

FEDERATION INTERNATIONALE DE GYMNASTIQUE



37TH FIG RHYTHMIC GYMNASTICS WORLD CHAMPIONSHIPS
INDIVIDUAL AND GROUP COMPETITIONS

BAKU (AZE)

16 – 22 SEPTEMBER 2019



WORKPLAN

ID 13338

Table of contents:

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)	4
2. HOST FEDERATION AND LOCAL ORGANIZING COMMITTEE (LOC)	5
3. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)	7
4. PARTICIPATION RIGHT AND ACCREDITATIONS	10
5. INSURANCE	12
6. NOMINATIVE REGISTRATIONS	12
7. CHANGES TO THE LIST OF NAMES	13
8. MUSIC AND MUSIC FORM	13
9. VENUE	14
10. TRANSPORTATION AND VISAS	14
11. ACCOMMODATIONS	15
12. MEALS	15
13. TRAINING SCHEDULES	16
14. COMPETITION FORMAT AND PROGRAMME	17
15. KISS & CRY	18
16. FIG CERTIFIED APPARATUS	18
17. CONTROL OF HAND APPARATUS	18
18. SUPERIOR JURY AND JUDGES' PANELS	19
19. JURY OF APPEAL AND SUPERVISORY BOARD	19
20. ANNOUNCEMENTS DURING COMPETITIONS	19
21. SCORING	19
22. INQUIRY	19
23. CEREMONIES	20
24. LONGINES PRIZE OF ELEGANCE	21
25. MEDICAL SERVICES	21
26. DOPING CONTROL AND THERAPEUTIC USE EXPEMPTIONS	22
27. PRIZE MONEY	22
28. MEETINGS – INSTRUCTIONS – OFFICIAL FUNCTIONS	22
29. VIP LOUNGE AND ATHLETES' LOUNGE	24
30. MEDIA AND TV	24
31. GYMNASTICS AMBASSADOR	25
32. INFORMATION BAKU	26
33. SUMMARY OF REMAINING DEADLINES	27

FOREWORD

The Workplan for the 37th FIG Rhythmic Gymnastics World Championships (WCH) in Baku (AZE) to be held from 16 to 22 September 2019 has been developed between the FIG Headquarters, the FIG RG TC and the LOC, in accordance with the following FIG regulations and rules (as valid in 2019):

- Accreditation Rules
- Advertising and Publicity Rules
- Anti-Doping Rules
- Apparatus Norms
- Code of Ethics
- Code of Points (version valid 1st February 2018) and relevant Newsletters
- General and Specific Judges' Rules for Rhythmic Gymnastics
- Licenses Rules
- Media Guideline
- Medical Organization of the FIG Competitions and Events
- Regulations for Awards Ceremonies
- Statutes
- Technical Regulations
- And subsequent decisions of the FIG Executive Committee and Technical Committee

All participating Federations commit to respect the Statutes and all FIG Regulations, especially with regards to the license, the age and the nationality of the gymnasts, as well as the respective Regulations concerning "Insurance" art. 11.6 of the Technical Regulations.

Federations which have not fulfilled their financial obligations towards the FIG (such as annual membership fees, unpaid invoices, non-refundable entry fee, etc.) and the LOC (such as accommodation, meals, etc.) will not be allowed to participate in these World Championships.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

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Website: <http://www.gymnastics.sport>

FIG Officials

President	Morinari Watanabe
President of the Jury of Appeal and the Supervisory Board	Ron Galimore
Member of the Jury of Appeal and the Supervisory Board	Jesús Carballo Martinez
President of the Anti-doping, Medical and Scientific Commission	Dr. Mariela Sirakova
Ambassador	Yana Batyrshina
Apparatus Commissioner	Ludwig Schweizer

Technical Committee and Superior Jury

President	Nataliya Kuzmina
Vice President	Noha Abou Shabana
Vice President	Shihoko Sekita
Member	Caroline Hunt
Member	Mariya Gigova
Member	Daniela Delle Chiaie
Member	Isabell Sawade

Athletes' Representative	Liubou Charkashyna
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FIG Staff

Secretary General	Nicolas Buompane
Technical Coordinator	Steve Butcher
RG Sports Manager	Sylvie Martinet
Sports Manager	Eunice Lebre
Sports Manager	Claudia Schoensleben
Media and Television Manager	Vilma Ruffini
Media Operation Manager	Raquel Nunes
Editor	Amanda Turner
Official Photographer	Volker Minkus

FIG – Television

TV Coordinator and Producer	Jean-François Rossé
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Longines – IRCOS

Longines Team Manager	Christophe Pittet
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2. HOST FEDERATION AND LOCAL ORGANIZING COMMITTEE (LOC)

Host Federation:

AZERBAIJAN GYMNASTICS FEDERATION (AGF)

Contact Person: Ms. Fatima Shafizada

MGA - Milli Gimnastika Arenası (National Gymnastics Arena)

178 Heydar Aliyev Avenue

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Tel: +99412 493 30 11

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Fax: +99412 493 95 00

E-mail: administration@aqf.az

Website: www.aqf.az

Local Organizing Committee (LOC) - Main Contacts

Nurlana Mammadzada - LOC Executive director

Mobile: +99450 385 3969

E-mail: office@aqf.az

Natalya Bulanova - LOC, Competitions' director

Tel.: +99412 598 4082

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Khagani Farajov - LOC Accommodation & Transport Services Manager

Tel.: +99455 918 8040

Farid Mammadzada - LOC, Head of Accreditation

Tel.: +99450 573 2277

Namig Badirkhanov - LOC, Medical Manager

Tel.: +99450 373 4565

LOC Officials and Members

President	Mehriban Aliyeva
Vice President	Azad Rahimov Altay Hasanov
Executive Director	Nurlana Mammadzada
Event's Manager	Natalya Bulanova
Competitions' Secretary	Nigar Mirzayeva
Head of Finance	Viktoriya Abushova
Head of Accreditation	Farid Mammadzada
Venue Manager	Magsud Farzullayev Narmina Guliyeva
Head of Press	Bika Abdullayeva
Press Officer	Sara Zeynalova
Medical Officer and Head of Security	Namig Badirkhanov
Ceremonies' Director	Mariana Vasileva
Marketing Managers	Inara Israfilbayova Farhad Ahmadbayli
Volunteer Work Manager	Khagani Farajov
Sport Presentation	Lala Maharramova Radel Vishnevski Fatima Shafizada
Responsible for Transport	Rashid Mammadov
International Relations Manager	Mehman Aliyev

Sport Information Center and Desk

The Sport Information Desk (SID) will be located on the Level 0 close to the Delegations' entrance and will be in operation during all Training, Warm-up, and Competition times. The Information Desk will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition



SID phone number: +99455 544 6747 (also printed on the back of the Accreditation card)

Delegations' Mail Boxes will be set up at the SID.

A special "Mail Box" authority card will be issued during accreditation to each Head of Delegation or his/her Representative. This card must be shown by the Head of Delegation or his/her Representative when collecting new information from their Delegation' Mail Box. The Delegation member designated to collect the information from the Delegation' Mail Box will be required to sign each time he/she collects a document.

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

The relevant documents will also be available on the mobile application. The LOC will distribute log-in details to the Heads of Delegations to access the application concerned.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose).

Information desks and boards, including transport, will also be set up at each official hotels' lobby.

Liaison Officers

The Official Language will be English. No designated Liaison Officers will be assigned to escort each Federation. Interpretation from and into any other language must be organized by the Delegations.

3. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)

DATE / TIME	DESCRIPTION	MGA
MON. 09 Sept <i>As announced</i>	<i>Arrival of FIG Staff</i>	
TUE. 10 Sept <i>As announced</i> <i>As needed</i>	<i>Arrival of FIG RG Technical Committee Members</i> Meeting FIG staff and LOC staff	MGA (FIG Staff Room, -2)
WED. 11 Sept 09:00 – 19:00 <i>As needed</i>	FIG RG Technical Committee Meeting Meeting FIG staff and LOC staff	MGA (FIG TC room, - 2) MGA (FIG Staff Room, -2)
THU. 12 Sept <i>As announced</i> 09:00 – 19:00	<i>Official arrival day of Delegations for RGI competitions</i> FIG RG Technical Committee Meeting	MGA (FIG TC Room, -2)
FRI. 13 Sept <i>As announced</i> 08:00 – 20:00 09:00 – 10:00 10:15 – 19:00 15:00 – 17:00	<i>Last arrival day of Judges for RGI competitions</i> <i>Official arrival day of Reference Judges for RGI and RGG competitions</i> Training for RGI as per schedule Orientation Meeting for RGI Competitions FIG RG Technical Committee Meeting Sightseeing tour	MGA (Training Hall, A&B) MGA (Artistic Lounge, + 1) MGA (FIG TC Room, -2)
SAT. 14 Sept 07:30 – 22:36 09:00 – 18:00 09:00 – – 18:00 15:00 – 17:00 18:00 – 18:30	Training and Podium training for RGI as per schedule Athletes' portrait photo session Draw for RGI D-Judges (Qualifications with Team ranking and All-Around Final), followed by Judges' instruction and Judges' oath for RGI Sightseeing tour Judges' instruction by Swiss Timing	MGA (Training Hall A&B, FoP -2) MGA (Green Room, -2) MGA (Judges' Room, -2) MGA (Judges' Room, -2) MGA (FoP, -2)
SUN. 15 Sept 07:30 – 22:36 09:00 – 18:00	Training and Podium training for RGI as per schedule Athletes' portrait photo session	MGA (Training Hall A&B, FoP -2) MGA (Green Room, -2)
MON. 16 Sept 08:00 – 21:00 10:30 – 11:45 12:00 – 13:20 13:35 – 15:00 16:00 – 17:20 17:35 – 17:50 19:15 – 20:00 Following	Training for RGI as per schedules Draw for E/T/L Judges and briefing for RGI Qualifications Hoop & Ball RGI Qualification, group A Hoop and Ball alternatively RGI Qualification, group B Hoop and Ball alternatively RGI Qualification, group C Hoop and Ball alternatively RGI Qualification, group D Hoop and Ball alternatively Opening Ceremony FIG RG Technical Committee meeting – Judges' evaluations	MGA (Training Hall, A&B) MGA (Judges' Room, -2) MGA (FoP, -2) MGA (FIG TC Room, -2)

TUE. 17 Sept		
08:00 – 21:00	Training for RGI as per schedules	MGA (Training Hall, A&B)
08:30 – 09:45	Judges' briefing for RGI Qualifications Hoop & Ball	MGA (Judges' Room, -2)
10:00 – 11:20	RGI Qualification, group C Hoop and Ball alternatively	MGA (FoP, -2)
11:35 – 12:50	RGI Qualification, group D Hoop and Ball alternatively	
14:00 – 15:20	RGI Qualification, group A Hoop and Ball alternatively	
15:35 – 17:00	RGI Qualification, group B Hoop and Ball alternatively	
18:15 – 19:15	Draw for D/E/T/L Judges for RGI Apparatus Finals Hoop and Ball	MGA (Judges' Room, -2)
19:30 – 20:00	Presentation of Finalists and RGI Hoop Final	MGA (FoP, -2)
20:05 – 20:35	Presentation of Finalists and RGI Ball Final	
20:40 –	Award Ceremony RGI Hoop Final	
– 20:55	Award Ceremony RGI Ball Final	
Following	FIG RG Technical Committee meeting – Judges' evaluations	MGA (FIG TC Room, -2)
WED. 18 Sept		
<i>All day</i>	<i>Official arrival day of Delegations for RGG Competitions</i>	MGA (Accreditation Centre -2)
08:00 – 21:10	Training for RGI as per schedules	MGA (Training Hall, A&B)
10:30 – 11:45	Draw for E/T/L Judges and briefing for RGI Qualifications Clubs & Ribbon	MGA (Judges' Room, -2)
12:00 – 13:40	RGI Qualification, group D Clubs and Ribbon alternatively	MGA (FoP, -2)
13:55 – 15:40	RGI Qualification, group C Clubs and Ribbon alternatively	
16:40 – 18:40	RGI Qualification, group B Clubs and Ribbon alternatively	
18:55 – 20:50	RGI Qualification, group A Clubs and Ribbon alternatively	
21:00 – 22:00	FIG President Meeting with Top RGI Coaches (by invitation only)	tbc
Following	FIG RG Technical Committee meeting – Judges' evaluations	MGA (FIG TC Room, -2)
THU. 19 Sept		
<i>All day</i>	<i>Last arrival day of Judges for RGG competitions</i>	
08:00 – 20:35	Training for RGI as per schedules	MGA (Training Hall, A&B)
10:00 – 21:00	Training for RGG as per schedules	MGA (Training Hall, B)
07:45 – 08:45	Orientation Meeting for RGG Competitions	MGA (Artistic Lounge, 1)
07:30 – 08:45	Judges' briefing for RGI Qualifications Clubs & Ribbon	MGA (Judges' Room, -2)
09:00 – 11:00	RGI Qualification, group B Clubs and Ribbon alternatively	MGA (FoP, -2)
11:15 – 13:10	RGI Qualification, group A Clubs and Ribbon alternatively	
14:10 – 15:50	RGI Qualification, group D Clubs and Ribbon alternatively	
16:05 – 17:50	RGI Qualification, group C Clubs and Ribbon alternatively	
18:15 – 19:15	Draw for D/E/T/L Judges and briefing for RGI Apparatus Finals Clubs & Ribbon	MGA (Judges' Room, -2)
19:30 – 20:00	Presentation of Finalists and RGI Clubs Final	MGA (FoP, -2)
20:05 – 20:35	Presentation of Finalists and RGI Ribbon Final	
20:40 –	Award Ceremony RGI Clubs Final	
	Award Ceremony RGI Ribbon Final	
– 21:00	Award Ceremony for Team	
21:15 – 22:15	Round Table for RGI and RGG with FIG President	tbc
Following	FIG RG Technical Committee meeting – Judges' evaluations	MGA (FIG TC Room, -2)

FRI. 20 Sept		
07:30 – 21:35	Training and Podium for RGG as per schedule	MGA (Training Hall A&B, FoP -2)
07:15 – 20:30	Training for RGI All-Around finalists	MGA (Training Hall, B)
07:30 – 12:40	Draw for RGG D-Judges (General Competition), followed by Judges' instruction and Judges' oath for RGG	MGA (Judges' Room & FoP, -2)
10:00 – 11:30	Medical and anti-doping Round Table	MGA (Artistic Lounge, 1)
12:40 – 13:00	Judges' Instruction by Swiss Timing for RGG Judges	MGA (FoP, -2)
13:15 – 14:15	Draw for E/T/L- Judges and briefing for RGI All-Around Final	MGA (Judges' Room & FoP, -2)
14:30 – 17:25	Presentation of Finalists and RGI All-Around Final Group B	MGA (FoP, -2)
17:40 – 20:35	Presentation of Finalists and RGI All-Around Final Group A	
20:35 – 20:40	Longines Prize of Elegance	
20:40 – 20:50	Award Ceremony RGI All-Around Final	
21:00 – 22:00	Athletes' meeting	MGA (Athletes' Lounge, 1)
Following	FIG RG TC meeting – Judges' evaluations	MGA (FIG TC Room, -2)
SAT. 21 Sept		
<i>As announced</i>	<i>Departure of RGI Delegations</i>	
08:00 – 18:10	Training for RGG as per schedules	MGA (Training Hall, A)
13:00 – 14:15	Draw for E/T/L Judges and briefing for RGG General Competition	MGA (Judges' Room, -2)
14:30 – 16:10	RGG General Competition Group A, 5 Balls and 3 Hoops + 2 Pairs of Clubs alternatively	MGA (FoP, -2)
16:30 – 18:10	RGG General Competition Group B, 5 Balls and 3 Hoops + 2 Pairs of Clubs alternatively	
18:15 – 18:25	Award Ceremony RGG General Competition	
18:45 – 19:45	FIG President Meeting with Top RGG Coaches (by invitation only)	tbc
Following	FIG RG TC meeting – Judges' evaluations	MGA (FIG TC Room, -2)
SUN. 22 Sept		
07:45 – 16:00	Training for RGG Finalists as per schedules	MGA (Training Hall, A)
13:00 – 14:15	Draw for D/E/T/L Judges and briefing for RGG 5 Balls Final and 3 Hoops + 2 Pairs of Clubs Final	MGA (Judges' Room, -2)
14:30 – 15:13	Presentation of Finalists and RGG 5 Balls Final	MGA (FoP, -2)
15:15 – 15:58	Presentation of Finalists and RGG 3 Hoops + 2 Pairs of Clubs Final	
16:00 –	Award Ceremony RGG 5 Balls Final	
– 16:15	Award Ceremony RGG 3 Hoops + 2 Pairs of Clubs Final	
16:15 – 16:45	Closing Ceremony and Gala	
20:00	Farewell Banquet	tbc
MON. 23 Sept		
<i>As announced</i>	<i>Departure of RGG Delegations</i>	
09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	MGA (Judges' Room, -2)
TUE. 24 Sept		
09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	MGA (Judges' Room, -2)
WED. 25 Sept		
<i>As announced</i>	<i>Departure FIG RG Technical Committee Members and FIG Staff</i>	

4. PARTICIPATION RIGHT AND ACCREDITATIONS

Please refer to the directives for details on the participation rights and maximum delegation size, supplementary accreditations, payment procedures, and insurance deadlines.

A list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these WCH and who are not on this list must send to the FIG Offices (attention Mr. Loïc Vidmer at vidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated into English or French. They must also complete as soon as possible but at the very latest at the deadline of the Nominative Registration – Step 1, the “Form to be accredited as Medical Doctor or Paramedical staff at FIG Events”. This Form can be downloaded from the FIG database after creating a profile for Medical Staff, (please refer to the FIG database User instructions available on the FIG administration website). Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. The accreditation is personal and non-transferable. It indicates and defines individuals' right to access to the different zones as per their functions, as well as to the LOC transport service (if accommodation booked through the LOC only).

All participants and officials are required to wear their accreditation card at all times. The accreditation card is also necessary to pass the security controls.

Accreditation cards will have 3 different colours in order to identify delegations for Individuals from Groups. Blue for Individual, pink for Group and yellow for both Individual and Group (for members such as Head of Delegation, Medical personnel, etc. who are in function for both Individual and Group competitions). The access in the training and warm-up halls will be strictly limited to the gymnasts participating in the specific training or competition (Individual or Group) and according to the training and warm-up schedule, with the appropriate delegation member.

Accreditations for Individual competitions will not be valid for Group competitions and vice versa. Once the individual competitions are finished, Delegation seating only (Zone 6) will be accessible during group competition time exclusively. Accreditations for group delegations will not be distributed prior to the official arrival day for group delegations (18 September 2019).

Any misuse of an accreditation (zone, time, TAC, etc.) shall lead to the immediate withdrawal of the accreditation and a fine of CHF 2'500.- for each case.

Further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

In case of lost or stolen accreditation cards, the LOC and the FIG must be informed immediately to block the accreditation. They may be replaced at the expense of the card holder (EUR 200).

Transferable access cards (TAC)

According to FIG Accreditation Rules, coaches will need to present a TAC to access the Competition Area (Field of Play (FoP), Zone 1). Medical personnel and Head of Delegations/Team Manager will need to present a TAC to access the Warm-up Hall (WuH Zone 3).

The TAC is valid only if presented in conjunction with the primary accreditation card. All delegations will be allocated a number of Zone 1 and Zone 3 TACs respecting FIG Accreditation Rules. Additional transferable access cards may be delivered by FIG upon request by the delegation due to competition schedule / conditions.

The TACs are only transferable within the National Federation's official delegation and appropriate function.

Lost or stolen transferable access cards shall not be replaced.

Accreditation Center / LOC Room

The Accreditation Center will be located at MGA, -2. The opening dates and time will be set once all arrival details have been received.

Upon arrival in Baku, each Head of Delegation will receive an appointment to facilitate and speed up the accreditation procedure. If a delegation decides to complete the accreditation procedure at another time, the LOC will not provide any transportation and will give priority to those countries who arrive at the agreed time.

Accreditation Distribution

Accreditations will be distributed to the Head of Delegation or his/her Representative at the Accreditation Center based on the nominative registrations submitted on the FIG online platform. FIG Accreditation rules will be strictly applied notably as far as the number of accreditations and TACs per Federations is concerned. No additional accreditations may be issued without the prior approval of FIG. Any additional person to the nominative list is considered as a spectator and must buy entry tickets.

Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

Control and Distribution of the Required Material

At accreditation the Head of Delegations or his/her Representative will be requested to:

- present to the LOC a valid passport of all Delegation members for proof of identity and control of Nationality. A scan of the passport of the accredited gymnasts will be made and handed out to the FIG
- present to the LOC the gymnasts' valid FIG License for further age control and anti-doping purposes
- check the correct names of their complete Delegation
- confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
- prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- show proof of the cover note or photocopy of the valid insurance policy in English
- verify the accommodation and meal requirements including the Farewell Banquet
- verify the return flight schedules
- confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form
- confirm the accuracy of the Music, uploaded on the LOC digital platform
- hand in one back up CD (1 CD per gymnast/group and per apparatus) for safety reasons or in case of technical problems

The LOC will distribute log-in details to the Heads of Delegations to access mobile application where all the information concerning the events will be available.

Music: Delegations will also be requested to bring one CD/USB key for training sessions. All CDs/USB keys must be labelled as mentioned in point 1.5.8 of the CoP. The CD/USB key will be returned to the Head of Delegation or his/her Representative at the SID at the conclusion of the competition.

Photo: if a photo has to be taken in Baku because none has been uploaded onto the LOC online system or the quality of photo is not appropriate for accreditation, there will be a charge to the federation of 15 EUR per missing photo, payable to the LOC at the time of accreditation.

It is recommended that Delegations take the Workplan, training and competition schedules and starting orders with them, as hard copies will not be distributed on site.

At accreditation the LOC will hand out to the Head of Delegation or his/her Representative:

- the revised pages of the Workplan, starting order and/or schedules, if applicable
- the FIG "Medical and anti-doping practical information"
- the diplomas of participation and souvenirs
- the meal tickets (if applicable), transportation schedules, invoices, delegation package, and invitations
- the Mail Box Authority card
- the information regarding gymnasts' safeguarding plan.

Delegation Seating

The LOC will reserve 312 of seats for the accredited delegation members in sector 114 & 115, level 0 in the Arena. These seats will be available on a "first come, first served" basis. Delegates will be requested not to sit in any other spectator seats within the arena unless permitted to do so by a representative of the LOC.

5. INSURANCE

Please refer to the Directives and to the document "[International Assistance Insurance Information](#)" provided by FIG for Gymnasts and Judges published on the FIG online calendar.

The LOC will subsequently offer insurance at the Federations own charge to the Delegation members with insufficient insurance cover at the price of 15 EUR per person / day.

6. NOMINATIVE REGISTRATIONS

Reminder:

Nominative Registrations – Step 1

The nominative registrations must be completed until **19 August 2019** (23h59 Swiss time) at the very latest.

For the qualification competition of Individual/Team:

at the time of the nominative registration, particular attention must be given to the apparatus chosen, as well as to the starting order of the gymnasts. Unit 1 is the first gymnast of her Federation to start at the prescribed apparatus, Unit 2 the second and Unit 3 (Clubs and Ribbon only) being the third gymnast to compete.

Nominative Registrations – Step 2

Each Federation will have the possibility to modify, if necessary, the apparatus and the starting order submitted at the nominative registration - Step 1 for its Individual gymnasts. For this purpose, the online nominative platform will reopen from 20 August until **28 August 2019** (23h59 Swiss time) to allow the Federations concerned to submit the necessary modifications.

Past this deadline, the online platform will be closed and no further modifications related to the apparatus chosen or to the starting order will be accepted. In the case an adjusted starting order is not received by the deadline of 28 August 2019, the initial Nominative registration submitted by 14 August 2019 will be used.

As per the FIG rules, the fine to be paid to FIG for missing or late nominative registration (after the deadline of **19 August 2019**) is of CHF 1'000.-.

As per FIG Code of Ethics art. 2d), during the conduct of their activities, FIG members are expected to display correct deportment, to declare any conflict of interest between the organization of which he/she is a member and all other organizations with which the FIG has relationships. Any close family relative* to a competitive gymnast may not judge that gymnast or his/her group at any FIG sanctioned event. If a conflict should or could appear, the president of the FIG is to be informed, so appropriate action can be taken.

*Note: definition of “close family relative”:

- they are or were married to or live in a registered partnership or co-habit with a gymnast
- they are related to a gymnast by birth or marriage in direct or in collateral line, including the following persons: grandparent, parent, uncle, aunt, brother, sister, child, grandchild, nephew and cousin

FIG Gymnasts' licences

Please refer to the Directives.

Gymnasts' age limit

Please refer to the Directives.

7. CHANGES TO THE LIST OF NAMES

Please refer to Section 1 Regulation 4.2 of FIG Technical Regulations for details on the provisions related to the changes of the lists of names.

Please use the appropriate Form (Appendix 1, 2 or 3) for any accreditation change's requests (function and / or name) made after the deadline of the Nomination Registration – Step 2.

REMINDER:

If any individual gymnast gets injured or ill after the Nominative Registration – Step 2, the replacing gymnast will have to perform all apparatus the sick or injured gymnast was registered for, and will fill the same position(s) in the draw (starting order) of the replaced gymnast.

8. MUSIC AND MUSIC FORM

Music

As per the Directives, the music must be uploaded (.mp3 or .wga formats) to the LOC digital platform by **28 August July 2019** at the very latest to organize the music check at the Arena before the event.

During the Competitions all music will be played by computer only. It is the responsibility of each Delegation to ensure that coaches and gymnasts listen to their music during the Podium training, and the Head Delegation/Coach to sign to confirm that he/she is happy with the recording.

Music Form:

Refer to the Directives for the submission of the Music Form.

In addition, if a change of gymnast or music occurs between Nominative Registration - Step 1 and Step 2, a revised Music Form must be sent to both FIG and LOC by **28 August July 2019** at the very latest.

While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each Federation will also confirm by filling-in the aforementioned Music Form and by returning it to the FIG and LOC that the music of their gymnasts does not violate any copyrights and that it can be broadcasted within sports.

9. VENUE

Please refer to the Directives for location of the competition, training and warm-up halls.

Specificities of the Field of Play (FoP)	• 1 Competition RG Floor 16 x 16 m on 80cm high podium. Look of the Event: purple & pink
Specificities of the Warm-up Hall (WuH)	Located at the back of the FoP behind the dividing black curtain. • 2 Floors 14 x 14m The WuH will be equipped with: Measuring table and scale for the check of the hand apparatus Music system compatible with CD/USB key for training day only Iron and ironing table Television and watch Longines CIS Water
MGA Arena Specificities of the Training Hall A	1 Training Hall at the same level as the FoP and WuH with. • 6 Floors 14 x 14m • Stretching area Equipped with: Music system compatible with CD/USB key Massage Tables Ballet bars and mirrors Irons and ironing tables Television Watch Water Ice Changing rooms and toilets
Airdome Training Hall B	Equipped with: • 4 Floors 14 x 14m • Stretching area Equipped with: Massage Tables Ballet bars and mirrors Irons and ironing tables Water Ice Changing rooms and toilets

Wi-fi is available inside the Arena and Air Dome.

10. TRANSPORTATION AND VISAS

Please refer to the Directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and deadlines.

Arrival

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

In case of night arrivals, the Head of Delegation will be driven to Accreditation Center next morning and will be informed of the timing allocated for this purpose upon arrival at the airport.

Departure

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be displayed on the board at the official hotels and will be posted on the mobile application.

Accreditation cards will not give the possibility to use the public transports in Baku.

Transport Office and Phone Number

Transportation Managers will be present at the SID and at the pick-up/drop off areas.

The transport office phone number (printed on the back of each delegate's accreditation card) is:

 +99455 918 8040(also printed on the back of the Accreditation card)

11. ACCOMMODATIONS

Please refer to the Directives for details on the selection of official Hotels (categories and prices), locations, reservations, payments procedures, and cancellation policy.

Each Federation is requested to register online via the LOC digital platform their “Accommodation by Name” (names-to-rooms assignment) and to pay the remaining 50% of their accommodation costs by **19 August 2019** at the very latest.

The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

12. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy.

The deadline for Delegations to submit their Meal request to the LOC via the digital platform and to pay the totality of the Meal costs is **19 August 2019** at the very latest.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 06:00 to 10:00

At the official Hotels:

- Lunch from 13:00 to 16:00
- Dinner from 19:30 to 22:30

At the MGA Arena:

- Lunch from 13:00 to 16:00
- Dinner from 19:00 to 21:30

Delegations having booked their meals at the hotels and MGA through the LOC digital platform will receive the meal vouchers during the accreditation procedure and then use them at the respective Hotel or at the MGA Arena depending on their request.

The LOC will provide the Delegations with free water in the training and in the warm-up hall. The LOC will provide the judges throughout the event with small drinks, fruits and snacks at the Judges' room.

The LOC will provide the judges on duty on competition days with free lunch. The judges will also be provided with free lunch on the day of the RGI Judges' instruction (September 14).

Farewell Banquet

Please refer to the Directives for details on the reservations as well as the payments procedures and the cancellation policies for all other persons willing to attend the Farewell Party or buy additional tickets.

Dress code: Smart Casual.

Bus transfers will be organized from the official hotels to the banquet and back as needed.

Accredited delegation members who do not stay at one of the official hotels and did not book their accommodation through the LOC, or all other persons willing to attend the Farewell Party or buy additional tickets have to send their request to the LOC at administration@aqf.az and to pay the amount of **125 EUR** per person by **19 August 2019** at the very latest.

Please note that there is limited availability of tickets to purchase.

Further information will be given at the Orientation Meeting.

13. TRAINING SCHEDULES

Official training schedules

The Official training schedules (Appendix 4) have been organized in accordance with the Technical Regulations.

There are 2 halls allocated for trainings:

- Training Hall A – within the Main Arena (MGA) adjacent to the warm-up
- Training Hall B – at the Air Dome located on the rear part of the MGA.

Delegations must respect the designated training times and the allocated training carpets. Delegations must also show respect to the other gymnasts sharing the same carpet. Changes to the official scheduled training hours will not be accepted. Each individual gymnast/group has the same possibility of training session.

After the Qualification competition, training sessions will be available to the individual and group gymnasts (including the reserves) who have qualified for the Individual All-Around Final and the Apparatus Finals.

Groups arriving earlier than the official arrival day for Group will not have the possibility of trainings in the official competition and/or training halls together with the respective Individual gymnasts of the same country (or others).

Podium training

Gymnasts will have the opportunity to perform their routine(s) on the Floor where the competition will take place on the official Podium training days only.

Early or late training opportunities

Delegations arriving earlier or departing later than the official arrival and departure dates are requested to contact the LOC (Fatima Shafizada, email – administration@aqf.az) in order to receive information on early training opportunities in local facilities. All costs (training floor, accommodation, catering, etc.) and logistical arrangements (incl. transportation from/to the airport) related to these early or late training opportunities will have to be covered by the National Federations concerned. As these opportunities are very limited, early or late training opportunities will be allocated on a first come, first served basis.

14. COMPETITION FORMAT AND PROGRAMME

Competitions will be conducted in accordance with the 2019 FIG Technical Regulations including Section 3 for RG, the current RG Code of Points and other technical directives of the FIG.

These WCH are also part of the gymnasts' qualification for the [2020 Olympic Games in Tokyo \(JPN\)](#). They will serve to qualify:

- The 16 highest ranked Individual gymnasts from the All-Around Final results
- The 5 highest ranked eligible Groups from the Group ranking results of the General Competition (All-Around) not already qualified from the 2018 WCH in Sofia (BUL)

These WCH will also qualify the Individual gymnasts for [The 2021 World Games in Birmingham \(USA\)](#).

They will serve to qualify:

- The 20 highest ranked Individual gymnasts from the All-Around Final results (places allocated to the NFs and not to the gymnasts)
- The 4 Wild Cards based on the results of the Qualifications and allocated to the gymnasts (places nominative)

Individual Competitions

Qualifications with Team ranking

Each team must perform a total of 10 exercises and the classification is made by adding the 8 best scores registered by the gymnasts of the team. The competition programme for 2019 is as follows:

- 2 Hoop exercises
- 2 Ball exercises
- 3 Clubs exercises
- 3 Ribbon exercises

All-Around Final

Group B (gymnasts ranked 13-24 from the Qualification) start the All-Around Final competition, followed by Group A (gymnasts ranked 1-12 from the Qualification).

All-Around Finalists will stay in the competition area after their last routine (fourth apparatus) to watch the competition. Dedicated seating will be allocated specially for them.

Apparatus Final

The best 8 gymnasts (maximum of 2 per National Federation) of Qualifications, on each of the 4 apparatus of the programme are designated to participate in the Individual Apparatus Finals.

Group Competitions

General Competition - All-Around ranking

Each Group shall present one exercise with 5 Balls and the other one with 3 Hoops and 2 pairs of Clubs.

Each National Federation may enter 5 to 6 gymnasts for the total programme of group exercises (2 exercises and 2 finals). In case of 6 gymnasts, all 6 gymnasts must take part in at least one exercise. Should one gymnast not take part in any exercise, the group is disqualified.

The group composition must be submitted for both exercises at the time of the nominative registration.

The identity of each gymnast will be checked before entering the competition floor for both exercises. The coach will be informed should the group composition not correspond to the one submitted. He/she will be given the possibility to modify the group composition to be in accordance with the one declared. Should the coach let his/her group compete with a different composition will result in the disqualification of his/her group from the respective exercise(s). As a result, the group will not be ranked in the All-Around Ranking List nor in the Ranking List of the routine it was disqualified from. Modifications of the group composition can be accepted on site only with a medical certificate verified by the official FIG doctor.

Final using one type of apparatus, Final using two types of apparatus

The Groups placed in the first 8 places of the Qualifications for either of the 2 routines, shall take part in the respective Final.

Presentation of the Finalists

Individual and Group gymnasts will be presented before each Final (Individual All-Around, Individual and Group Apparatus Finals). **Participation is mandatory.**

The timing for these presentations is already considered in the training and competition schedule.

Reserve Individual gymnast and Group

Three (3) reserve gymnasts / groups are designated, taking into account the list of results of Qualification. If called upon, a reserve works in accordance with the order of the gymnasts / groups replaced. **Reserves must be prepared to compete and present in the warm-up hall in case they are called upon.**

Gymnasts' drawing of lots

Based on the Definitive Registrations the [gymnasts' drawing of lots](#) for the Qualifications and the Finals was conducted on 02 July 2019 at 10:00am at the FIG Headquarters in Lausanne (SUI).

As per FIG Technical Regulations Art. 4.2, after the draw, no gymnast can be added to the number of gymnast(s) declared in the Definitive Registration. No additional gymnasts may appear at the accreditation.

The Competition Director and the Floor Manager will be in charge of the competitions, warm-ups and training areas. All instructions given by them must be strictly observed, especially during TV broadcast.

During competition, on the FoP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device.

15. KISS & CRY

The number of persons authorized at the Kiss & Cry is:

- Individual competition: 1 gymnast and 1 or 2 coaches with TAC only
- Group competition: 5 or 6* gymnasts and 1 or 2 coaches with TAC only

**Should the 6th gymnast be at the Kiss and Cry, she must wear the same competition attire as the other gymnast from her Group otherwise she will not be allowed to stay at the Kiss & Cry*

This rule has to be strictly respected; any violation of it will result in a fine, and further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

16. FIG CERTIFIED APPARATUS

The Manufacturer Supplier is Spieth. The floors' reference is "RG floor Beijing Ref 1790280" colour beige.

The detailed list of apparatus is published on the FIG [online calendar](#).

17. CONTROL OF HAND APPARATUS

The list of the RG Hand Apparatus with valid certificates is published on the FIG website ([here](#)) and updated regularly. **Make sure that your gymnasts use only FIG certified Hand Apparatus** for this event and for any other FIG recognized competitions.

Contrary to what was mentioned in the Directives **each** apparatus will be checked during the event. These controls will be carried out by a Representative of FIG and a Representative of the GYMLAB - Freiburg Test Institute and will take place at the end of each Podium training session. Gymnasts will not be allowed to compete with Apparatus which does not comply with the norms.

18. SUPERIOR JURY AND JUDGES' PANELS

Superior Jury

The whole Technical Committee will form the Superior Jury, the RG TC President being its President.

Judges and Judges' panels

Please refer to the Directives for Judges' eligibility.

Only judges with the appropriate and valid category of brevet for their function for this XIV Cycle (2017-2020) will be authorized to judge in Baku.

19. JURY OF APPEAL AND SUPERVISORY BOARD

The Jury of Appeal and Supervisory Board consist of two members (one acting as President) and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

20. ANNOUNCEMENTS DURING COMPETITIONS

During the competitions, the announcements will be made in Azerbaijani and in English.

21. SCORING

Longines will provide the official scoring equipment and IRCOS system for the video control.

Start lists of competitors, lists of judges, intermediate results and final result book will be distributed via e-mail to the NFs' official e-mail address and to their Head of Delegation's e-mail address, through the Event app Mobile application as well as displayed at the SID and in the lobbies of the official hotels.

Federations are kindly requested to send by e-mail to the FIG (attn. smartinet@fig-gymnastics.org) as soon as possible but by no later than **28 August 2019** the exact contact name, phone number and e-mail address of their Head of Delegation or Representative while in Baku for proper delivery of official documents.

22. INQUIRY

As per Art. 8.4 of the TR and the clarifications published in FIG Official Communication on 9 July 2018, inquiries for the difficulty scores are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following individual gymnast or group is shown. For the last individual gymnast/group of a rotation, this limit is one minute after the score is shown on the score board.

The person designated to receive the verbal inquiry (Inquiry Officer) has to note the time of receiving it and this starts the procedure. Only the accredited coaches in the competition area are entitled to submit an inquiry. The expected score must be mentioned on the inquiry form for the inquiry to be accepted. An area close to the Kiss & Cry where the coach of the competing gymnast can see the score of the exercise will be designated. Late verbal inquiries will be rejected.

A National Federation is not allowed to complain against a gymnast from another federation. Inquiries for Execution scores are not allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires an agreement of payment of USD 300.-- for the first inquiry, USD 500.-- for the second inquiry, USD 1'000.-- for the third and all subsequent inquiries, lodged by the same Federation throughout the World Championships (and not starting from “1” at each competition phase). Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Federations shall not pay cash when submitting an inquiry as cash money is prohibited on the FoP.

Every inquiry must be examined by the Superior Jury and a final decision which may not be appealed must be taken at the very latest:

- at the end of the rotation for the Qualifications and for the All-Around competitions
- before the score of the following individual gymnast/group is shown for the Apparatus Finals

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation.

Since in Rhythmic Gymnastics the D-score is divided into two parts – Body Difficulty (DB - D1-D2) and Apparatus Difficulty (DA - D3-D4), each part is considered as a distinct score and must be challenged separately (either DB and DA or only DB or DA). Thus, if DB and DA of the same routine are challenged, the coach has to submit two inquiries with the respective forms. DB will be considered as first inquiry, DA as second inquiry.

23. CEREMONIES

Opening Ceremony

Gymnasts from participating Federations will not take part in the official Opening Ceremony but are kindly invited together with all Delegation members to watch it from the delegation seating.

The show part of the Opening Ceremony is called “Eastern Fairy Tale”. More than 200 Azerbaijani gymnasts representing different gymnastics disciplines will be involved in the Opening Ceremony.

At the end of the official speeches, the Oaths (i.e. Judges’, Athletes’ and Coaches’) will be delivered.

Award Ceremonies

The Awards Ceremonies will be held as per the schedules mentioned in the general programme and carried out in accordance with the FIG Regulations for Award Ceremonies.

The gymnasts must wear their **national tracksuits**.

The gymnasts requested to attend the award ceremonies will be as follows:

Team Ranking	All individual gymnasts including one coach from Teams ranked 1 st to 3 rd
Individual Apparatus Finals	Individual gymnasts ranked 1 st to 3 rd
Individual All-Around Finals	Individual gymnasts ranked 1 st to 8 th
Group General Competition (All-Around)	Group ranked 1 st to 3 rd
Group Apparatus Finals	Group ranked 1 st to 3 rd

The following awards are given to the first 8 ranked gymnasts in the All-Around competitions and Apparatus Finals as well as in the Team ranking.

1 st place	1 gold medal and 1 diploma per gymnast
2 nd place	1 silver medal and 1 diploma per gymnast
3 rd place	1 bronze medal and 1 diploma per gymnast
4 th to 8 th place	1 diploma per gymnast (including one coach for team)

The diplomas for the gymnasts who will not be on the podium during the Award Ceremony (ranked 4th – 8th except for RGI All-Around) will be distributed during the Farewell Banquet.

The national flags of the best 3 individual gymnasts, groups or teams will be hoisted and the national anthem of the World Champions will be played.

Please ensure that your Federation's medalists are in time for the line-up prior to the ceremonies.
A team, individual gymnast or a group who is absent with unjustified reason will be disqualified.

Closing Ceremony

The closing Ceremony will take place immediately after the last Award Ceremony for Group.

Gala

The Gala will take place immediately after the Closing Ceremony.

The Gala is open to all interested gymnasts who have submitted the Gala Form during the accreditation (appendix 5).

24. LONGINES PRIZE OF ELEGANCE

The prestigious Longines Prize for Elegance will honour the Individual All-around gymnast judged to be the most elegant. The basis for evaluating, judging and awarding the Prize of Elegance will include emotional appeal extending beyond technical considerations to beauty charm and charisma as well as grace and harmony of the movements. The winner of the Longines Prize for Elegance will receive a statue by Swiss artist Jean-Pierre Gerber, a Longines watch, as well as a check. The prize will be presented immediately before the Award Ceremony for the Individual All-Around Final.

25. MEDICAL SERVICES

The medical service will be provided by the LOC Medical Staff according to the FIG Rules "[Medical Organization of the FIG Competitions and Events](#)".

Please review the document "Medical and anti-doping practical information" handed out at accreditation as it contains information regarding the access to medical care and mentions useful contact details in case of emergency.

The Official hospital will be:

Name: City Hospital

Address: 18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan

Tel: +99412 449 9274

The official LOC Medical Doctor will be – Namiq Badirkhanov

The official FIG Medical Doctor will be Dr. Mariela Sirakova, member of the FIG Anti-doping, Medical and Scientific Commission.

26. DOPING CONTROL AND THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, doping control will be organized according to the current WADA Code, WADA International Standards and FIG Anti-Doping Rules.

The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with her Federation, to submit her request to the FIG no later than 30 days before the start of this competition. No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

27. PRIZE MONEY

The following Prize Money (free of deductible taxes) will be transferred by the AZE Federation in CHF to the National Federations' bank account concerned:

Team Ranking (per Team)	Gold	CHF 6'000
	Silver	CHF 4'000
	Bronze	CHF 3'000
Individual All Around	Gold	CHF 6'000
	Silver	CHF 4'000
	Bronze	CHF 2'000
Individual Apparatus (per apparatus)	Gold	CHF 4'000
	Silver	CHF 3'000
	Bronze	CHF 2'000
Group All Around (per Group)	Gold	CHF 10'000
	Silver	CHF 6'000
	Bronze	CHF 4'000

The following additional Prize Money/Support (free of deductible taxes) will be paid by the FIG in USD to the National Federations concerned by bank transfer at the end of the World Championships:

Group General Competition (CI, All-Around)	1 st place	USD 10'000
	2 nd place	USD 6'000
	3 rd place	USD 4'000
	4 th place	USD 3'000
	5 th place	USD 3'000
	6 th place	USD 3'000

In case of a tie, the prize money/additional prize money of the respective ranking will be added and divided by the number of tied individual gymnasts or groups.

28. MEETINGS – INSTRUCTIONS – OFFICIAL FUNCTIONS

Orientation Meeting

The Orientation Meetings held exclusively in English will take place at the MGA Arena at the Artistic Lounge at Level 1. Important information concerning the detailed organization of the World Championships will be given by the LOC and the FIG.

Participation is compulsory as per Technical Regulations, Section 1, Reg. 5.12. Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

Delegation representatives have to attend these meetings with a maximum of 2 accredited members per Delegation, including the Head of Delegation or his/her Representative. Judges who wish to attend the Orientation Meeting will be part of the 2 delegation members and may not represent their country.

After each Orientation meeting a light breakfast will be served as a welcome reception.

Judges' Instructions, Meetings, Briefings and Draw

All the judges are required to take part in the judges' instruction (Appendix 6), briefings, draws and subsequent meetings. Judges who do not participate will not be authorized to judge and will receive warnings and possibly other sanctions as well.

For competition, Judges must respect the FIG dress code (blue skirt or trousers and blue jacket, white shirt, no tank top, minimum short sleeves).

Longines Instruction for Judges

The Longines Instruction will be held in the Judges' meeting room and on the FoP as mentioned in the general programme.

TC Meeting and Video Analysis

A continued evaluation of the judge's work will be carried out by the Members of the Technical Committee. This will be done by observation and scoring by the responsible members of the Superior Juries during the competitions and by a global video analysis after the competitions. In case mistakes are established, the responsible judges will be disciplined accordingly.

FIG President Round Table

Heads of Delegation, Coaches and Judges for a total of maximum 3 per Delegation are invited to participate in the Round Table presented by FIG President Morinari Watanabe.

As prior registration is required, each Federation is kindly required to send to FIG at smartinet@fig-gymnastics.org Appendix 7 by **28 August 2019** at the very latest.

FIG President Meeting with Top Coaches (BY INVITATION ONLY)

The goal of these meetings is for the FIG to acquire feedback from top federations in individual and group.

The top 3 Federations and next 2 best from different continents from the All-Around Final (RGI) and General Competition All-Around (RGG) from the Sofia 2018 World Championships are invited.

Round table on Medical aspects and fight against Doping

The FIG Anti-doping, Medical, and Scientific Commission will invite all accredited National Federations' Medical doctors and Paramedical Staff to a Medical Round Table.

This Medical Round Table, presented by Dr. Mariela Sirakova, is highly recommended. It is meant to provide valuable information on medical **and focused on anti-doping fight and education**.

For confirmation of participation, please use Appendix 8. Deadline: **28 August 2019**.

Athletes' Meeting

The FIG and its Athletes' Representative for Rhythmic Gymnastics, Ms. Liubou Charkashyna, would like to invite athletes from all participating Federations to the Athletes' Meeting to give information on the last changes of the Rules, approach the topic of doping, share ideas about the future of Rhythmic Gymnastics and give information on the new safeguarding plan adopted by FIG.

All gymnasts are more than very welcome.

Sightseeing Tour

Delegations' members may join sightseeing tour arranged by the Local Organizing Committee from 15:00 to 17:00 on September 13 & 14. The departure for the sightseeing tour will be from MGA and the delegations will be brought back to MGA. The tour is available in Russian and English languages.

29. VIP LOUNGE AND ATHLETES' LOUNGE

VIP Lounge (starts its operation on September 16) and Athletes' Lounge (starts its operation on September 13) are located on Level 1. The participants can spend their free time from trainings and competitions at the Athletes' Lounge where they can enjoy themselves with some table games, Wi-Fi access, snacks, fruits and soft drinks.

Delegations' seats are located on Level 0.

30. MEDIA AND TV

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 EF and 1 EFP) per federation to the communications staff of FIG member federations.

The deadline for registration was 24 July.

Media representatives as well as federations' communications staff can submit late requests online at <https://media.gymnastics.sport> in order to apply for media credentials for the World Championships. In addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Places for late requests are not guaranteed.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

Media Positions

Mixed Zone

Gymnasts must exit the Field of Play through the Mixed Zone after podium training sessions and competitions. This is where journalists collect flash quotes from the competitors.

While there is no obligation for a gymnast to STOP for interviews, it is compulsory for them to pass through the mixed zone according to the FIG Technical Regulations 2019, Reg. 4.11.15.

Federations are responsible for the proper and timely appearance of their gymnasts at press and media opportunities, such as the mixed zone and press conferences. Any federation whose athletes do not appear as stated above will be fined for each infraction. The amount of the fine has been fixed by the FIG Council in 2002 at CHF 2'000.-.

Cooperation with the press is most appreciated. To assist gymnasts to talk to the press, each participating federation may ask for one Mixed Zone Card, which allows staff to accompany gymnasts on the athletes' lane of the mixed zone. The cards are distributed onsite by the FIG Media staff.

Training halls

Media representatives are welcome in the training halls. However, they are kindly requested to remain in the designated areas (Zone 10) and not to disturb the training.

Warm-up halls

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

Podium training

All accredited media representatives have free access around the Field of Play during the official podium training sessions. ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. One or two coaches are allowed to assist the athletes in the Kiss and Cry Area.

Award ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to wave to the spectators and to allow photographers to take photos of all medallists.

Opening and Closing press conferences

No opening nor closing press conference are scheduled for this event.

Medallists' press conferences

No medallists' press conferences are scheduled for this event.

Publicity on Competition Attire – National Emblems

Publicity and national emblem rules on attire and equipment must be strictly respected as per the FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the online Publicity form if deemed necessary by **19 August 2019** in order to have it approved.

Please refer to the Directives for additional information on the Publicity Rule Chart. Should you need additional information or clarification, you may contact tv@fig-gymnastics.org for further assistance.

Athletes images for improved Sport Presentation

FIG has developed a system that allows us to use athletes profile photos for improved sport presentation during our World Championships.

The images will be shown on the scoreboards and video screen in the competition hall, during the TV broadcast and on the FIG website as part of the [athletes' biographies](#).

In order for us to promote your athletes and sponsors in the best possible way, an **official and compulsory athlete photo session** for Individual gymnasts only will be organised during the Podium trainings.

Your athletes are requested to wear their national tracksuit and any visible branding must meet the FIG Advertising Rules.

TELEVISION

Live television production of the finals is guaranteed. Competitors are requested to strictly follow the instructions of the Local Organising Committee.

Cameras and video recording

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' **and delegation seating** is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and/or publishing any such video and/or sound recordings including on social media and the internet. The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises on each apparatus will be recorded in high definition by digital video cameras (IRCOS). The official FIG IRCOS footage will be available for sale to all FIG member federations.

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

31. GYMNASTICS AMBASSADOR

Yana Batyrshina (RUS) has been chosen as Rhythmic Gymnastics Ambassador for the World Championships by the FIG in conjunction with the Local Organising Committee. She will present medals, especially the gold medal to the All-Around winner. She will also be available for photo shoots and autograph sessions, meeting with athletes, interview requests and other activities on site.

32. INFORMATION BAKU

Ticketing

The online Tickets sale are available **on the following link:** <https://ticketing.mga.az/az/>

Currency:

The AZE currency is the Azerbaijani manat (100 AZN = 53 EUR)

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



GMT: UTC + 4 Hr

Temperature

Average minimum: 19 °C

Average maximum: 25 °C

33. SUMMARY OF REMAINING DEADLINES

For FIG

	Deadline
Nominative Registration – Step 1 (online)	19 August 2019
Nominative Registration – Step 2 (online)	28 August 2019
Online Publicity (not compulsory) (Paper Form)	19 August 2019
Music Release Form (Paper Form)	19 August 2019
Music Release Form if changes occurred between nominative registration Step 1 and Step 2 (Paper Form)	28 August 2019
Contact details of the Head of Delegation or Representative (by e-mail)	28 August 2019
FIG President Round Table - registration	28 August 2019
Medical Round Table – confirmation of participation	28 August 2019

For the LOC

	Deadline
Accommodation (names-to-rooms assignment) (online)	19 August 2019
Photo and passport copies for Accreditation (online)	19 August 2019
Music Release Form – Paper Form	19 August 2019
Travel details (online)	19 August 2019
Visa request (online)	19 August 2019
Additional ticket for Farewell Banquet (by e-mail)	19 August 2019
Music Release Form if changes occurred between nominative registration Step 1 and Step 2 (Paper Form)	28 August 2019
Music for Individuals and for Groups	28 August 2019
Insufficient insurance Coverage	At accreditation

Payments to the LOC

	Deadline
Remaining 50% of the Accommodation Costs	14 August 2019
Meals 100%	14 August 2019
Additional Accreditations	14 August 2019
Additional ticket for Farewell Banquet	14 August 2019

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



Nicolas Buompane
Secretary General

- Appendix 1: Request for Accreditation Change for Official
- Appendix 2: Request for Accreditation withdrawal without replacement
- Appendix 3: Request for Change of Start List
- Appendix 4: Training and Competition Schedules
- Appendix 5: Gala form
- Appendix 6: Judges' Instruction programme
- Appendix 7: FIG President Round Table – confirmation of participation
- Appendix 8: Medical Round Table – confirmation of participation