

FIG RHYTHMIC GYMNASTICS WORLD CUP AGF TROPHY



WORK PLAN

BAKU, AZERBAIJAN
May 7-9, 2021

Dear Friends!

Azerbaijan Gymnastics Federation is really pleased to welcome you all here at Milli Gimnastika Arenası after a long-time separation due to the global COVID-19 pandemic. All the people involved in preparations for the FIG Rhythmic Gymnastics World Cup-2021 feel excited and motivated to create safe and friendly atmosphere for Rhythmic Gymnastics family.

In this Work Plan, you will find necessary information to go through all “pre”, “in” & “post” competition procedures smoothly.

Your kind cooperation will help us to overcome all the difficulties caused by the current circumstances.

Thank you!

**GENERAL
INFORMATION**

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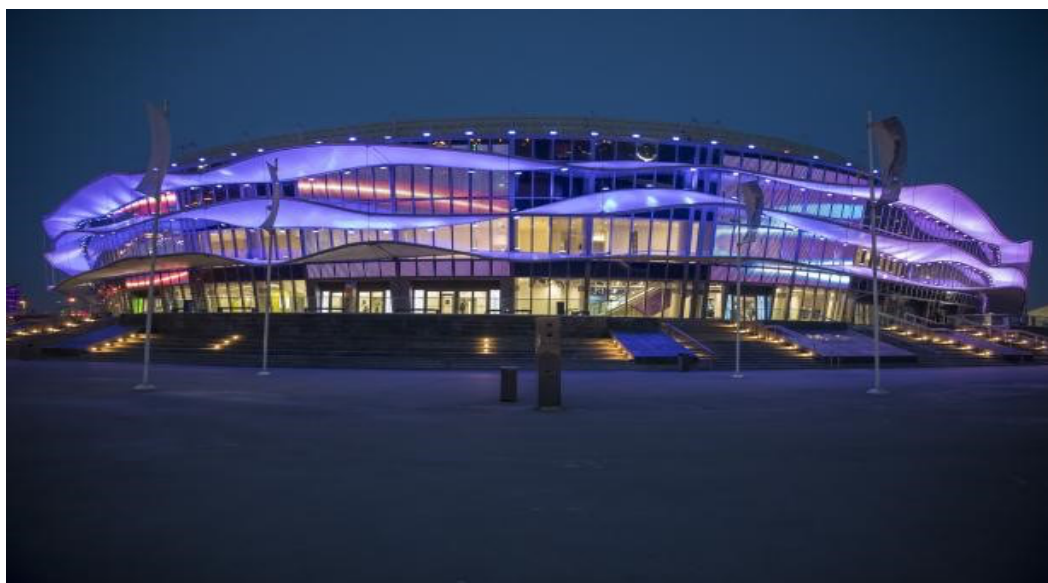
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MGA – Milli Gimnastika Arenası (National Gymnastics Arena)
178 Heydar Aliyev Avenue
AZ1029, Baku, Azerbaijan
Tel: +99412 566 9699
Fax: +99412 566 9694
Website: www.mga.az



COMPETITION VENUE

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.

Training and Warm-up facilities will be located within the MGA.

PROVISIONAL SCHEDULE

May 5 - Wednesday

All day Official arrival day of Delegations for RGI and RGG competitions

May 6 - Thursday

08:00 – 20:40	Training and Podium training for RGI and RGG as per schedule	MGA, Warm-up & Training Hall, FoP, -2
10:00 – 11:00	Orientation Meeting for RGI and RGG Competitions	Virtual
14:30 – 19:00	Draw for D-Judges for RGI and RGG Qualifications followed by Judges' Instruction for RGI and RGG Judges (<i>with 15 min. break</i>)	MGA, Judges' Room, -2
19:00 – 19:15	Scoring System Instruction for Judges	MGA, FoP, -2

May 7 - Friday

08:00 – 21:15	Training for RGI and RGG as per schedules	MGA, Warm-up & Training Hall, -2
09:00 – 10:00	Draw for E/T/L and Reserve Judges and briefing for RGI Qualifications Hoop and Ball and RGG Qualification 5 Balls	MGA, Judges' Room, -2
10:00 – 11:40	RGI Qualifications Hoop and Ball – Group A – alternately	MGA, FoP, -2
11:50 – 13:30	RGI Qualifications Hoop and Ball – Group B – alternately	MGA, FoP, -2
13:30 – 14:15	Break	
14:15 – 14:30	Opening Ceremony	
14:30 – 16:10	RGI Qualifications Hoop and Ball – Group C – alternately	MGA, FoP, -2
16:20 – 18:05	RGI Qualifications Hoop and Ball – Group D – alternately	MGA, FoP, -2
18:05 – 18:30	Break	
18:30 – 19:15	RGG Qualifications 5 Balls – Group A	MGA, FoP, -2
19:15 – 19:30	Break	
19:30 – 20:20	RGG Qualifications 5 Balls – Group B	MGA, FoP, -2

May 8 – Saturday

08:00 – 20:40	Training for RGI and RGG as per schedules	MGA, Warm-up & Training Hall, -2
09:00 – 10:00	Draw for E/T/L and Reserve Judges and briefing for RGI Qualifications Clubs and Ribbon and RGG Qualification 3 Hoops & 2 pairs of Clubs	MGA, Judges' Room, -2
10:00 – 11:40	RGI Qualifications Clubs and Ribbon – Group B – alternately	MGA, FoP, -2
11:50 – 13:30	RGI Qualifications Clubs and Ribbon – Group A – alternately	MGA, FoP, -2
13:30 – 14:30	Break	
14:30 – 16:15	RGI Qualifications Clubs and Ribbon – Group D – alternately	MGA, FoP, -2
16:25 – 18:05	RGI Qualifications Clubs and Ribbon – Group C – alternately	MGA, FoP, -2
18:05 – 18:30	Break	

18:30 – 19:20	RGG Qualifications 3 Hoops & 2 pairs of Clubs – Group B	MGA, FoP, -2
19:20 – 19:35	Break	MGA, FoP, -2
19:35 – 20:20	RGG Qualifications 3 Hoops & 2 pairs of Clubs – Group A	MGA, FoP, -2
20:20 – 20:45	Award Ceremony for All-Around RGI and RGG + AGF TROPHY	MGA, FoP, -2
May 9 - Sunday		
08:00 – 16:00	Training for Groups' Final	MGA, Warm-up & Training Hall, -2
10:30 – 12:00	Draw for E/T/L and Reserve Judges and briefing for RGI and RGG Apparatus Finals	MGA, Judges' Room, -2
12:00 – 12:32	RGI Hoop Final	MGA, FoP, -2
12:35 – 13:07	RGI Ball Final	MGA, FoP, -2
13:10 – 13:50	RGG 5 Balls Final	MGA, FoP, -2
13:53 – 14:13	Award Ceremonies RGI Hoop, RGI Ball, RGG 5 Balls	
14:16 – 14:48	RGI Clubs Final	MGA, FoP, -2
14:51 – 15:23	RGI Ribbon Final	MGA, FoP, -2
15:26 – 16:06	RGG 3 Hoops + 2 pairs of Clubs Final	MGA, FoP, -2
16:07 – 16:27	Award Ceremony for RGI & RGG	MGA, FoP, -2
May 10 - Monday		
All day	Departure of delegations	

ARRIVAL INFORMATION	<p>Official delegations' members will be met at Heydar Aliyev International Airport (GYD), bus or railway station upon arrival in Baku and transferred to the event's official hotels where they reserved rooms through the LOC. The delegations will be informed of the time fixed for their accreditation upon arrival.</p>
ACCREDITATION	<p>Accreditation Center / LOC room is located within the competition venue / Level -2. Milli Gimnastika Arenası (MGA, National Gymnastics Arena). Maximum 2 responsible persons from each delegation shall be present at the accreditation center.</p> <p>The following items will be checked/submitted by a responsible person:</p> <ul style="list-style-type: none"> • The passport of gymnasts and judges including all members of the delegations • License • Transport – Departure details • Settlement of all outstanding payments • The medical insurance for the members of the delegations • 2 sets of Audio CD's of the music and a form with the duration and the author of the music has to be filled in; official titles/Interpreters have to be indicated • confirm the accuracy of the Music, uploaded on the LOC digital platform • National anthem and national flag

	<ul style="list-style-type: none"> • Possible submission of other forms • Submission of e-mail address of one responsible person • Submission of negative PCR test result • Medical Form for Health Monitoring of Participants
<p>INFORMATION DISTRIBUTION</p>	<p>No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.</p> <p>All the necessary information will be communicated via email and WhatsApp group (email addresses and mobile phone numbers of HoD/responsible person will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotels' lobby.</p> <p>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.</p>
<p>TRANSPORT</p>	<p>Buses schedule from the official hotels to the Competition Venue & back will be provided to the delegations at the accreditation center / LOC Room.</p>
<p>HOTELS</p>	<p>Landmark / FIG Official Hotel Address: 90A Nizami St, Baku 1010 Tel.: +99412 46 20 00 Website: www.thelandmarkhotel.az</p> <p>Baku Marriott Hotel Boulevard 5* Address: Baku White City Tel.: +99412 310 00 10 Fax.: +99412 310 00 11 Website: www.boulevardhotelbaku.com</p> <p>The Hotel is located close to the city center.</p> <p><u>Distances</u> Airport - 25 km (25 min. drive) Training/competition venue: 10 km (10 min. drive)</p> <p>Park Inn By Radisson Baku Hotel 4* Azadlig Avenue 1, AZ1000 Baku Tel.: +994 12 490 6000 Fax: +994 12 496 8900 Website: http://www.rezidorparkinn.com/</p> <p><u>Distances</u> Airport - 24.8 km (23 min. drive) Training/competition venue - 8.8 km (12 min. drive)</p> <p>Emerald Hotel 4* 4 Mehdi Abbasov st. Baku, Azerbaijan Tel.: +99412 520 41 44 Website: www.emeraldbaku.com</p>

	<p>The Hotel is located near MGA (competition venue).</p> <p><u>Distances</u> Airport - 16.8 km (15 min. drive) To competition venue - 1.7 km (4 min. drive)</p> <p>Note: Breakfast is included into the accommodation reservation. Wi-Fi is available at the above-mentioned hotels.</p>																
<p>MEALS</p>	<p>Meal schedule at hotels/MGA (breakfast is included into the accommodation reservation) is as follows:</p> <table border="1" data-bbox="480 808 1511 965"> <thead> <tr> <th>Location</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> </tr> </thead> <tbody> <tr> <td>Boulevard Hotel</td> <td>06:00-10:00</td> <td>13:00-15:30</td> <td>19:30-22:00</td> </tr> <tr> <td>Emerald Hotel</td> <td>06:00-10:00</td> <td>13:00-15:30</td> <td>19:30-22:00</td> </tr> <tr> <td>MGA</td> <td>N/A</td> <td>13:00-15:30</td> <td>N/A</td> </tr> </tbody> </table> <p>Due to the preventive measures connected with the global COVID-19 pandemic, there will be no farewell banquet.</p>	Location	Breakfast	Lunch	Dinner	Boulevard Hotel	06:00-10:00	13:00-15:30	19:30-22:00	Emerald Hotel	06:00-10:00	13:00-15:30	19:30-22:00	MGA	N/A	13:00-15:30	N/A
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MGA	N/A	13:00-15:30	N/A														
<p>ORIENTATION MEETING</p>	<p>The Orientation Meeting will be held online via ZOOM on May 6, 2021. 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 with maximum 2 representatives, one being the Head of Delegation (or his representative).</p> <p>The participants will be able to ask their questions at the end of the meetings as usual.</p>																
<p>FORMS</p>	<p>A responsible person from each delegation must submit the following forms to the Local Organizing Committee's Office/LOC representatives by the below mentioned deadlines:</p> <ul style="list-style-type: none"> • Music Form – at the Accreditation • Change to the list of Gymnasts' names - if necessary, the form should be submitted to the FIG and LOC immediately, at the latest 24 hours before the competition start • Change to the list of Officials' names - if necessary, the form should be submitted to the FIG and LOC immediately for the FIG approval 																
<p>JUDGES' MEETING & SCORING SYSTEM INSTRUCTIONS</p>	<p>The Judges' Instruction will be held at the Judges' Room (Level -2) from 14:30 to 19:00 on May 6. Scoring System Instruction for judges will be held at 19:00 on May 6, immediately after the completion of Judges' Instruction.</p> <p>All judges are required to take part in the judges' meetings, technical scoring system instructions in accordance with the schedule and</p>																

	<p>location indicated in the present Work Plan.</p> <p>The drawing of lots of the Judges' Panels for the Qualification and Finals will be conducted by the FIG Technical Delegate.</p>
APPARATUS SUPPLIER	<p>Manufacturer: SPIETH Gymnastics Competition floor title: Beijing Colour: Beige FIG certified Reference number: FIG 272</p> <p>Information about replacement apparatus is available on the FIG website.</p> <p>The changes of the Apparatus Norms for the Hand Apparatus valid for Apparatus Manufacturers and Gymnasts enter into force from 01 January 2019.</p> <p>The list of the RG Hand Apparatus with valid certificates is published on the FIG website and updated regularly. Make sure that your gymnasts use only FIG certified Hand Apparatus for this event, as they will not be allowed to compete with an Apparatus which does not comply with the norms.</p>
APPARATUS CONTROL	<p>Random checks will be carried out throughout the event and may occur at any time, but Gymnasts having a doubt regarding the validity of their hand apparatus may ask for a preliminary check.</p>
SCORING	<p>Scoring will be carried out by SmartScoring. Video Control system will be provided.</p> <p>Competition results will be sent to the e-mail addresses of a responsible person of each delegation provided at the Accreditation & WhatsApp Group (mobile phone numbers of HoD will be collected for this purpose).</p>
TRAINING	<p>The training sessions will take place at the training & warm-up hall adjacent to the Field of Play. During the trainings in the training halls athletes will have to use their personal 3rd copy of CDs.</p>
COMPETITION FORMAT	<p>Individuals</p> <p>All-Around which serve as qualification for the Apparatus Finals:</p> <ul style="list-style-type: none"> • All Individual gymnasts have to participate in the All-Around qualification <p>Apparatus Finals:</p> <ul style="list-style-type: none"> • The top eight (8) gymnasts per apparatus from the All-Around qualifying <p>Competition participate in the Finals</p> <p>Group competitions:</p> <p>All-Around which serve as qualification for the Routine Finals:</p> <ul style="list-style-type: none"> • All Groups have to participate in the Qualifications

	<p>Final Group Routines:</p> <ul style="list-style-type: none"> • The top eight (8) groups of each Group Routines will qualify
AGF TROPHY	<p>There will be held awarding of the AGF Trophy Cup to one individual gymnast and one group which have the highest execution result at the Qualification/All-Around during the event.</p>
CEREMONIES	<p>Opening Ceremony</p> <p>The Opening Ceremony will take place at MGA, at 14:15 on May 6, 2019. The participants are not required to take part in the Ceremony.</p> <p>Award Ceremonies</p> <p>The award ceremonies will be held as per the detailed competition schedule and carried out in accordance with the FIG Regulations for Award Ceremonies. Please ensure that your Federation's medalists are in time for the line-up prior to the ceremonies.</p> <p>The competitors requested to attend the award ceremonies will be as follows: Gymnasts / Groups ranked 1st to 3rd in the All-Around and on each apparatus / routine.</p> <p>The awarding ceremony will be held in accordance with the Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic.</p> <p>Gymnasts will be required to wear the National track suit. In case of infractions, the respective Federation will receive only 50% of the prize money (as per Technical Regulations, section 1, Art. 9.3.3).</p> <p>The national flags of the countries represented by the best 3 gymnasts / groups will be hoisted and the national anthem of the country taken the 1st place (in individual program / group exercises) will be played. AGF Trophy will be presented by the LOC to the athlete & group who received the highest execution score during the Qualifications/All-Around.</p>
Prize Money	<p>After the competitions the Local Organizing Committee will transfer the Prize Money to the bank account of the countries concerned in accordance with Article 10 of the Rules for the FIG Rhythmic Gymnastics World Cup series.</p>
MEDICAL SERVICES & DOPING CONTROLS	<p>The LOC will provide first aid medical services. Physiotherapists will be present during the competitions.</p> <p>The Organizing Member Federation will provide at its own charge a minimum of 4 doping controls for Individual gymnasts and 4 for Groups.</p> <p>Appropriate medical premises will be provided to carry out a minimum required number of doping controls by ANADA (National Anti-Doping Agency).</p>
COVID-19 MEASURES	<p>This World Cup 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.</p>

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, VIP Zone. Information concerning the Mixed Zone will be communicated during the Orientation Meeting.

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 (provided that passport copies are duly submitted to the LOC), 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. For more details, please see Appendix 3 (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 Cup must fill out Medical Form for Health Monitoring of Participants (see Appendix 2) 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 3 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic).

In the course of 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. The result of the test will be known in approximately 30 minutes. No accreditation will be issued without negative quick COVID-19 test result. 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 3 (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 4).
- 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 3 (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 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 3).
- 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.

	<p>After departure from Baku</p> <p>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.</p>
<p>OTHER INFORMATION</p>	<p>Currency The currency in Baku is Azerbaijani Manat (AZN). For more information, please, visit: http://www.cbar.az/</p> <p>Power Supply Voltage 220-240V</p> <p>Temperature Average minimum: 15 °C Average maximum: 24 °C</p> <p>GMT +4</p>
<p>Appendices</p>	<p>Appendix 1 - Layouts Appendix 2 - Medical Form for Health Monitoring of Participants Appendix 3 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic Appendix 4 - E-help book</p>

With Best Wishes,



Nurlana Mammadzada
LOC Executive Director