



AGF Trophy International Tournament in Rhythmic Gymnastics

Baku, Azerbaijan
April 14-16, 2023




DIRECTIVES

Event ID: 17375

Dear FIG affiliated Member Federation,

The Gymnastics Federation of **Azerbaijan** has the pleasure to invite your Federation to participate in the aforementioned official FIG International Event.

DISCIPLINE	Rhythmic Gymnastics
HOST FEDERATION & LOCAL ORGANIZING COMMITTEE	Azerbaijan Gymnastics Federation Contact Person: Shafiga Yolchuyeva MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel.: +994 12 493 30 11 E-mail: administration@agf.az Website: www.agf.az
LOCATION	Baku, Azerbaijan
DATE	April 14-16, 2023
VENUE	<p>MGA – Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029 Baku, Azerbaijan Tel.: +99412 566 96 99 E-mail: info@mga.az Website: www.mga.az</p> <p>The MGA was officially opened in April 2014. The gymnastics specialized Arena has already hosted many different international sport events.</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 favorite training camp venue of many gymnasts all over the world.</p> <p>Training and Warm-up facilities will be located within the MGA during the competition concerned.</p> 
APPARATUS SUPPLIER	Please refer to the attached apparatus list
RULES AND REGULATIONS	<p>The event will be organized under the following FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none">• Statutes• Code of Ethics

	<ul style="list-style-type: none"> • Code of Conduct • Technical Regulations • Code of Discipline • Code of Points and relevant Newsletters • General Judges' Rules • Specific Judges' Rules • Anti-Doping Rules • Licence rules (except for non-competitive events) • FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events • FIG Medical Guidelines for FIG Competitions and Events • Media Rules • Apparatus Norms • Rules for Sanctioning (approval) of International Events • Advertising and Publicity Rules • Regulations for Award Ceremonies • Accreditation Rules <i>and subsequent decisions of the FIG Executive Committee</i>
FEDERATIONS INVITED	The Organizing Member Federation invite all FIG Member Federations in good standing.
AGE LIMITS	Junior & Senior All gymnasts must have a valid FIG licence until the end of the event.
JUDGES AND JURIES	All judges must have a current valid FIG brevet at the time of the event, for the respective discipline. The Judges' Panels will be set up by a draw from the judges present at the event.
REGISTRATION DEADLINES	Definitive registration: February 28, 2023
	Nominative registration: March 20, 2023
	Definitive and Nominative entry forms shall be sent to the LOC's following e-mail address: events@aqf.az .
ENTRY FEES	Individual gymnast: 50 EUR (each) Group: 150 EUR
ACCREDITATION	<p>Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations. 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 • Fulfilment of all financial obligations • 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.) onto the SmartScoring Digital Platform (https://gyndata.online/).</p> <p>The deadline for the photos upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is 20 March 2023. Please clearly indicate the corresponding full name (with correct spelling) in the file title. Uploading of photos in due time will prevent the delegations from waiting at the accreditation centre.</p> <p>In addition, the LOC will distribute information regarding gymnasts' safeguarding plan.</p>
EVENT FORMAT	Junior Individuals Qualifying competition with Team ranking

- each gymnast must perform at least one (1) routine
 - each NF has the right to choose the number of routines to be performed per its gymnast
 - each NF has the right to choose the apparatus to be performed per its gymnast
 - the minimum number of routines per gymnast is 1, the maximum is 4 routines
 - the maximum number of routines per NF is 4 in total, i.e. one (1) per apparatus
 - The results of the 4 exercises will be added. The team with the highest score in total of 4 exercises will be awarded with the winner title.
- NF with only 1 gymnast cannot participate in the Team ranking.
The participating federations can have more than one team in the competition, but only one team with the highest result will be taken into account while defining the prize-winners.

Apparatus Finals

The best eight (8) gymnasts of the Qualifications on each of the 4 apparatus of the programme will participate in the Individual Apparatus Finals, no matter if they participate with or without a Team. Only one gymnast per country can participate in the Apparatus Finals. Azerbaijan, as a host country, can participate with 2 gymnasts in the Apparatus Finals.

Junior Groups (5 Ropes and/or 5 Balls)

Qualifying competition with All-Around ranking

- Group competition (5-6 gymnasts) with 1 or 2 exercises.
 - The results of the 2 exercises will be added. The group with the highest result after the 2 exercises, is awarded with the winner title.
- The participating federations can have more than one group in the competition, but only one group with the highest result will be taken into account while defining the prize-winners in the All-Around.

If NF's group executes only one exercise, she can take part in the Apparatus Final.

Apparatus Finals

The best 8 Groups are qualified for the Apparatus Finals. NF may participate with only 1 exercise in each final.

Senior Individuals (Hoop – Ball – Clubs – Ribbon)

Qualifying competition with Team (**2-3 gymnasts** per team) and All-Around ranking

The gymnasts present maximum **8 exercises (2 hoops, 2 balls, 2 clubs, 2 ribbons)**. A gymnast may participate in 1 – 4 exercises.

If a NF participates with only 1 gymnast, she must present 4 exercises.

NF with only 1 gymnast can participate in the qualifying competition and All-Around ranking but not in the Team ranking.

The result of 3 best scored exercises will be added to All-Around ranking.

In the All-Around ranking 2 gymnast per country can be awarded according to the result of qualifying competition.

The participating federations can have more than one team in the competition, but only one team with the highest result will be taken into account while defining the prize-winners.

Apparatus Finals

The best eight (8) gymnasts of the Qualifications on each of the 4 apparatus of the programme will participate in the Individual Apparatus Finals, no matter if they participate with or without a Team.

Only one gymnast per country can participate in the Apparatus Finals.

Azerbaijan, as a host country, can participate with 2 gymnasts in the Apparatus Finals.

Senior Groups (5 Hoops, 3 Ribbons & 2 Balls)

	<p>Group competition (5-6 gymnasts) with 2 different exercises, one executed with 1 apparatus, the other with 2 types of apparatus, according to the FIG program for the respective year.</p> <p>The group with the highest score in the All-Around competition is awarded with the winner title.</p> <p>The All-Around competition is also a qualifying competition for the Apparatus final.</p> <p>The participating federations can have more than one team in the competition, but only one team with the highest result will be taken into account while defining the prize-winners in the All-Around.</p> <p>Apparatus Finals</p> <p>The best 8 Groups are qualified for the Apparatus Finals. NF may participate with only 1 exercise in each final.</p> <p>Azerbaijan, as a host country, can participate with 2 groups in the Apparatus Finals.</p>
PROVISIONAL SCHEDULE	<p>Wednesday - 12 April: Arrival of Delegations</p> <p>Thursday - 13 April: Training and Podium training Orientation meeting Judges' instruction / Scoring system Instruction for Judges</p> <p>Friday - 14 April: Qualifications Individual and Group</p> <p>Saturday - 15 April: Qualifications Individual and Group</p> <p>Sunday - 16 April: Finals Individual and Group</p> <p>Monday - 17 April: Departure of Delegations</p>
EVENT MANAGER	<p>Natalya Bulanova</p> <p>Tel: +994 12 493 3011</p> <p>E-mail: td@agf.az</p>
MEDICAL SERVICES	<p>The Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.</p>
COVID 19	<p>The FIG Medical Guidelines for FIG Competitions and Events are still effective and they should be used according to the situation with COVID-19 pandemic in your country.</p> <p>Considering the current situation as it is written in the guideline, it is the health situation in your country that prevails.</p> <p>"These guidelines can be adapted according to the health situation related to the COVID-19 pandemic in the host country and the city."</p> <p>Detailed information related to specific policy implemented by the government of Azerbaijan and hosting Federation at the time of the competitions, will be communicated to the participating countries closer to the event and will also be found their reflection in the AGF Medical COVID-19 Incident Response Protocols (to be sent together with the Work Plan, if necessary).</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 LOC will be happy to assist each Delegation member with an official letter of invitation, provided that the request is made to the LOC online via SmartScoring Digital Platform system by 10 March 2023. The log-in details to access the LOC online system will be sent after the provisional entry deadline.</p> <p>More information on visa can be obtained from the LOC's following e-mail: administration@agf.az</p>
INSURANCE	<p>The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), 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 repatriation for all the members of their Delegation.</p>

	<p>Basic insurance (sickness, accident and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance. Please also refer to https://www.gymnastics.sport/site/pages/medical-insurance.php for additional information regarding the FIG IMSSA insurance for Athletes and Judges. The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay</p> <p>The LOC will subsequently offer insurance at the Federations own charge as follows: 5 Euro per person/day.</p>
<p>INTERNATIONAL TRANSPORTATION</p>	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The LOC will meet and see of the official members of the delegations at Heydar Aliyev International Airport (GYD), bus or railway station in Baku, provided that their accommodation was booked through the Organizing Committee.</p> <p>The Travel Details must be submitted to the LOC via SmartScoring Digital Platform (https://gyndata.online/), access code will be sent to each participating Federation after the deadline of the Provisional Registration) by 20 March 2023.</p>
<p>LOCAL TRANSPORTATION</p>	<p>The LOC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back.</p>
<p>ACCOMMODATION</p>	<p>Courtyard Baku by Marriott 4* Address: 300-303 quarter, intersection of M. Fuzuli and A. Topchubashov streets, Nasimi district, Baku, AZ1009 Tel.: +994 12 310 40 40 Website: https://www.marriott.com/hotels/travel/gycy-courtyard-baku/</p> <p>The costs per person/night at Courtyard Baku by Marriott Hotel are as follows: EUR 110 - (single room, including breakfast) EUR 70 - (twin room, including breakfast)</p> <p><u>Distances</u> Airport – 26,6 km (32 min. drive) Training/competition venue – 10,5 km (17 min. drive)</p> <p>Sport Plaza Hotel & Apartments 3* (low cost) 115 Heydar Aliyev Avenue, Building 187 C, Baku AZ1029 Tel: +99412 565 05 55 Website: www.sportplaza.org</p> <p>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 and twin occupancy with separate and shared bathroom. It is just opposite the MGA.</p> <p>The costs per room at Sport Plaza hotel are as follows: 45 EUR – (single room, including breakfast) 55 EUR – (twin room with shared bathroom, including breakfast) 75 EUR – (twin room with separate bathroom, including breakfast)</p> <p><u>Distances</u> Airport – 17,5 km (18 min. drive) Training/competition venue – 4,7 km (6 min. drive)</p> <p>The prices charged for the hotel rooms cannot exceed the usual hotel rates.</p>

	<p>While the Accommodation Form must be returned to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by 10 March 2023 at the very latest, the Hotel rooms will be allocated on a “first come, first served” basis. Appropriate access code will be sent to each participating Federation after the deadline of the Provisional Registration.</p> <p>*Note: the above-mentioned hotel prices are valid before the accommodation deadline which is 10 March 2023. The hotel prices will increase automatically by €5 per person per night at all the official hotels after the accommodation deadline.</p> <p>100% of the total accommodation payment shall be transferred to the LOC bank account (see bank account section) by 20 March 2023.</p> <p>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>Courtyard Baku by Marriott Lunch - 20 EUR (each) Dinner - 25 EUR (each)</p> <p>Sport Plaza & Apartments Lunch - 15 EUR (each) Dinner - 15 EUR (each)</p> <p>MGA (competition venue) Lunch - 15 EUR (each)</p> <p>The Meal Request must be submitted to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by 20 March 2023 at the very latest.</p> <p>100% of the costs for the meals must be paid to the LOC by 20 March 2023.</p>
CANCELATION POLICY	<p>Accommodation Rooms cancelled between 20 March 2023 and 5 April 2023 will be subject to a cancellation fee of 20% of the total accommodation payment.</p> <p>Rooms cancelled after 5 April 2023 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 5 April 2023 will be subject to a cancellation fee of 100% of the total meal cost.</p>
BANK ACCOUNT INFORMATION	<p>Beneficiary: Azerbaijan Gymnastics Federation Beneficiary’s account: AZ75PAHA38190EURHC0190012035 Bank: “PASHA Bank”, Baku, Azerbaijan SWIFT PAHAZ22</p> <p>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 Trophy international tournament in Rhythmic Gymnastics 2023. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>
MARKETING	<p>FIG advertising and publicity norms must be respected</p>

MEDIA	Communication policy is planned to be implemented via the Federation's official website, Facebook page and twitter account. Press Officer: Aysel Sultanova Tel: +99455 709 95 57 E-mail: press@agf.az																						
SOCIAL MEDIA	https://www.facebook.com/azegymnastics https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured https://twitter.com/azegymnastics https://www.instagram.com/azegymnastics/ https://www.tiktok.com/@azerbaijngymnastics?lang=ru-RU https://t.me/azegymnastics																						
DEADLINES SUMMARY	<table border="1"> <tr> <td>Definitive Registration (via email)</td> <td>28 February 2023</td> </tr> <tr> <td>Nominative Registration (via email)</td> <td>20 March 2023</td> </tr> <tr> <td>Accommodation Request (online)</td> <td>10 March 2023</td> </tr> <tr> <td>Travel Details' Submission (online)</td> <td>20 March 2023</td> </tr> <tr> <td>Visa Request Form (online)</td> <td>10 March 2023</td> </tr> <tr> <td>Upload of photos to accelerate accreditation process (online)</td> <td>20 March 2023</td> </tr> <tr> <td>Meals` Request (online)</td> <td>20 March 2023</td> </tr> <tr> <td>Payment of the Entry Fee</td> <td>20 March 2023</td> </tr> <tr> <td>Payment of the Accommodation Costs</td> <td>20 March 2023</td> </tr> <tr> <td>Payment of the Meals</td> <td>20 March 2023</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>20 March 2023</td> </tr> </table>	Definitive Registration (via email)	28 February 2023	Nominative Registration (via email)	20 March 2023	Accommodation Request (online)	10 March 2023	Travel Details' Submission (online)	20 March 2023	Visa Request Form (online)	10 March 2023	Upload of photos to accelerate accreditation process (online)	20 March 2023	Meals` Request (online)	20 March 2023	Payment of the Entry Fee	20 March 2023	Payment of the Accommodation Costs	20 March 2023	Payment of the Meals	20 March 2023	Payment of the fine for missing judge	20 March 2023
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Sincerely Yours,



Place and date: Baku / 06 February 2023

Nurlana Mammadzada
Secretary General of
Azerbaijan Federation