



**AGF Trophy International Tournament
in Artistic Gymnastics
Pre-juniors
Baku, Azerbaijan
March 15-17, 2024**



DIRECTIVES

Dear FIG Affiliated Member Federation,

Gymnastics Federation of **Azerbaijan** has the pleasure to invite your Federation to participate in the AGF Trophy International Tournament in Artistic Gymnastics (pre-juniors) to be held in Baku (Azerbaijan) **on March 15-17, 2024**.

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	March 15-17, 2024
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 SUPPLIED	Equipment of SPIETH Gymnastics (FIG certified) will be used for this event.												
RULES AND REGULATIONS	AGF Statutes AGF License Rules AGF Discipline Rules AGF Ethics Rules AGF Technical Regulations AGF Media Rules AGF Safeguarding Rules												
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COMPETITION FORMAT	<p><i>Men's Artistic Gymnastics</i> QUALIFICATIONS The winners in the All-Around & Team Competition will be defined as per the results of the Qualifications. After the Qualifications, apparatus finalists will be defined.</p> <p>TEAM COMPETITION Only one team per country will take part in a team competition. Prize-winners in Team Competition will be defined after the qualification results of pre-junior gymnasts.</p>												

A team should consist of 3-5 gymnasts. The Federations taking part in the competition with less than 3 gymnasts, will not be entitled to join the team competition. At least 3 gymnasts should compete on each apparatus (All-Around). The best 3 scores on each apparatus will be taken into account for the Team Competition.

A total score of 18 routines per participating Federation will be taken into account to define the prize-winners in the Team Competition.

It is possible to participate with 1 or 2 individual gymnasts in the All-Around or as a qualification for the Apparatus Finals.

ALL-AROUND RANKING

1 gymnast per federation is allowed to be in the list of medalists. Azerbaijan, as a host country, can participate with 2 gymnasts in the All-Around Final.

APPARATUS FINALS

The 8 highest ranked gymnasts on each apparatus from the qualifying competition will be qualified for the corresponding Apparatus Finals.

1 gymnast per federation is allowed to be in the list of Apparatus Finalists. Azerbaijan, as a host country, can participate with 2 gymnasts in the Apparatus Finals accordingly. 2 gymnasts of the host country can be among medalists.

Requirements for routines on all 6 apparatus:

- 7 elements (6 elements + dismount)

Dismount B is a general special requirement. For the higher difficulty dismount, 0.5 will be added to the score.

Floor exercise

- All element groups are required except special deduction for multiple salto

Pommel horse

All element groups are required

Rings

All element groups are required, except III element group (swing to strength hold elements)

Vault

- According to the FIG Rules

Parallel Bars

- According to the FIG Rules

Horizontal Bar

- All element groups are required, except II element group (flight elements)

Women's Artistic Gymnastics

QUALIFICATIONS

The winners in the All-Around & Team Competition will be defined as per the results of the Qualifications. After the Qualifications, apparatus finalists will be defined.

	<p>TEAM COMPETITION Only one team per country will take part in a team competition. Prize-winners in Team Competition will be defined after the qualification results of pre-junior gymnasts. A team should consist of 3-5 gymnasts. The Federations taking part in the competition with less than 3 gymnasts, will not be entitled to join the team competition. At least 3 gymnasts should compete on each apparatus (All-Around). The best 3 scores on each apparatus will be taken into account for the Team Competition. A total score of 12 routines per participating Federation will be taken into account to define the prize-winners in the Team Competition. It is possible to participate with 1 or 2 individual gymnasts in the All-Around or as a qualification for the Apparatus Finals.</p> <p>ALL-AROUND RANKING 1 gymnast per federation is allowed to be in the list of medalists. Azerbaijan, as a host country, can participate with 2 gymnasts in the All-Around Final.</p> <p>APPARATUS FINALS The 8 highest ranked gymnasts on each apparatus from the qualifying competition will be qualified for the corresponding Apparatus Finals. 1 gymnast per federation is allowed to be in the list of Apparatus Finalists. Azerbaijan, as a host country, can participate with 2 gymnasts in the Apparatus Finals accordingly. 2 gymnasts of the host country can be among medalists.</p> <p>Requirement for routines Vault: Any 2 different vault from WAG code of points (Junior code of points) UB, BB, FX: CR any 3 composition requirements from FIG code of point 1.5 Only highest 6 difficulty value DV will be count BB-FX (2 acro, 2 Dance, 2 optional) Short exercise: 1-2 elements only (-5.00 from final score) 3-4 elements only (-4.00 from final score) Dismount Bonus: C or higher: 0.50 and B: 0.30 and A: 0.10</p>																								
<p>SIZE OF DELEGATION AND FIG LICENSE</p>	<p>The maximum size of the invited delegation is as follows:</p> <table border="1" data-bbox="384 1227 1513 1547"> <thead> <tr> <th></th> <th>Men</th> <th>Women</th> </tr> </thead> <tbody> <tr> <td>Head of Delegation</td> <td>1</td> <td>1</td> </tr> <tr> <td>Coaches</td> <td>2</td> <td>2</td> </tr> <tr> <td>Gymnasts</td> <td>5</td> <td>5</td> </tr> <tr> <td>Medical Doctor</td> <td>1</td> <td>1</td> </tr> <tr> <td>Paramedical Staff</td> <td>1</td> <td>1</td> </tr> <tr> <td>Judges</td> <td>1 / 2</td> <td>1/2</td> </tr> <tr> <td>Team</td> <td>5</td> <td>5</td> </tr> </tbody> </table>		Men	Women	Head of Delegation	1	1	Coaches	2	2	Gymnasts	5	5	Medical Doctor	1	1	Paramedical Staff	1	1	Judges	1 / 2	1/2	Team	5	5
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Team	5	5																							
<p>AGE LIMITS</p>	<p>Male gymnasts born in 2010-2011 Female gymnasts born in 2011-2012 Gymnasts of the host country (starting from 7-year-old) should have valid AGF license.</p>																								
<p>JUDGES AND JUDGES' PANELS</p>	<p>All the delegations should participate in the competitions with a judge. The Organizing Member Federation will apply a fine of CHF 1'200 per missing judge (to be paid to the LOC) should a federation fail to bring the required number of judges. This fine must be paid to the LOC by February 2, 2024. Judges having at least National judging category in the current 2022-2024 Olympic Cycle can judge at the competition. The Judges' Panels will be set up by a draw from the judges present at the event.</p>																								
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	<p>Definitive and Nominative entry forms shall be sent to the LOC's following e-mail address: performance@agf.az.</p>
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>The non-reimbursable cost for the Entry Fee is as follows: EUR 50.- per gymnast At the time of the Nominative registration (by February 02, 2024), the participating federations must pay 100% of the entry fee to the OC. Entries without payment of the entry fees will be considered as invalid and will be refused.</p>
ACCOMMODATION	<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/gydcy-courtyard-baku/</p> <p>The costs per person/night at Courtyard Baku by Marriott Hotel are as follows: EUR 125 - (single room, including breakfast) EUR 85 - (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: 60 EUR – (single room, including breakfast) 70 EUR – (twin room with shared bathroom, including breakfast) 85 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>While the Accommodation Form must be returned to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by 25 January 2024 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 Definitive Registration. *Note: the above-mentioned hotel prices are valid before the accommodation deadline which is 25 January 2024. 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</p>

	<p>account (see bank account section) by 02 February 2024.</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 – 30 EUR (each) Dinner – 35 EUR (each)</p> <p>Sport Plaza & Apartments Lunch - 17 EUR (each) Dinner - 17 EUR (each)</p> <p>MGA (competition venue) Lunch - 20 EUR (each)</p> <p>The Meal Request must be submitted to the LOC via SmartScoring Digital Platform (https://gyndata.online/) by 02 February 2024 at the very latest.</p> <p>100% of the costs for the meals must be paid to the LOC by 02 February 2024.</p>
CANCELLATION POLICY	<p>Accommodation Rooms cancelled between 25 January 2024 and 02 February 2024 will be subject to a cancellation fee of 20% of the total accommodation payment.</p> <p>Rooms cancelled after 02 February 2024 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 3 March 2024 will be subject to a cancellation fee of 100% of the total meal cost.</p>
INTERNATIONAL TRANSPORTATION	<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 Definitive Registration) by 02 February 2024.</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.</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 02 February 2024. The log-in details to access the LOC online system will be sent after the definitive entry deadline.</p> <p>More information on visa can be obtained from the LOC’s following e-mail:</p>

	administration@agf.az
MEDICAL SERVICES	The Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.
COVID 19	<p>The LOC should follow local guidelines in management of COVID 19. The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.</p> <p>Although the situation with COVID-19 is under control, there is still quarantine in the country. Closer to the event, the necessary information regarding the COVID-19 preventive measures will be communicated to the delegations if necessary.</p>
INSURANCE	<p>The Host Federation and LOC 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.</p> <p>The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 5 Euro per person/day.</p>
SAFEGUARDING	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 the LOC Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.
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 02 February 2024. 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> <p>In addition, the LOC will distribute information regarding gymnasts' safeguarding plan.</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: AZ75PAHA38190EURHC0190012035 Bank: "PASHA Bank", Baku, Azerbaijan SWIFT PAHAAZ22 Correspondent: Raiffeisen Bank International AG Account with Institution: Am Stadtpark 9, 1030 Vienna Correspondent account: 1-55.081.095 SWIFT BIC: RZBAATWW</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: AGF Trophy international tournament in Artistic Gymnastics 2024 / pre-juniors. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																						
EVENT MANAGER	<p>Natalya Bulanova Tel: +994 12 493 3011 E-mail: td@agf.az</p>																						
MEDIA	<p>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</p>																						
OFFICIAL HOSPITAL	<p>Central Clinic Hospital 76 Parliament Avenue, Baku, Azerbaijan Tel: +99412 492 10 92</p>																						
SCORING, RESULT SERVICE AND VIDEO CONTROL	<p>SMART SCORING Company will provide a scoring and result service, including video control system, which allows the recording, storage and provision of compilation of the recorded images.</p>																						
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Sincerely Yours,



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Place and date: Baku / 24 November 2024

Nurlana Mammadzada
Secretary General

**AGF Trophy International Tournament
in Artistic Gymnastics
Juniors & Seniors
Baku, Azerbaijan
March 15-17, 2024**




DIRECTIVES

EVENT ID: 17653

Dear FIG Affiliated Member Federation,

Gymnastics Federation of **Azerbaijan** has the pleasure to invite your Federation to participate in the AGF Trophy International Tournament in Artistic Gymnastics (juniors & seniors) to be held in Baku (Azerbaijan) **on March 15-17, 2024**.

HOST FEDERATION & LOCAL ORGANIZING COMMITTEE	<p>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</p>
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APPARATUS SUPPLIED	Please refer to the attached apparatus list.												
RULES AND REGULATIONS	<p>AGF Trophy International Tournament in Artistic Gymnastics 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 • 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 <p>and subsequent decisions of the FIG Executive Committee</p>												
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COMPETITION FORMAT	<p><i>Men's Artistic Gymnastics</i></p> <p>QUALIFICATIONS The winners in the All-Around & Team Competition will be defined as per the results of the Qualifications. After the Qualifications, apparatus finalists will be defined.</p> <p>TEAM COMPETITION Prize-winners in Team Competition will be defined after the qualification results of senior and junior gymnasts. Only one team per country will take part in a team competition. A team should consist of 4 gymnasts – 2 senior and 2 junior gymnasts. The Federations taking part in the competition with less number of gymnasts, will not be entitled to join the event. All 4 gymnasts (2 senior & 2 junior gymnasts) should compete on each apparatus (All-Around). A total score of 24 routines per participating Federation will be taken into account to define the prize-winners in the Team Competition. It is possible to participate with 1-3 individual gymnasts in the All-Around or as Qualification for the Apparatus Finals.</p>												

ALL-AROUND RANKING

1 gymnast per federation is allowed to be in the list of medalists. Azerbaijan, as a host country, can be awarded with 2 gymnasts in the All-Around.

APPARATUS FINALS

The 8 highest ranked gymnasts on each apparatus from the qualifying competition will be qualified for the corresponding Apparatus Finals.

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Women's Artistic Gymnastics

QUALIFICATIONS

The winners in the All-Around & Team Competition will be defined as per the results of the Qualifications. After the Qualifications, Apparatus Finalists will be defined.

TEAM COMPETITION

There will be held a team competition only among junior gymnasts. Prize-winners in Team Competition will be defined after the qualification results of junior gymnasts. Only one team per country will take part in a team competition.

A team should consist of 3-5 junior gymnasts. The Federations taking part in the competition with less than 3 gymnasts, will not be entitled to join the event. At least 4 gymnasts should compete on each apparatus (All-Around). The best 3 scores on each apparatus will be taken into account for the Team Competition.

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The 8 highest ranked gymnasts on each apparatus from the qualifying competition will be qualified for the corresponding Apparatus Finals.

1 gymnast per federation is allowed to be in the list of Apparatus Finalists. Azerbaijan, as a host country, can participate with 2 gymnasts in the Apparatus Finals accordingly. 2 gymnasts of the host country can be among medalists.

FEDERATIONS INVITED

The Organizing Member Federation invite all FIG Member Federations in good standing.

SIZE OF DELEGATION AND FIG LICENSE

Only 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.

The maximum size of the invited delegation is as follows:

	Men	Women
Head of Delegation	1	1
Coaches	2	2
Gymnasts	1-6	5
Medical Doctor	1	1
Paramedical Staff	1	1
Judges	Min. 1 / Max.2	Min. 1 / Max.2
Team	4 (2 seniors / 2 juniors)	5 (juniors)

AGE LIMITS	Age limit MAG / Junior Age limit MAG / Senior Age limit for WAG / Junior Age limit for WAG / Senior All gymnasts must have a licence valid until the end of the event.				
JUDGES AND JUDGES' PANELS	All the delegations should participate in the competitions with a judge. The Organizing Member Federation will apply a fine of CHF 1'200 per missing judge (to be paid to the LOC) should a federation fail to bring the required number of judges. This fine must be paid to the LOC by February 02, 2024. All judges must have a current valid FIG Brevet in Artistic Gymnastics. The Judges' Panels will be set up by a draw from the judges present at the event.				
REGISTRATION DEADLINES	<table border="1" data-bbox="400 562 1552 629"> <tr> <td>Definitive registration</td> <td>January 10, 2024</td> </tr> <tr> <td>Nominative registration</td> <td>February 02, 2024</td> </tr> </table> <p>Definitive and Nominative entry forms shall be sent to the LOC's following e-mail address: performance@aqf.az.</p>	Definitive registration	January 10, 2024	Nominative registration	February 02, 2024
Definitive registration	January 10, 2024				
Nominative registration	February 02, 2024				
DRAWING OF LOTS	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.				
ENTRY FEES	The non-reimbursable cost for the Entry Fee is as follows: EUR 50.- per gymnast At the time of the Nominative registration (by February 02, 2024), the participating federations must pay 100% of the entry fee to the OC. Entries without payment of the entry fees will be considered as invalid and will be refused.				
ACCOMMODATION	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/gydcy-courtyard-baku/ The costs per person/night at Courtyard Baku by Marriott Hotel are as follows: EUR 125 - (single room, including breakfast) EUR 85 - (twin room, including breakfast) <u>Distances</u> Airport – 26,6 km (32 min. drive) Training/competition venue – 10,5 km (17 min. drive) 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 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. The costs per room at Sport Plaza hotel are as follows: 60 EUR – (single room, including breakfast) 70 EUR – (twin room with shared bathroom, including breakfast) 85 EUR – (twin room with separate bathroom, including breakfast) <u>Distances</u> Airport – 17,5 km (18 min. drive) Training/competition venue – 4,7 km (6 min. drive)				

	<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 25 January 2024 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 Definitive Registration.</p> <p>*Note: the above-mentioned hotel prices are valid before the accommodation deadline which is 25 January 2024. 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 02 February 2024.</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 - 30 EUR (each) Dinner - 35 EUR (each)</p> <p>Sport Plaza & Apartments Lunch - 17 EUR (each) Dinner - 17 EUR (each)</p> <p>MGA (competition venue) Lunch - 20 EUR (each)</p> <p>The Meal Request must be submitted to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by 02 February 2024 at the very latest.</p> <p>100% of the costs for the meals must be paid to the LOC by 02 February 2024.</p>
CANCELLATION POLICY	<p>Accommodation Rooms cancelled between 25 January 2024 and 02 February 2024 will be subject to a cancellation fee of 20% of the total accommodation payment.</p> <p>Rooms cancelled after 02 February 2024 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 3 March 2024 will be subject to a cancellation fee of 100% of the total meal cost.</p>
INTERNATIONAL TRANSPORTATION	<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://gymdata.online/), access code will be sent to each participating Federation after the deadline of the Definitive Registration) by 02 February 2024.</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.</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 02 February 2024. The log-in details to access the LOC online system will be sent after the definitive entry deadline.</p> <p>More information on visa can be obtained from the LOC's following e-mail: administration@agf.az</p>
MEDICAL SERVICES	The Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.
COVID 19	<p>The LOC should follow local guidelines in management of COVID 19.</p> <p>The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.</p> <p>Although the situation with COVID-19 is under control, there is still quarantine in the country. Closer to the event, the necessary information regarding the COVID-19 preventive measures will be communicated to the delegations if necessary.</p>
INSURANCE	<p>The Host Federation, 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.</p> <p>The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>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>Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 5 Euro per person/day.</p>
SAFEGUARDING	<p>From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable.</p> <p>The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations on site.</p> <p>In addition, posters of the "10 Golden Rules of Gymnastics", the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones.</p>
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: 800x600px) is 02 February 2024. 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> <p>In addition, the LOC will distribute information regarding gymnasts' safeguarding plan.</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: AZ75PAHA38190EURHC0190012035 Bank: "PASHA Bank", Baku, Azerbaijan SWIFT PAHAAZ22 Correspondent: Raiffeisen Bank International AG Account with Institution: Am Stadtpark 9, 1030 Vienna Correspondent account: 1-55.081.095 SWIFT BIC: RZBAATWW</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: AGF Trophy international tournament in Artistic Gymnastics 2024 / Juniors & Seniors.</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																						
EVENT MANAGER	<p>Natalya Bulanova Tel: +994 12 493 3011 E-mail: td@agf.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: Aysel Sultanova Tel: +99455 709 95 57 E-mail: press@agf.az</p>																						
OFFICIAL HOSPITAL	<p>Central Clinic Hospital 76 Parliament Avenue, Baku, Azerbaijan Tel: +99412 492 10 92</p>																						
MARKETING	<p>FIG advertising and publicity norms must be respected.</p>																						
SCORING, RESULT SERVICE AND VIDEO CONTROL	<p>SMART SCORING Company will provide a scoring and result service, including video control system, which allows the recording, storage and provision of compilation of the recorded images.</p>																						
DEADLINES SUMMARY	<table border="1"> <tr> <td>Definitive Registration (via email)</td> <td>10 January 2024</td> </tr> <tr> <td>Accommodation Request (online)</td> <td>25 January 2024</td> </tr> <tr> <td>Nominative Registration (via email)</td> <td>02 February 2024</td> </tr> <tr> <td>Travel Details' Submission (online)</td> <td>02 February 2024</td> </tr> <tr> <td>Visa Request Form (online)</td> <td>02 February 2024</td> </tr> <tr> <td>Meals' Request (online)</td> <td>02 February 2024</td> </tr> <tr> <td>Upload of photos to accelerate accreditation process (online)</td> <td>02 February 2024</td> </tr> <tr> <td>Payment of 100% of the entry fees</td> <td>02 February 2024</td> </tr> <tr> <td>Payment of 100 % of Accommodation Costs</td> <td>02 February 2024</td> </tr> <tr> <td>Payment of 100 % of Meals' Costs</td> <td>02 February 2024</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>02 February 2024</td> </tr> </table>	Definitive Registration (via email)	10 January 2024	Accommodation Request (online)	25 January 2024	Nominative Registration (via email)	02 February 2024	Travel Details' Submission (online)	02 February 2024	Visa Request Form (online)	02 February 2024	Meals' Request (online)	02 February 2024	Upload of photos to accelerate accreditation process (online)	02 February 2024	Payment of 100% of the entry fees	02 February 2024	Payment of 100 % of Accommodation Costs	02 February 2024	Payment of 100 % of Meals' Costs	02 February 2024	Payment of the fine for missing judge	02 February 2024
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ADDITIONAL INFORMATION	<p>Within the framework of these competitions, there will also be held international tournament in this discipline for pre-juniors, which is naturally not FIG recognized. Please contact the LOC accordingly.</p>																						

Sincerely Yours,

Place and date: Baku / 19 December 2023



Nurlana Mammadzada
Secretary General