FEDERATION INTERNATIONALE DE GYMNASTIQUE



FIG ARTISTIC GYMNASTICS WORLD CHALLENGE CUP AGF TROPHY, BAKU (AZERBAIJAN) FEBRUARY 19-21, 2016



REVISED 31.08.2015

DIRECTIVES

Dear FIG affiliated Member Federation,

EVENT ID: 14362

Following the decision of the FIG Presidential Commission, Azerbaijan Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official FIG World Challenge Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person: Terhi Toivanen Avenue de la Gare 12 1003 Lausanne Switzerland Tel: +41 (0)21 321 55 10 / Direct +41 (0)21 321 55 33 Fax: +41 (0)21 321 55 19 e-mail: ttoivanen@fig-gymnastics.org		
HOST FEDERATION	website: www.fig-gymnastics.com Azerbaijan Gymnastics Federation Contact Person: Nurlana Mammadzada MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 108 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 493 30 11 / Direct: +99412 5984082 / Mob: +99450 385 39 69 Fax: +99412 493 95 00 E-mail: office@agf.az Website: www.agf.az		
LOCATION	Baku, Azerbaijan		
DATES	February 19-21, 2016		
COMPETITION VENUE, WARM-UP HALL & TRAINING HALL			



The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted the 30th Rhythmic Gymnastics European Championships (June 13-15, 2014), the 1st WTF World Cadet Taekwondo Championships (July 24-27, 2014), as well as 2015 NN Table Tennis Club ITTF-Europe Top 16 CUP" (February 6-8), Open Joint Azerbaijan Championships in Gymnastics Disciplines (held as a Test Event for the 1st European Games, March 4-6, 2015) and Competitions in 6 Gymnastics Disciplines of the 1st European Games (June 14-21, 2015). 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.

During the given World Cup, Training and warm-up facilities will be located within the MGA.

APPARATUS SUPPLIER

RULES AND REGULATIONS

A detailed list of SPIETH Gymnastics (FIG certified) equipment to be used for this World Challenge cup will be published on the FIG web site.

The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in the Individual Apparatus World Cup and World Challenge Cup Rules in Artistic Gymnastics:

- Statutes
- Technical Regulations
- License Rules
- Code of Points and relevant Newsletters
- Rules for the FIG Individual Apparatus World Cup and World Challenge Cup Series in Artistic Gymnastics
- General Judges' Rules
- Specific Judges' Rules for Artistic Gymnastics
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Media Rules
- Apparatus Norms
- Advertising and Publicity Rules
- Accreditation Rules
- Regulations for Awards Ceremonies

and subsequent decisions of the FIG Executive Committee

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) will not be allowed to participate in this World Challenge Cup.

Federations which have not fulfilled their financial obligations towards the Local Organizing Committee by the given deadline in these Directives may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.

The organizing member federation may invite FIG member federations in good **FEDERATIONS** standing at their discretion, but must invite at least all Member Federations INVITED AND who had gymnasts: REPLACEMENT ranked 1-8 in C-III at the previous World Championships* **POLICY** - ranked 1-8 from the 2015 World Cup Ranking List for Individual Apparatus * For the 2016 series, the gymnasts' invitation will be based on the results of the 2015 World Championships PARTICIPATION AND Only senior gymnasts in good standing with the correct age and holding a valid **FIG LICENSE** FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnasts' licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration. While the Organizing Member Federation may limit the maximum number of gymnast per delegation, except for the eligible gymnasts, the maximum size of the invited delegation is as follows: **Delegation member** Men Women Joint Head of Delegation 1 1 Team Manager 1 1 2 Coach (max. 1 per gymnast*) 3 3 6 10 Gymnasts 6 4 **Medical Doctor** 1 1 1 Paramedical staff 1 1 2 2 2 **Judges** 4 * including Wild card and "hors concours" gymnasts **AGE LIMITS** Age limit for MAG: 18 years (born in 1998 or before) Age limit for WAG: 16 years (born in 2000 or before) Provisional, Definitive and Nominative Registrations must be made exclusively REGISTRATION on-line via the FIG website (http://www.fig-gymnastics.com). These on-line **DEADLINES** registrations will only be accepted from FIG Gymnastics Member Federations. Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegations members concerned will not be authorized to participate. **Provisional registration** October 15, 2015 (4 months prior to the event) Midnight Swiss Time **Definitive registration December 15, 2015** (2 months prior to the event) Midnight Swiss Time Nominative registration January 15, 2016 (4 weeks prior to the event) Midnight Swiss Time Late registrations are subject to fines as follows: Fine for missing or late Provisional Registration CHF 500.-CHF 750.-Fine for missing or late Definitive Registration Fine for missing or late Nominative Registration CHF 500.-**ENTRY FEES** No Entry Fee will be applied for this event. **ACCREDITATION** 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: • The passport of gymnasts and judges including all members of the

delegations

- Transport Departure
- The medical insurance for the members of the delegations
- WAG 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
- National anthem and national flag

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.) into the LOC's online program in the following link via Azerbaijan Gymnastics Federation's website: registration.agf.az

The deadline for the photos upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is **January 15, 2016**. Please clearly indicate the corresponding full name (with correct spelling) in the file title.

Sending of photos in due time will prevent the delegations from waiting at the accreditation centre.

COMPETITION FORMAT

The Individual Apparatus Competitions for World Challenge Cup competitions consist of:

Qualifications and Apparatus Finals

Qualifications:

- Participation is limited to 2 gymnasts per NF on each apparatus.
- The Organizing Member Federation is allowed to add (only for the qualifications) "hors concours" competitors. These competitors are in addition to the official competitors of the Organizing Member Federation, they must be named at the time of the closing of the nominative registration and they cannot qualify for the Finals. They are not eligible to receive World Cup points, they must not appear on the official results lists and they will have to start first at every apparatus.
- The Organizing Member Federation is allowed to name a max. of "4 hors concours" competitors in Women's Artistic Gymnastics and a max. of "4 hors concours" competitors in Men's Artistic Gymnastics for a total of 8 "hors concours" gymnasts (i.e. while one "hors concours" gymnast can compete on more than one apparatus, not more than one "hors concours" gymnast can compete on an apparatus).
- FIG Competition III rules will be applied for vault.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless, the gymnasts not qualified for the Finals and with the same final score will receive the same World Cup Points.

Finals:

- The best eight gymnasts per apparatus from the qualifications qualify for the Finals
- Participation is limited to 2 gymnasts per NF and each apparatus.
- In addition, the Organizing Member Federation has the right to a limited number of Wild Cards to guarantee the participation of the Host Country gymnasts in the Finals (maximum 1 man and 1 woman gymnast only at one apparatus each).
- These "Wild Card Gymnasts" must have participated at the respective apparatus in the qualification.
- "Wild Card Gymnasts" will receive medals, prize money and World Cup points.
- FIG Competition III rules will be applied for vault.
- In case of a tie at any place, the tie will not be broken. The tied gymnasts will all have the same rank, but subsequent ranks will be skipped:

	1, 1, 3, 4, 5, 6, 7, 8 1, 2, 2, 4, 5, 6, 7, 8 1, 2, 3, 3, 3, 6, 7, 8 Tied gymnasts will receive the same medal and World Cup Points: 1, 1, 3, 4, 5, 6, 7, 8 (two gold medals, no silver medal, one bronze medal) The Prize Money will be added and divided by the number of gymnasts: 1, 1, 3, 4, 5, 6, 7, 8 (Prize Money for Rank 1 and 2 is added and divided by 2) 1, 2, 2, 4, 5, 6, 7, 8 (Prize Money for Rank 2 and 3 is added and divided by 2) 1, 2, 2, 2, 5, 6, 7, 8 (Prize Money for Rank 2, 3, and 4 is added and divided by 3) 1, 2, 3, 3, 3, 6, 7, 8 (Prize Money for Rank 3, 4, and 5 is added and divided by 3) 1, 2, 3, 4, 5, 6, 7, 7 (Prize Money for Rank 7 and 8 is added and divided by 2) 1, 2, 3, 4, 5, 6, 7, 8, 8 (Prize Money for Rank 8 is divided by 2)		
DRAWING OF LOTS	The gymnasts' drawing of lots will be directed by the FIG Technical Delegate and take place at the Orientation meeting of the event in accordance with the procedures established.		
PROVISIONAL			
SCHEDULE	February 17 (Wednesday)	Arrival of delegations	
	February 18 (Thursday)	Training, Podium Training, Orientation Meeting	
	February 19 (Friday) Qualification Day I - MAG (3) and WAG (2)		
	February 20 (Saturday) Qualification Day II - MAG (3) and WAG (2)		
	February 21 (Sunday)	Apparatus Finals - MAG & WAG	
	February 22 (Monday)	Departure of delegations	
EVENT MANAGER	Natalya Bulanova Tel.: +99412 493 30 11 E-mail: td@agf.az		
MEDIA	Communication policy is planned to be implemented via the Federation's official website, facebook page and twitter account. Press Officers		
	Farhad Ahmadbayli	Shahin Kazimzada	
	Tel: +99412 493 30 11		
SOCIAL MEDIA	www.facebook.com/pages/Azerbaijan-Gymnastics Federation/156431321068611		
	www.twitter.com/AzerbaijanGym		
MEDICAL SERVICES	The Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.		
OFFICIAL HOSPITAL	Official Hospital Hospital named after N. Tusi 53, Hasanbay Zardabi str., Yasamal District, AZ-1012, Baku, Azerbaijan		
DOPING CONTROLS	Tel.: (+994 12) 431-35-31; (+994 12) 433-66-84; (+994 12) 433-66-89 The Organizing Member Federation will provide at its own charge a minimum of 6 doping controls, 3 for Women and 3 for Men.		
	number of doping controls Az	s will be provided to carry out a minimum required ZADA (Azerbaijan Anti-Doping Agency).	
VISA	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.		
Larrie - Ville	The delegations members who need a visa to enter Azerbaijan have to obtain		

	their visas at the Embassy of Azerbaijan of the corresponding country beforehand (before arrival). Only the citizens of the countries where there is no Embassy of Azerbaijan will be issued a visa upon their arrival at Heydar Aliyev International Airport. If this is the case, the OC will send the Federations concerned authorization from the Migration Service of the Ministry of Foreign Affairs of the Azerbaijan Republic enabling them to get their visas at the airport, provided that the request is made in due time. The further details regarding the visa (documents required both for getting the visa at the Embassies of Azerbaijan abroad and Heydar Aliyev Airport) and visa fees can be found at the following links: 1) http://www.mfa.gov.az/?language=en&options=content&id=184 2) http://mfa.gov.az/?language=en&options=content&id=277 3) http://mfa.gov.az/files/file/visa%20fees.pdf The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made to the LOC
	online via Azerbaijan Gymnastics Federation's website by January 15, 2016 at the latest. The direct link is as follows: registration.agf.az The request must include the function, full name, gender and other passport details, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to. In addition, the online system will require upload of passport copy for each member of the
INSURANCE	delegation. The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. 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 for repatriation for all the members of their Delegation. The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance.
INTERNATIONAL TRANSPORTATION	The LOC will subsequently offer insurance at the Federations own charge as follows: EUR 20 per person/day. The invited participating federations must pay for the International travel costs of their delegation members.
	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. The Travel Details must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by January 15, 2016. Direct webpage link is as follows: registration.agf.az
LOCAL TRANSPORTATION	The OC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back. The OC will organize buses for sightseeing tour and farewell banquet as well.
ACCOMMODATION	The following officials hotels are offered by the LOC:
	Boulevard Hotel***** Address: Baku White City Baku, Azerbaijan Tel.: +99412 310 00 10 Fax.: +99412 310 00 11 Website: www.boulevardhotelbaku.com The costs per person/night in Boulevard Hotel are as follows: EUR 120 (single room, including breakfast) EUR 75 (twin room, including breakfast)

Emerald Hotel****

Address: 4 Mehdi Abbasov str., Baku, Azerbaijan Tel.: +99412 520 44 41, +99412 520 41 44

Website: www.emeraldbaku.com

The costs per person/night in Emerald Hotel are as follows:

EUR 55.- (single room, including breakfast) EUR 45.- (twin room, including breakfast)

Intourist Hotel

Address: Mikail Useynov Avenue 51

AZ1003, Baku, Azerbaijan Tel.: +99412 310 3310 Fax: +99412 310 3323

Website: www.intouristhotelbaku.com

The costs per person/night in Intourist Hotel are as follows:

EUR 150.- (single room, including breakfast) EUR 90.- (twin room, including breakfast)

The prices charged for the hotel rooms will not exceed the usual hotel rates.

The invited participating federations must pay for the accommodation expenses of their delegation members (see exception herein below).

While the Accommodation Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by **December 15, 2016** at the very latest, the Hotel rooms will be allocated on a "first come, first served" basis. The direct webpage link is as follows: registration.agf.az

100% of the total accommodation payment shall be transferred to the LOC bank account by **January 15**, **2016**. Failure to forward the payment by the required dates will result in the reservations being cancelled.

Payment for the accommodation must be made to the OC bank account (see bank account section).

The Organizing Member Federation must pay for the Accommodation expenses for the gymnasts ranked 1-3, per apparatus, competing in the event from:

- previous World Championships* (see note above)
- the 2015 World Cup Ranking List

MEALS

The LOC proposes the following options for having meals at the belowmentioned hotels/competition venue and costs which can be ordered by delegations if they wish:

Boulevard Hotel

Lunch - EUR 25.- (each) Dinner - EUR 25.- (each)

Emerald Hotel

Lunch - EUR 15.- (each) Dinner - EUR 15.- (each)

Intourist Hotel

Lunch - EUR 25.- (each) Dinner - EUR 25.- (each)

Lunch will also be offered at MGA (competition venue) at the cost of EUR 15.-(each).

The invited participating federations must pay for the meals expenses of their delegation members (see exception herein below).

The Meal Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by **January 15, 2016** at the very latest. The direct webpage link is as follows: registration.agf.az

100% of the costs for the meals must be paid to the LOC by January 15, 2016.

The Organizing Member Federation must pay for the meals' expenses, including full board, for the gymnasts ranked 1-3, per apparatus, competing in the event from:

- previous World Championships* (see note above)
- the 2015 World Cup Ranking List

CANCELATION POLICY

Accommodation

Rooms cancelled between January 15, 2016 and February 3, 2016 will be subject to a cancellation fee of 20% of the total accommodation payment.

Rooms cancelled after February 3, 2016 until arrival of the delegations on site or "no shows" will be subject to a cancellation fee of 100% of the total accommodation cost.

Meals

Meals cancelled after February 10, 2016 will be subject to a cancellation fee of 100% of the total meal cost.

FINAL BANQUET

The Organizing Committee will host a Farewell Banquet for all Delegation members (provided their accommodation was booked through the Organizing Committee) at the conclusion of the event in the evening on February 21, 2016.

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.

JUDGES AND PANELS

The FIG Technical Delegates will serve as Presidents of the Superior Jury. Each Judge's panel will be composed as follows:

• 2 D judges, minimum 4 E judges, plus 1 Supervisor

The number of judges' panels will be decided by the organizing member federation depending on the number of participating competitors and judges. Not more than one judge per Federation per panel will be permitted (except for time and line judges).

The judges' panels are set up by a draw from the judges present at the event. The draw must be directed by the MAG and WAG Technical Delegates. The participating member federations must send minimum one qualified judge for MAG if they participate with male gymnasts and one qualified WAG judge if they participate with female gymnasts.

The Organizing Member Federation will apply a fine of CHF 2'000 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 January 15, 2016.

The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate valid category of brevet for their function. Should there not be sufficient judges as per the on-line nominative registration, the Organizing Member Federation must propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 2 reserves, 1 man and 1 woman). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG Office

	cost (in terms of	of international and local Member Federation. F	concerned will invite these judg al travel, accommodation and i for additional judge's requirem	meals) o
VIDEO CONTROL SYSTEM	Local video control system is planned to be used.			
PRIZE MONEY	Money (amount	ts in Swiss Francs – CH	nust pay the following minimers; F): CHF 2'500 per apparatus. ble taxes, will be distributed in	
	World Challenge Cup - Prize Money in CHF			
		Ranking	Individual Apparatus	
		1	750	
		2	600	
		3	400	
		4	250	
		5	200	
		6	150	
		7 8	100 50	
ASSIGNMENT OF WORLD CUP POINTS FOR THE ALL-	published on th	e FIG web site within 24	ed FIG World Cup Ranking Li 4 hours after the end of the con	
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		8	10		
		9	8		
		10	7		
		11	6		
		12	5		
WINNER OF THE	The gymnasts with the same final score will receive the same World Cu Points In case that less than four federations participate per apparatus, no World Cu Points, no medals and no prize money will be given. The winner of the annual Individual Apparatus World Cup and World Challeng				
ANNUAL INDIVIDUAL APPARATUS WORLD CUP SERIES	Cup Series is the gymnast with the highest number of points for each apparatus after the last event of the year as follows: If 5 or more World Cup Competitions take place per year, the best 4 are counted If 4 or 3 World Cup Competitions take place per year all points are counted A special award ceremony must be held at the last Individual Apparatus World Cup/World Challenge Cup competition of the year in which the Individual Apparatus World Cup and World Challenge Cup winners shall receive a Cup. In case of a tie in the respective World Cup Ranking Lists after the last respective competitions of the year, the tie will not be broken.				
BANK ACCOUNT INFORMATION	BENEFICIARY: AZERBAIJAN GYMNASTICS FEDERATION Beneficiary address: 90A, Nizami str., AZ-1010, Baku Azerbaijan IBAN No: AZ87IBAZ38190019789384030209				
	BENEFICIARY BANK: THE INTERNATIONAL BANK BRANCH: SABAIL Bank address: 191, Tolstoy str., AZ-1010, Baku, Azerbaijan SWIFT CODE: IBAZAZ2X				
	INTERMEDIARY BANK: COMMERZBANK AG, FRANKFURT AM MAIN CITY: FRANKFURT AM MAIN COUNTRY: GERMANY SWIFT CODE: COBADEFF				
	Please write on the transfer document that the payment is made for accommodation during the FIG Artistic Gymnastics World Challenge CultaGF Trophy - 2016.				
	The participating federation is responsible for covering all bank fees in connection with the bank transfers.				
MARKETING	FIG advertising and publicity norms must be respected				
TELEVISION	For the Individual apparatus World Cup competitions and for the Word Challenge Cup competition television coverage is compulsory. The Organizing Federation guarantees the production of a basic feed (international signal) in accordance with Reg. 12.3 of 2016 Rules for the FIG RG World Cup. Host Broadcaster – AzTV Idman (Sports Channel of Azerbaijan Television and Radio Broadcasting Closed Joint-Stock Company)				
	Contact perso Elsevar Dunya Deputy Chairn E-mail: aztv.el Mob.: +99450	amaliyev nan sever@mail.ru	Arzu Abdullayev Technical Director E-mail: webmaste Mob.: +99450 212	r@aztv.az	

DEADLINES SUMMARY		
	Provisional Registration (online, FIG)	October 15, 2015
	Definitive Registration (online, FIG)	December 15, 2015
	Accommodation Request (online, LOC)	December 15, 2015
	Nominative Registration (online, FIG)	January 15, 2016
	Meal Request (online, LOC)	January 15, 2016
	Upload of photos to accelerate accreditation process (online, LOC)	January 15, 2016
	Visa Request (online, LOC)	January 15, 2016
	Travel Details (online, LOC)	January 15, 2016
	Payment of the Accommodation Costs (100%)	January 15, 2016
	Payment of the Meals' costs (100%)	January 15, 2016
	Payment of the fine for missing judge	January 15, 2016

Sincerely Yours,

Baku, August 31, 2015

Signature of the President or Secretary General of the FIG affiliated NF