon arrival at the airport.

- 4) All passengers flying to the Republic of Azerbaijan must have a **printed medical certificate** with a negative coronavirus (COVID-19) PCR test result issued at most 48 hours before departure of flight to Azerbaijan. Vaccinated participants also must be tested. For more details, please see Appendix 18 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
- 5) The medical certificate with a negative coronavirus (COVID-19) PCR test result issued at most 48 hours before departure shall be submitted to the LOC for each member of the participating delegations at the accreditation. The costs for these tests shall be borne by the participating Federations.

6) Every person who arrives in Baku (AZE) to participate in the World Championships must fill out Medical Form for Health Monitoring of Participants (see Appendix 17) regardless of his status and position.

This form will reflect the monitoring of the health status of each person arriving to Baku for the last 10 days before the PCR test day taken for arrival in Baku. The Form can also be completed by the participating Federations' responsible persons (e.g. team doctor) who monitors the health of athletes and team members. The information requested in the Form should be typed only. PDF format must be returned electronically to the LOC (email address: events@agf.az) no later than the PCR test date taken for arrival in Baku.

- 7) National Federations shall have a health insurance for each member of their delegations covering the treatment of the COVID-19 disease, which shall be submitted to the LOC during the accreditation. If any person has positive PCR COVID-19 test result after the arrival to Baku without any symptoms and no need to be hospitalized, this person will have a 14-day quarantine at the hotel. If the insurance does not cover these quarantine costs, the participating Federations shall bear these costs (accommodation and meals) of 14-day quarantine at the hotel.

Athletes and judges have FIG's IMSSA insurance which covers the costs of COVID-19 disease's treatment (outpatient or hospitalization) provided that the two tests required (on departure from the home country and arrival to Baku) have been carried out and have been negative. IMSSA insurance does not cover other costs (accommodation and meal) connected with 14-day quarantine rather than treatment of COVID-19 disease.

- 8) Any person participating in the competition should not have any close sustained contact with anyone who is sick within 14 days before the arrival to the event (see Appendix 18 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
- 9) No chalk (either powder or liquid) will be provided by the LOC. The delegations may bring only liquid chalk, if they actually need it. No powder chalk will be allowed in the arena.

26.2 During their stay in Baku:

- 1) All the participants arrived in Baku with a negative PCR test result, will have the quick COVID-19 test upon arrival in one of the official hotels indicated in the Directives. Vaccinated participants will also be tested. No accreditation will be issued without negative quick COVID-19 test result. The result of the test will be known in 30 minutes. The price of this quick test taken at the hotel is EUR 25 and should be reimbursed to the LOC by the participating Federations. If quick COVID-19 test is positive, the confirming PCR test will be conducted. The price for PCR test is EUR 55 and must be covered by the participating delegations.

Please see Appendix 18 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic) for detailed procedures.

- 2) In order to minimize the risk of spread of COVID-19 disease, it is strongly recommended to the participating delegations not to leave their hotels out of competition purposes, i.e. for walking, eating / going restaurants / meeting with their friends outside the hotel and etc.
- 3) As per the current regulations in Azerbaijan, wearing mask is compulsory both indoor & outdoor. The distance of 1,5 meter shall always be observed. Don't leave your used mask anywhere, be sure to put it in the trash can.
- 4) Please make sure that all the members of your delegation are familiar with the content of e-help book prepared by the LOC (Appendix 19).
- 5) All the participants will have the PCR COVID-19 test on the day before departure as passengers who have been tested for COVID-19 within 48 hours prior to departure and have negative test results are allowed to fly by producing a valid certificate. Vaccinated participants will also be tested. All athletes \ participants will be informed about their testing day. PCR testing procedure will be executed at delegation's hotels. The participants will wait for PCR COVID-19 test result in the hotel room. The costs (EUR 55) for this test shall be covered by the participating Federations.

Please see Appendix 18 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic) for detailed procedures.

- 6) Additional tests will be repeated if the individual subsequently has had a close contact with someone with documented COVID-19 infection or develops signs or symptoms of COVID- 19 infection. The costs of these tests will be covered by the participating delegations.
- 7) All the participants/members of the delegations will be screened at the entrance every time they access to the competition/training venue. If a body temperature is 37.5°C and above or she/he has some other symptoms of COVID-19, entry to the competition / training venue is prohibited. The LOC and the medical working team for COVID-19 can reject entrance to the venue to anyone who poses a risk of COVID-19 transmission.
- 8) The details of relevant procedures are specified in the AGF Safety Procedures for International Competitions during COVID-19 Pandemic (Appendix 18).
- 9) Participants having signs or symptoms of COVID-19 during the event, should immediately contact the event medical team to arrange the evaluation.
- 10) The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.
- 11) Due to the preventive measures connected with COVID-19, the passengers shall come to the airport 4 hours prior to the departure. The LOC will inform the participants about the time leaving the official hotel accordingly.

26.3 After departure from Baku

All participants must monitor their health condition for at least 14 days after the competition.

If anyone tests positive for COVID-19 within the monitoring period, he or she must report the result to the LOC. The LOC will trace and check the health condition of any close-contact persons and other participants.

27. ANTI DOPING CONTROL AND THERAPEUTIC USE EXEMPTIONS

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, ITA Testing Guidelines for In Competition Testing during the COVID-19 affected period.

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

28. MEDIA ACCREDITATION

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 ES-F and 1 EP-F) per federation to the communications staff of FIG member federations.

Media representatives as well as federations' communications staff can register online at <https://media.gymnastics.sport> in order to request media credentials for the World Championships. In addition, 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 was May 4th, 2021.

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

29. MEDIA ACCOMMODATION

In case of necessity for Media accommodation, please contact the LOC at administration@aqf.az.

30. MEDIA POSITIONS

Mixed Zone

Gymnasts must exit the Field of Play (FOP) through the Mixed Zone after podium training sessions and competitions. Athletes who have been requested for an interview by the accredited media will be accompanied to an interview room, where the interviews will be held remotely online. Federations are responsible for the proper and timely appearance of their medallists in the Mixed Zone.

There is no obligation for a gymnast to agree to the interview requests, however, cooperation with the press is most appreciated.

Training halls

No media are allowed in the training halls.

Warm-up halls

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

Podium training

All accredited media representatives have access to the official podium training sessions in the designated zones (photographer positions and media tribune). ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Award ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallists.

31. PRESS CONFERENCES

Opening and closing press conferences

No opening or closing press conferences will be held at these World Championships.

Medallist press conferences

No medallists' press conferences are planned for this event.

32. PUBLICITY ON COMPETITION ATTIRE

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the Publicity form (Appendix 12) if deemed necessary by **May 11th, 2021** in order to have it approved.

Please refer to the Directives for additional information on the Publicity Rule Chart and contact details.

33. ATHLETES' IMAGES FOR IMPROVED SPORTS PRESENTATION

The FIG has developed a system that allows us to use athletes' profile photos for improved sport presentation during our World Championships.

The images will be shown on the scoreboards and video screen in the competition hall, during the TV broadcast and on the FIG website as part of the athletes' biographies.

In order for us to promote your athletes and sponsors in the best possible way, an official and compulsory athlete photo session for all gymnasts will be organised during podium training on **May 25th, 2021**. All the gymnasts are requested to follow the volunteers for their photos taken in the Green Room after their podium training session.

The athletes are requested to wear their national track suit and any visible branding must meet the FIG Advertising Rules.

34. 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.

The FIG contact number is: +37 254 442 282 and will be reachable from the accreditation day and you reach it also via What'sApp.

35. TELEVISION

Live television production of the finals is guaranteed. Competitors are requested to strictly follow the instructions of the Local Organising Committee.

36. CAMERAS AND VIDEO-RECORDING

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' **and delegation** seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and/or publishing any such video and/or sound recordings including on social media and the internet.

The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises will be recorded in high definition by digital video cameras (IRCOS). The official FIG IRCOS footage will be available for sale to all FIG member federations.

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

37. SPONSOR ACTIVATION AREA

Information will be given by the LOC closer to the event.

38. WEBSITES

- FIG website: www.gymnastics.sport

- LOC website: <https://agf.az/en/competitions/the-16th-aerobic-gymnastics-wo-209>

Facebook: <https://www.facebook.com/azegymnastics>

Instagram: <https://www.instagram.com/azegymnastics/>

Twitter: <https://twitter.com/AzeGymnastics>
 Youtube: <https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured>
 TikTok: <https://www.tiktok.com/@azerbaijanguymnastics?lang=ru-RU>
 Telegram: <https://t.me/azegymnastics>

39. INFORMATION BAKU

Currency:

The AZE currency is the Azerbaijani manat. For more information, please, visit: <http://www.cbar.az/>

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



GMT: UTC + 4 Hr

Temperature

Average minimum: 15 °C

Average maximum: 24 °C

40. SUMMARY OF THE REMAINING DEADLINES

FOR the FIG

| | |
|------------------------------------|------------------|
| Online Registrations (FIG website) | Closing Date |
| Round tables deadline | at accreditation |

FOR THE LOC

| Information / documents / requests to be submitted to the Local Organizing Committee online) | Deadline |
|--|--|
| Music Release form | The LOC will contact the Federation which have not finalized the procedure |
| Music | |
| Visa request | |
| Meals' order | |
| Pictures and passport copies | |

41. APPENDICES

| | |
|--------------|--|
| Appendix 1: | Plans of the competition venue |
| Appendix 2: | Results of drawing of lots |
| Appendix 3: | Complete schedules |
| Appendix 4: | Order for podium training |
| Appendix 5: | Change of start list |
| Appendix 6: | Inquiry form |
| Appendix 7: | Gymnast injury report form |
| Appendix 8: | Request for accreditation changes |
| Appendix 9: | Release document for accreditation |
| Appendix 10: | Medical organization of the FIG competitions and Events during COVID-19 pandemic |
| Appendix 11: | First class assistance for athletes and judges |
| Appendix 12: | Publicity form |
| Appendix 13: | Confirmation of Team participation |

- Appendix 14: FIG President round table registration
- Appendix 15: FIG medical and anti-doping round table registration
- Appendix 16: AER TC round table registration
- Appendix 17: Medical Form for Health Monitoring of Participants
- Appendix 18: AGF Safety Procedures for International Competitions during COVID-19 Pandemic
- Appendix 19: E-help Book

Sincerely Yours,



Nicolas Buompane
FIG Secretary General