



**AGF JUNIOR TROPHY
IN RHYTHMIC GYMNASTICS
BAKU (AZERBAIJAN)
APRIL 23 & 24, 2018**




DIRECTIVES

EVENT ID: 15513

Dear FIG Affiliated Member Federation,

Gymnastics Federation of **Azerbaijan** has the pleasure to invite your Federation to participate in the AGF Junior Trophy International Tournament in Rhythmic Gymnastics to be held in Baku (Azerbaijan) on April 23 & 24, 2018.

DISCIPLINE	Rhythmic Gymnastics
HOST FEDERATION & LOCAL ORGANIZING COMMITTEE	Azerbaijan Gymnastics Federation Contact Person: Nurlana Mammadzada MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 493 30 11 Direct: +99412 598 4082 / Mob: +99450 385 3969 Fax: +99412 493 9500 E-mail: office@agf.az Website: www.agf.az
LOCATION	Baku, Azerbaijan
DATE	April 23 & 24, 2018
VENUE	MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 566 9699 Fax: +99412 566 9694 Website: www.mga.az 
The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted the 30 th Rhythmic Gymnastics European Championships (2014), the 1 st	

	<p>WTF World Cadet Taekwondo Championships (2014), as well as 2015 NN Table Tennis Club ITTF-Europe Top 16 CUP”, Open Joint Azerbaijan Championships in Gymnastics Disciplines (held as a Test Event for the 1st European Games (2015), Competitions in 6 Gymnastics Disciplines of the 1st European Games (2015), the FIG Artistic Gymnastics World Challenge Cup AGF Trophy (2016), the FIG Trampoline Gymnastics World Cup AGF Trophy (2016 & 2017), the FIG Rhythmic Gymnastics World Cup AGF Trophy (2016 & 2017), the Opening Ceremony of the 42nd Chess Olympiad (2016), the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (2017), events in 3 gymnastics events of the 4th Islamic Solidarity Games (2017), 2017 CEV U16 Volleyball European Championship among Women.</p> <p>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.</p> <p>During the given tournament, Training and Warm-up facilities will be located within the MGA.</p>
APPARATUS SUPPLIED	<p>SPIETH Gymnastics Competition floor title: Beijing Colour: Beige FIG certified: Reference number: 1790280</p>
PROVISIONAL SCHEDULE	<p>April 21: Arrival of delegations April 22: Training, podium training, Orientation Meeting, Scoring System Training for Judges April 23: Individual Qualifications April 24: Apparatus Finals April 25: Departure of Delegations</p>
COMPETITION FORMAT	<p>Junior Individual Qualification for Team Competition and Apparatus Finals</p> <p>Team competition</p> <p>Team competition with 1 - 4 gymnasts per federation; they have to present 8 exercises according to the junior program and in the order fixed by the FIG (hoop, ball, clubs and ribbon). In a team competition, a gymnast may participate with 2-4 exercises. The team result will be calculated based on the best 6 of the 8 presented exercises.</p> <p>If a NF participates with only 1 gymnast, she has to present an exercise with each of the 4 apparatus and can qualify with each apparatus for the Apparatus Finals.</p> <p>Individual Apparatus Finals</p> <p>Apparatus final (4 apparatus) of the 8 best gymnasts from Qualification (max. 1 gymnast per federation) per apparatus.</p>
FEDERATIONS INVITED	<p>The Organizing Member Federation invite all FIG Member Federations in good standing.</p>

SIZE OF DELEGATION AND FIG LICENSE	<p>Only junior gymnasts in good standing with the correct age and holding a valid FIG License at the time of registration until the end of the competitions may participate.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1" data-bbox="528 304 1401 555"> <thead> <tr> <th></th> <th>Individual</th> </tr> </thead> <tbody> <tr> <td>Head of Delegation</td> <td>1</td> </tr> <tr> <td>Coaches</td> <td>max. 2 per team</td> </tr> <tr> <td>Gymnasts</td> <td>2-4</td> </tr> <tr> <td>Medical Doctor</td> <td>1</td> </tr> <tr> <td>Paramedical Staff</td> <td>1</td> </tr> <tr> <td>Judges</td> <td>1</td> </tr> </tbody> </table>		Individual	Head of Delegation	1	Coaches	max. 2 per team	Gymnasts	2-4	Medical Doctor	1	Paramedical Staff	1	Judges	1
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Coaches	max. 2 per team														
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Judges	1														
AGE LIMITS	<p>Juniors – gymnasts born in 2003-2005 (according to the FIG rules)</p>														
JUDGES AND JUDGES' PANELS	<p>All judges must have a current valid FIG Brevet for RGI.</p> <p>The Judges' Panels will be set up by a draw from the judges present at the event.</p>														
REGISTRATION DEADLINES	<table border="1" data-bbox="400 763 1528 869"> <tbody> <tr> <td>Provisional registration</td> <td>December 15, 2017</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration</td> <td>February 15, 2018</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>March 15, 2018</td> <td>(4 weeks prior to the event)</td> </tr> </tbody> </table> <p>Provisional entry form shall be sent to the LOC's following e-mail address: office@agf.az.</p> <p>Definitive and nominative entry forms must be made to the LOC on-line. The link and appropriate code for access to the online program will be sent to each participating Federation after the deadline of the Provisional Registration.</p>	Provisional registration	December 15, 2017	(4 months prior to the event)	Definitive registration	February 15, 2018	(2 months prior to the event)	Nominative registration	March 15, 2018	(4 weeks prior to the event)					
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DRAWING OF LOTS	<p>The gymnasts' drawing of lots will take place at the AGF Office in Baku (AZE) after the closing date of the nominative registration and the participating countries will be informed of the starting order accordingly.</p>														
ENTRY FEES	<p>No Entry Fee will be applied for this event.</p>														
ACCOMMODATION	<p>Boulevard Hotel***** (Official Hotel) Address: Baku White City Baku, Azerbaijan Tel.: +99412 310 00 10 Fax.: +99412 310 00 11 Website: www.boulevardhotelbaku.com</p> <p>The costs per person/night at Boulevard Hotel Hotel in the city centre are as follows: EUR 145.- (single room, including breakfast) EUR 85.- (twin room, including breakfast)</p> <p>Emerald Hotel**** (Low cost) Address: 4 Mehdi Abbasov str., Baku, Azerbaijan Tel.: +99412 520 4441, +99412 520 4144 Website: www.emeraldbaku.com</p> <p>The costs per person/night in Emerald Hotel are as follows: EUR 55.- (single room, including breakfast) EUR 45.- (twin room, including breakfast)</p> <p>While the Accommodation Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by February 15, 2018 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis. The link and</p>														

	<p>appropriate code for access to the online program will be sent to each participating Federation after the deadline of the Provisional Registration.</p> <p>100% of the accommodation costs must be paid to the LOC by March 15, 2018. Those Federations which do not wish to use the offered accommodation packages and to reserve rooms through the LOC, will not be provided with transport.</p>
MEALS	<p>The LOC proposes the following options for having meals at the below-mentioned hotels/competition venue and costs which can be ordered by delegations if they wish:</p> <p>Boulevard Hotel Lunch - EUR 20.- (each) Dinner - EUR 25.- (each)</p> <p>Emerald Hotel Lunch - EUR 15.- (each) Dinner - EUR 15.- (each)</p> <p>Lunch will also be offered at MGA (competition venue) at the cost of EUR 15.- (each).</p> <p>The Meal Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by March 15, 2018 at the very latest.</p> <p>100% of the costs for the meals must be paid to the LOC by March 15, 2018.</p>
CANCELLATION POLICY	<p>Accommodation: Rooms cancelled between March 15 and March 30, 2018 will be subject to a cancellation fee of 20% of the total accommodation payment.</p> <p>Rooms cancelled after March 30, 2018 until arrival of the delegations on site or "no shows" will be subject to a cancellation fee of 100% of the total accommodation cost.</p> <p>Meals Meals cancelled after April 13, 2018 will be subject to a cancellation fee of 100% of the total meal cost.</p>
FINAL BANQUET	<p>The Organizing Committee will host a Farewell Banquet for all Delegation members (free of any charge) at the conclusion of the event in the evening on April 24, 2018.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the International travel costs of their delegation members.</p> <p>The LOC will meet and see off the official members of the delegations at Heydar Aliyev International Airport (GYD), bus or railway station in Baku. The Travel Details must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by March 15, 2018.</p>
LOCAL TRANSPORTATION	<p>The LOC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back. The LOC will organize buses for sightseeing tour and farewell banquet as well.</p>
VISA	<p>Please verify immediately with your travel agent or Embassy or Consulate of Azerbaijan in your country if a visa is required for your travel to Azerbaijan.</p> <p>The delegations members who need a visa to enter Azerbaijan have to obtain their visas at the Embassy of Azerbaijan of the corresponding country beforehand (before arrival). Only the citizens of the countries where there is no Embassy of Azerbaijan will be issued a visa upon their arrival at Heydar Aliyev International Airport. If this is the case, the LOC will send the Federations concerned authorization from the Migration Service of the Ministry of Foreign Affairs of the Azerbaijan Republic enabling them to get their visas at the airport, provided that the request is made in due time.</p>

	<p>The further details regarding the visa (documents required both for getting the visa at the Embassies of Azerbaijan abroad and Heydar Aliyev Airport) and visa fees can be found at the following links:</p> <ol style="list-style-type: none"> 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 <p>The Organizing Committee will be happy to assist each Delegation member with an official invitation letter / Authorization from Migration Service, provided that the request is made to the LOC online via Azerbaijan Gymnastics Federation's website by March 15, 2018 at the latest.</p> <p>The request must include the function, full name, gender and other passport details, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to. In addition, the online system will require upload of passport copy for each member of the delegation.</p> <p>Moreover, there is also an option of obtaining e-visa which is a tourist visa. For this e-visa, no visa support letter is required. The list of countries the citizens of which may obtain e-visa can be found in the following link: https://evisa.com.az/en/pages/countries</p> <p>The link for more detailed information is as follows: http://billurtur.az/index.php?do=visa.</p> <p>In case, if the Federations prefer to get e-visa for their delegations' members, they need to apply for it at least 15 working days prior to the arrival date. The last minute application may cause problems. There were cases when the validation date of e-visa was 2 days after the arrival date which made it impossible to enter Azerbaijan on the official arrival date. Therefore, the application for e-visa shall be submitted well in advance and the LOC shall also be informed that e-visa will be obtained by the Federation concerned by March 15, 2018.</p>
<p>INSURANCE</p>	<p>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.</p> <p>The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>Delegation members with insufficient insurance cover must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations own charge as follows: 15 Euro per person/day.</p> <p>Details on IMSSA procedure: https://www.imssa-sos.com/en/. Access code:</p> <ul style="list-style-type: none"> • FIG • 22AYCA094186
<p>ACCREDITATION</p>	<p>Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations.</p> <p>The following items will be checked there with the Heads of delegations:</p> <ul style="list-style-type: none"> • The passport of gymnasts and all members of the delegations • Transport – Departure • The medical insurance for the members of the delegations • 2 sets of Audio CD's of the music • National anthem and national flag

	<p>In order to accelerate the process of the accreditation, each participating Federation is kindly requested to upload photos and passport copy of each member of its delegation (gymnasts, head of delegation, team manager, judges, coaches, medical staff and etc.) into the LOC's online program via Azerbaijan Gymnastics Federation's website.</p> <p>The deadline for the photos upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is March 15, 2018. Please clearly indicate the corresponding full name (with correct spelling) in the file title.</p> <p>Uploading of photos in due time will prevent the delegations from waiting at the accreditation centre.</p>
FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p> <p>Federations which have not fulfilled their financial obligations towards the Organizing Member federations upon arrival will not be accredited.</p>
BANK ACCOUNT INFORMATION	<p>Beneficiary: Azerbaijan Gymnastics Federation Beneficiary's account: AZ81PAHA00000000000010176788 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</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: AGF Junior Trophy in Rhythmic Gymnastics 2018. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>
EVENT MANAGER	<p>Natalya Bulanova Tel.: +99412 493 3011 E-mail: td@aqf.az</p>
MEDIA	<p>Communication policy is planned to be implemented via the Federation's official website, Facebook page and twitter account.</p> <p>Press Officer Bika Abdullayeva Tel: +99412 493 3011 E-mail: info@aqf.az</p>
SOCIAL MEDIA	<p>www.facebook.com/pages/Azerbaijan-Gymnastics-Federation/156431321068611 https://www.youtube.com/channel/UCI8-Mfc5w5pchi33D2aWmxA www.twitter.com/AzerbaijanGym https://www.instagram.com/aqf.az/</p>
MEDICAL SERVICES	<p>The Local Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.</p>
SCORING, RESULT SERVICE AND VIDEO CONTROL	<p>SMART SCORING Company will provide a scoring and result service, including video control system.</p>
RULES AND REGULATIONS	<p>The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> • Statutes • Code of Ethics

- Technical Regulations
 - Licenses Rules
 - Code of Points and relevant Help Desk
 - General Judges' Rules
 - Specific Judges' Rules for Rhythmic Gymnastics
 - Medical Organization of the Official FIG Competitions
 - Doping Control Rules
 - Media Rules
 - Apparatus Norms
 - Advertising and Publicity Rules
 - Accreditation Rules
 - Regulations for Awards Ceremonies
- and subsequent decisions of the FIG Executive Committee

**DEADLINES
SUMMARY**

Provisional Registration (form to be sent via e-mail)	December 15, 2017
Definitive Registration (online, LOC)	February 15, 2018
Nominative Registration (online, LOC)	March 15, 2018
Accommodation Request (online, LOC)	February 15, 2018
Travel Details' Submission (online, LOC)	March 15, 2018
Visa Request Form (online, LOC)	March 15, 2018
Meals' Request (online, LOC)	March 15, 2018
Upload of photos to accelerate accreditation process	March 15, 2018
100% payment of the Accommodation Costs	March 15, 2018
100% payment of the Meals	March 15, 2018

Sincerely yours,

Place and date: Baku, November 3, 2017



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Farid Gayibov
Secretary General
Azerbaijan Gymnastics Federation