

**FIG ACROBATIC GYMNASTICS WORLD CUP**  
**B Category**  
**AGF TROPHY**



**WORK PLAN**  
**BAKU, AZERBAIJAN**  
**NOVEMBER 17 & 18, 2018**

*Dear Friends!*

*Azerbaijan Gymnastics Federation and its LOC is looking forward to receiving you all at Milli Gimnastika Arenası here in Baku. All the people involved in preparations for the FIG Acrobatic Gymnastics World Cup-2018 tried to do their best for creating the most favorable conditions for holding the events in one of the most spectacular sports disciplines in the world – Acrobatic Gymnastics.*

*In this Work Plan, you will find necessary information to go through all pre & post competition procedures smoothly. You are very welcome to City of Baku!*

*Thank you!*

**GENERAL  
INFORMATION**

Rui Vinagre  
FIG Sports Manager  
Phone: +41 21 321 55 32  
Fax: +41 21 321 55 29  
E-mail: [rvinagre@fig-gymnastics.org](mailto:rvinagre@fig-gymnastics.org)

Wieslawa Milewska  
FIG Technical Delegate  
Phone: +48 57 0990303  
E-mail: [wiesiamil@gmail.com](mailto:wiesiamil@gmail.com)

Nurlana Mammadzada  
LOC Executive Director  
Mob.: +99450 385 3969  
E-mail: [office@agf.az](mailto:office@agf.az)

Natalya Bulanova  
LOC, Competitions' director  
Tel.: +99412 598 4082  
E-mail: [td@agf.az](mailto:td@agf.az)

Khagani Farajov  
LOC, Accommodation & Transport Services Manager  
Tel.: +99455 918 80 40

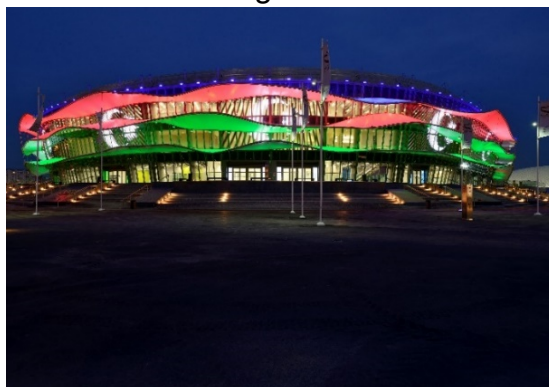
Azer Novruzov  
LOC, Head of Accreditation  
Tel.: +99450 200 5085

Namig Badirkhanov  
LOC, Medical Manager  
Tel.: +99450 373 4565

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

**COMPETITION  
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](http://www.mga.az)



The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted the 30th Rhythmic Gymnastics European Championships (2014), the 1<sup>st</sup> 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 1<sup>st</sup> European Games (2015), Competitions in 6 Gymnastics Disciplines of the 1<sup>st</sup> 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 & 2018), the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (2017 & 2018), the 4<sup>th</sup> Islamic Solidarity Games (2017), 2017 CEV U16 Volleyball European Championships among women, the 26<sup>th</sup> European Championships in Trampoline, Tumbling and Double-Mini Trampoline (2018), AGF RG Junior Trophy in Rhythmic Gymnastics (2018), UEG YOG Qualifying Event in Artistic Gymnastics (2018) and World Judo Championships (2018).

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.

During the given tournament, Training and Warm-up facilities will be located within the MGA.

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

**PROVISIONAL SCHEDULE**

**November 15 - Thursday**

All day	Arrival of delegations
15:00-19:00	Free Training – (MGA, Warm-up & Training Hall)

**November 16 – Friday**

09:00-13:00	Free Training	MGA, Warm-up & Training Hall
10:00-11:00	Orientation meeting	MGA, Artistic Lounge, 1
13:00-19:15	Training per schedule & Podium Training	MGA, Warm-up & Training Hall, FoP, -2
17:00-18:00	Judges' Meeting	MGA, Judges' Room, -2
18:00-18:30	Scoring System Instruction for Judges	MGA, FoP, -2

**November 17 - Saturday**

09:00-10:45	Free Training	MGA, Warm-up & Training Hall, -2
11:00-12:00	Judges' drawing of lots	MGA, Judges' Room, -2
12:00-13:00	Qualifications – Exercise 1 WG – Balance MP – Dynamic WP – Balance	MGA, FoP, -2
13:00-14:00	Break	
14:00-15:00	Qualifications – Exercise 1 MG – Balance MxP – Dynamic	MGA, FoP, -2
15:00-15:30	Break	
15:30-16:00	Opening Ceremony	MGA, FoP, -2
16:00-17:00	Qualifications – Exercise 2 WG – Dynamic MP – Balance WP – Dynamic	MGA, FoP, -2
17:00-17:30	Break	
17:30-18:30	Qualifications – Exercise 2 MG – Dynamic MxP – Balance	MGA, FoP, -2
18:30	Award Ceremony (AGF Trophy)	MGA, FoP, -2

**November 18 - Sunday**

09:00-10:45	Free Training	MGA, Warm-up & Training Hall
11:00-12:00	Judges' drawing of lots	MGA, Judges' Room, -2
12:00-12:50	Finals – WG/MP/ WP	MGA, FoP, -2
12:50-13:15	Award Ceremony	MGA, FoP, -2
13:15-14:15	Break	
14:15-15:05	Finals – MG/ MxP	MGA, FoP, -2
15:05-15:20	Award Ceremony	MGA, FoP, -2
16:00-18:00	Sightseeing Tour	From MGA
19:00	Farewell banquet	

**November 19- Monday**

All day	Departure of delegations
---------	--------------------------

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

<b>ARRIVAL INFORMATION</b>	<p>Official delegation 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. Each delegation will be accompanied by a dedicated volunteer in the course of stay in Baku. The volunteers will inform the delegations of the time fixed for their accreditation upon arrival.</p>
<b>ACCREDITATION</b>	<p>Accreditation Center is located within the competition venue - Milli Gimnastika Arenası (MGA, National Gymnastics Arena). There is no need for all delegation members to be present at the accreditation center. One/two responsible persons from the delegation possessing all the necessary information is enough to get accreditation for all its members.</p> <p>The following items will be checked/submitted by a responsible person:</p> <ul style="list-style-type: none"> <li>• The passport of gymnasts and judges including all members of the delegations</li> <li>• License</li> <li>• Transport – Departure details</li> <li>• Submission of Tariff Sheets / Difficulty Forms (Balance, Dynamic, Combined)</li> <li>• Settlement of all outstanding payments</li> <li>• The medical insurance for the members of the delegations</li> <li>• 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</li> <li>• National anthem and national flag</li> <li>• Distribution of keys/access cards to get information from mailboxes</li> <li>• Distribution of log-in details to the Heads of Delegations to access mobile APP</li> <li>• Questionnaires for athletes</li> <li>• Possible submission of other forms</li> <li>• Submission of e-mail address of one responsible person</li> </ul>
<b>PHOTO</b>	<p>All the athletes included into units (pairs / groups) need to go to the room called "Green Room" to have their photos taken together with the partners they perform. These photos will be used during the competitions to be displayed on the screen.</p>
<b>MEASUREMENT</b>	<p>Measurement will take place at the Medical Room close to the training/warm-up hall after the podium training.</p>



**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

TRANSPORT	Shuttle buses schedule (to the Competition Venue & back) will be provided to the delegations at the accreditation center. In addition, transport will be available for the participants to get to the place of the farewell banquet.												
SIGHTSEEING TOUR	The delegations' members, wishing to join sightseeing arranged by the Organizing Committee from 16:00 to 18:00 on November 18, will be provided with transportation from the MGA right away after the competitions. The buses will take the participants back to the official hotels after the tour.												
HOTEL	<b>Emerald Hotel****</b> Address: 4 Mehdi Abbasov str., Baku, Azerbaijan Tel.: +99412 520 44 41, +99412 520 41 44 Website: <a href="http://www.emeraldbaku.com">www.emeraldbaku.com</a> The Hotel is located near MGA (competition venue) <u>Distances</u> Airport – 15km (15 min. drive) Training/competition venue – 2km (5 min. drive) <b>Note:</b> Breakfast is included into the accommodation reservation. Wi-Fi is available at the above-mentioned hotels.												
MEALS	<p>The delegations, who reserved meals for their members, will get meal coupons at the Accreditation Centre.</p> <p><b><i>Meal schedule for the delegations booked meals at hotels/MGA (breakfast is included into the accommodation reservation) is as follows:</i></b></p> <table><tr><td><i>Location</i></td><td><i>Breakfast</i></td><td><i>Lunch</i></td><td><i>Dinner</i></td></tr><tr><td>Emerald Hotel</td><td>06:00-10:00</td><td>13:00-15:00</td><td>19:30-22:00</td></tr><tr><td>MGA</td><td>N/A</td><td>13:00-15:00</td><td>N/A</td></tr></table>	<i>Location</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>	Emerald Hotel	06:00-10:00	13:00-15:00	19:30-22:00	MGA	N/A	13:00-15:00	N/A
<i>Location</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>										
Emerald Hotel	06:00-10:00	13:00-15:00	19:30-22:00										
MGA	N/A	13:00-15:00	N/A										
MAILBOXES & INFORMATION DESKS	<p>Mailboxes will be set up at the competition venue (delegation's entrance, Level 0) where the delegations' members can find all necessary information. The keys/access cards for mailboxes to be distributed to one responsible representative of each delegation.</p> <p>The Main Information Desk will operate at the MGA competition venue. Information Desks will also be available at the official hotels.</p> <p>A responsible person from each delegation will also get information sent to his/her e-mail provided that the e-mail address is submitted at the Accreditation.</p>												

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

<b>VIP &amp; DELEGATION SEATS</b>	VIP seats and delegations' seats are located on Level 0.
<b>ORIENTATION MEETING &amp; WELCOME RECEPTION</b>	<p>The Orientation Meeting will take place at MGA (Level 1, Lounge – Artistic) at 10:00 on November 16. Responsible people (max. 2 per Federation) must attend the meeting.</p> <p>There will be served light breakfast as well.</p>
<b>FORMS</b>	<p>A responsible person from each delegation must submit the following forms to the Organizing Committee's Office/OC representatives by the below mentioned deadlines:</p> <ul style="list-style-type: none"> <li>• <b>Difficulty Tariff Sheets</b> – at the Accreditation</li> <li>• <b>Music Form</b> – at the Accreditation</li> <li>• <b>Change to the list of Gymnasts' names</b> - if necessary, the form should be submitted to the FIG and OC immediately, at the latest 24 hours before the competition start</li> <li>• <b>Change to the list of Officials' names</b> - if necessary, the form should be submitted to the FIG and OC immediately for the FIG approval</li> <li>• <b>Questionnaire for athletes</b> - at the Accreditation</li> </ul>
<b>JUDGES' MEETING &amp; SCORING SYSTEM INSTRUCTIONS</b>	<p>The Judges' Meeting will be held at the Judges' Room (Level -2) from 17:00 to 18:00 on November 16.</p> <p>Scoring System Instruction for judges will be held at 18:00 on November 16, immediately after the completion of Judges' Meeting.</p> <p>All judges are required to take part in the judges' meetings, technical scoring system instructions in accordance with the schedule and location indicated in the present Work Plan.</p> <p>The FIG Technical Delegate will conduct the drawing of lots of the Judges' Panels for the Qualification and Finals.</p>
<b>TARIFF SHEETS</b>	If there are any mistakes in the Difficulty Tariff Sheets, the coaches will be informed through the mail boxes (see above) and mobile APP. The coaches concerned should come to the D-Judges Room located on the Level -2.
<b>APPARATUS SUPPLIER</b>	<p>Manufacturer: SPIETH</p> <p>Elastic Swing Floor "Moscow"</p> <p>Produced by Janssen-Fritsen: "Apollo Antwerp 2013"</p>
<b>SCORING</b>	<p>Scoring will be carried out by SmartScoring. Video Control system will be provided.</p> <p>Competition results will be available at Information Desks and will be sent to the e-mail addresses of a responsible person of each delegation provided at the Accreditation.</p>
	The training sessions will take place at the training & warm-up hall adjacent to the Field of Play.

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

<b>TRAINING</b>	The podium training will be held at 14:15 on November 16. Training & Podium Training schedules are enclosed.
<b>COMPETITION FORMAT</b>	<p>Balance &amp; Dynamic exercises which serve as qualification for the Final:</p> <ul style="list-style-type: none"> <li>All pairs and groups have to participate in the qualification</li> </ul> <p>Finals:</p> <ul style="list-style-type: none"> <li>The top eight (8) pairs and groups from the qualification participate in the Finals and execute combined exercise</li> </ul> <p>As according to the nominative entry, there are</p> <ul style="list-style-type: none"> <li>8 MP, only 6 MP will proceed to the finals (2 per country)</li> <li>5 MG, only 4 will qualify for the finals (2 per country)</li> </ul> <p>As we have only 2 WP and 3 WG, these units will not be awarded with medals and diplomas. They will be presented with presents from the LOC.</p>
<b>COMPETITION HALL</b>	<p>The lighting at the whole competition hall will be turned down. The light will be directed on ACRO Floor. In this regard, the FIG Technical Regulations' requirements will be respected.</p> <p>The podium trainings prior to the Qualification day will be organized with the same lighting conditions.</p>
<b>AGF TROPHY</b>	There will be held awarding of the AGF Trophy Cup to one unit (pair / group), which have the highest execution result at the Qualification.
<b>CEREMONIES</b>	<p><b>Opening Ceremony</b></p> <p>The Opening Ceremony will take place at MGA, at 15:30 on November 17, 2018. The participants are not required to take part in the Ceremony.</p> <p><b>Award Ceremonies</b></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: Pairs / Groups ranked 1<sup>st</sup> to 3<sup>rd</sup> in the final and on each exercise. Gymnasts will be required to wear the correct competition attire. 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 1<sup>st</sup> place will be played.</p> <p>AGF Trophy will be presented to the one unit (pair / group) received the highest execution score by the LOC.</p>
<b>Prize Money</b>	The 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 Acrobatic Gymnastics World Cup series after the competitions.



**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

<p><b>MEDICAL SERVICES &amp; DOPING CONTROLS</b></p>	<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 5 doping controls for pairs and 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>
<p><b>OTHER INFORMATION</b></p> <p><b>OTHER INFORMATION</b></p>	<p><b>Currency</b></p> <p>The currency in Baku is Azerbaijani Manat (AZN).</p> <p>For more information, please, visit: <a href="http://www.cbar.az/">http://www.cbar.az/</a></p> <p><b>Power Supply</b></p> <p>Voltage 220-240V</p> <p><b>Temperature</b></p> <p>Average minimum: 8 °C</p> <p>Average maximum: 16 °C</p> <p><b>GMT +4</b></p> <p><b>City Sightseeing</b></p> <p><b>The Old City</b> – travel into the ancient times not leaving the city centre. The impression of ancient cultural roots, the way of life of ancient Azerbaijani people, carpets dating many centuries back will stick in the memories for a long time. Thrilled by the height of Giz Galasi (Maiden Tower) and of the whole city view of modernity, you will realize that Baku is the unique place where antiquity welcomes contemporary way of life.</p> <p><b>The National Flag square</b> covering 60 hectares area and featuring the state symbols of Azerbaijan, coat of arms and the anthem and a map of the country.</p> <p><b>Baku Boulevard</b> to breath fresh sea air and admire the pure nature.</p> <p><b>The Museum of Modern Art</b>, which is of great interest of foreigners visiting the city and etc.</p> <p>Daytime Baku attracts with fashionable malls &amp; boutiques. Those who love shopping can spend hours there to please themselves. Unique, delicious national cuisine can be tested at the restaurants widely opening their doors to its visitors. Those found of Spanish, Italian, Mexican, Chinese and Japanese food will not be forgotten. Hospitable Baku is the place to please any taste and whims.</p>

**FIG ACROBATIC GYMNASTICS WORLD CUP  
BAKU (AZERBAIJAN)  
November 17 & 18, 2018**

	<p>For more information's, please, visit:</p> <p><a href="http://azerbaijan.travel/en">http://azerbaijan.travel/en</a> - Azerbaijan's official tourism web page</p>
<b>Appendices</b>	<p><b>Appendix 1 - Tariff Sheets</b>  <b>Appendix 2 - Music Form</b>  <b>Appendix 3 - Change to the list of Gymnasts' names</b>  <b>Appendix 4 - Change to the list of Officials' names</b>  <b>Appendix 5 - Questionnaire</b>  <b>Appendix 6 - Training Schedule</b>  <b>Appendix 7 – Layout</b></p>

With Best Wishes,



**Nurlana Mammadzada**  
LOC Executive Director