



# ARTISTIC GYMNASTICS TECHNICAL MANUAL



## Welcome Note

Welcome to Baku for the European Youth Olympic Festival 2019, where athletes, team officials and technical officials will be participating in 10 sports over 7 days of high-level competition.

This manual features details of all the preparations and Games-time operations providing key information, including competition rules, formats, details of medal ceremonies and key dates.

There are sections within the guide relating specifically to each client group – athletes, team officials and technical officials.

In addition, you will find details of the relevant venue facilities with regards to the competition and training, as well as medical and anti-doping operations. At the end of the manual, you will find some useful information to help you when you have time to explore the city of Baku during your visit.

We hope that this publication helps with your planning and preparations.

We look forward to welcoming you here in July, and hope that you have an experience here that you will always remember, as we look to build on the tradition and success of the European Youth Olympic Festival.

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## General Information

Artistic Gymnastics competition will be held within the framework of the European Youth Olympic Festival on July 23 – 27, 2019 at National Gymnastics Arena.

## Key Dates

Date	Event
1 – 10 March 2019	Final Entries by Number
10 April 2019	Long List Submission
15 May – 5 July 2019	Short List Submission
19 July 2019	Athlete Village opening
21 July 2019	EYOF Baku 2019 Opening Ceremony
21 July 2019	Start of official training
23 July 2019	Start of Athletics competition
27 July 2019	End of Athletics competition
27 July 2019	EYOF Baku 2019 Closing Ceremony
28 July 2019	Athlete Village closing

## Key competition contacts

### Baku 2019 Competition Management Team

Function	Name	Contact
Head of Sport	Tarlan Mammadov	<a href="mailto:tarlan.mammadov@eventoc.az">tarlan.mammadov@eventoc.az</a>
Competition Manager	Nurlana Mammadzada	<a href="mailto:office@agf.az">office@agf.az</a>
Competition Director	Natalya Bulanova	<a href="mailto:td@agf.az">td@agf.az</a>

### European Union of Gymnastics

12 Avenue de la Gare  
Lausanne, Switzerland  
+41 21 613 1020  
E-mail: [info@ueg.org](mailto:info@ueg.org)

## Fédération Internationale de Gymnastique (FIG)

Avenue de la Gare 12A  
1003 Lausanne, Switzerland  
+41 (0)21 321 55 10  
[info@fig-gymnastics.org](mailto:info@fig-gymnastics.org)

### European Federation

Function	Name
WAG Technical Delegate (TD)	Ms. Christine FRAUENKNECHT (SUI)
WAG Technical Delegate Assistant (TDA)	Ms. Mairead KAVANAGH (IRL)
MAG Technical Delegate (TD)	Mr. Tom THINGVOLD (NOR)
MAG Technical Delegate Assistant (TDA)	Mr. James MAY (GBR)

### Medal Events

Boys	Girls
Team Competition	Team Competition
All-Around Final	All-Around Final
Apparatus Final: FX – Floor Exercise	Apparatus Final: VT – Vault
Apparatus Final: PH – Pommel Horse	Apparatus Final: UB – Uneven Bars
Apparatus Final: SR – Rings	Apparatus Final: BB – Balance Beam
Apparatus Final: VT – Vault	Apparatus Final: FX – Floor
Apparatus Final: PB – Parallel Bars	
Apparatus Final: HB – Horizontal Bar	

### Late Athlete Replacement Policy (LAR)

Late Athlete Replacement (LAR) is a process of athletes' replacement after the Sport Entries deadline (5 July 2019). The replacement of athletes is possible if:

1. The replacement athlete is eligible to take part in the Baku 2019 European Youth Olympic Festival;
2. No doping control issues are pending concerning the replacement athlete;
3. The athlete is in a possession of valid FIG License;
4. The NOC of the replacement athlete had applied for accreditation for the athlete prior to the accreditation application deadline.

The **medical replacement** of athletes is possible after 5 July 2019 and up to 2 hours prior to the Sport Technical Meeting.

The **non-medical replacement** of athletes is possible after 5 July 2019 and up to 24 hours prior to the Sport Technical Meeting.

Each NOC shall be allocated a quota for non-medical replacements based upon the NOC overall number of athletes:

Team Size (Aa)	Quota of Non-Medical LAR
From 1-10	1
From 11-20	2
From 21-50	5
From 51-100	10
From 101-150	15
From 151-200	20
201+	30

**Note:** The quotas provided above do not cover Basketball, Handball, Volleyball athlete replacements. However, athlete replacements in these sports should also be processed through the Baku-2019 Sport Entries. LAR procedure remains the same for Basketball, Handball, and Volleyball as for other sports.

The procedure of athlete replacement due to both medical and non-medical reasons is as following:

1. NOC Representatives should provide the dedicated NOC Relations Manager with the duly filled in "Late Athlete Replacement Form" via email or submit personally to the Baku 2019 Sports Information Desk (in the case of Medical Replacement, a Medical certificate is required).
2. The Baku 2019 NOC Relations team will forward all received queries to the Baku 2019 Sport Entries team to proceed accordingly.
3. The requested replacement shall be approved by the Technical Delegate for the relevant sport, on behalf of the European Federation.
4. The accreditation card of the replaced athlete must be returned to the Accreditation Centre, in order to allow for the entitlements to be transferred to the replacement athlete. Following the transfer, the replaced athlete's accreditation will be deactivated.

Once a replacement athlete has been approved, that individual athlete cannot be replaced for non-medical reasons.

## Doping control

At the European Youth Olympic Festival organized in Baku, Azerbaijan in 2019, Sample Collection Authority (SCA) is the Azerbaijan National Anti-Doping Agency (AMADA). Athletes may be tested during the entire period, regardless of their location. AMADA acknowledges its conformity with the International Standard for Testing and Investigations (ISTI) and anti-doping activities to fulfil its role and responsibilities under the Code.

## Therapeutic Use Exemption

Athletes who need to use a prohibited medication to treat a legitimate medical condition must send the TUE Application to the relative Anti-Doping Organization at least 30 days prior to the competition.

All TUE permits have to be approved by the TUE Committee of the European Olympic Committee, attaching the relevant medical documentation in the English language. It is responsibility of the athlete to determine whether a substance he/she is using or considering using is prohibited. TUE must be sent to [tuebaku2019@eventoc.az](mailto:tuebaku2019@eventoc.az) no later than 19 June 2019. TUE permit must be presented to the doping control officers during the doping control procedure.

For In-Competition, there is a possibility of issuing instant TUE permits in exceptional medical cases, the assessment of which will be done by the EYOF TUE Committee.

TUE application forms will be distributed to all NOCs, NOCs can also request this form from [tuebaku2019@eventoc.az](mailto:tuebaku2019@eventoc.az) e-mail address.

## Competition information:

### Format of the competition:

- QC (Team Competition results and Qualification to AAF and AF);
- AAF (All-Around Final);
- AF (Apparatus Finals).

### QC – Team final results, Qualification for AAF and AF

The team consists of two (2) or three (3) gymnasts. All three (3) gymnasts may compete on every apparatus. The two (2) best scores from each apparatus are used to determine the team's final result.

QC will also count as team final results, award ceremony will be held after QC. The number of subdivisions will depend on the number of participants. The order in which they compete is decided by drawing of lots. The QC determines who will qualify for the All-Around Final (AAF), and for the Apparatus Finals (AF).

Gymnasts wishing to qualify for the Vault Final will have to perform a 2nd vault according to the Code of Points. The starting order of the competition is made according to the draw of lots carried out by the Technical Delegates and TC UEG on 7 June 2019 in Helsinki.

If a NOC reduces the number of participating gymnasts or apparatus after the nominative entries, the Technical Delegates have the right to modify the starting order in order to ensure the best possible running of the competition.

### AAF – All-Around Final

- The 24 gymnasts with the highest ranking obtained in the QC will qualify for the AAF;
- A maximum of 2 gymnasts per NOC are allowed in this final;
- 3 reserve gymnasts will be nominated.

## AF – Apparatus Finals

The eight (8) highest ranked gymnasts in QC per apparatus will qualify for the AF.

A maximum number of two (2) gymnasts per NOC are allowed in each apparatus final.

Three (3) reserve gymnasts will be nominated for each final.

Apparatus Finals will be in two days (sessions):

- 1st Day: MAG (FX, PH, SR), WAG (VT, UB);
- 2nd Day: MAG (VT, PB, HB), WAG (BB, FX).

## Inquiries of the Score

The UEG applies the TR/FIG, Article 8.4. The detailed procedure is laid down in the Technical Regulations of the FIG. The amount will be invoiced accordingly by the UEG (in Euro, not in USD), at a later date and must be paid within three months.

## Judges MAG/WAG

The judges must be in possession of the FIG international judges' brevet of the correct category, valid for the current cycle and eligible as per the FIG Rules.

The UEG will consequently send the final list with the names of judges to the NFs, OC and EOC. OC will confirm back the names to the NOCs.

The 'missing' number of judges will be provided by the OC.

The NOCs are fully financially responsible for the travel and stay of their judges (including the participation fee per person per day) as well as for their registration in RAS. No fees/per diem are paid to the judges.

The judges have to attend all judge's instructions and meetings, as well the podium training, according with the FIG Technical Regulations and Code of Points.

The accommodation & full board and local travel will be arranged by the OC.

- The D judges are nominated by the UEG/TC, according with the category of the judges;
- The E judges will be decided by the drawing of lots on site;
- The arrival day of the judges is 20 July 2019.

The NOCs are asked to bring judges with relevant international experience.

## Gymnastics Girls

Each NOC which registers one (or more) girl has the obligation to enter one WAG judge.

For the WAG competition there are minimum of 31 (including assistants) judges required.

- Six judges per apparatus (two Difficulty and four Execution) = 24 judges
- In addition to these 24 judges, seven assistant judges are needed (time, line etc.)

## Gymnastics Boys

Each NOC which registers one (or more) boy has the obligation to enter one MAG judge.

For the MAG competition there are minimum of 41 (assistant) judges are required.

- Six judges per apparatus (two Difficulty and four Execution) = 36 judges
- In addition to these 36 judges, five assistant judges are needed (time, line etc.)

## Competition Quota

In compliance with the EYOF Charter, participation in the EYOF Baku 2019 is open to all European young athletes nominated by their NOC, subject to the Technical regulations of the EYOF and the guidelines established by OC, duly approved by the EOC.

Any Gymnastics competitor in the EYOF must be a national or citizen of the country or territory of the NOC, which is entering him or her.

A NOC who wishes to enter an athlete, who does not meet these criteria, may submit a written and detailed request to the EOC EYOF Commission not later than two months before the date of the Opening Ceremony at 21 July 2019.

The gymnastics competition will be held in accordance with the UEG and FIG rules. According to the FIG rules gymnasts must have a current FIG license valid until the end of event.

Participation is reserved for:

- GIRLS being born in 2004/2005 – maximum 3 athletes
- BOYS being born in 2002/2003 – maximum 3 athletes

Each National Olympic Committee is entitled to participate with

- One (1) Team Official per 1 boy, two (2) Team Officials per 2-3 boys
- One (1) Team Official per 1 girl, two (2) Team Officials per 2-3 girls

The Sport Entry Dates are shown below:

- Final Entries by Number: 1 – 10 March 2019 (Start Time and Deadline)
- Long List Submission Deadline: 10 April 2019
- Short List Submission: 15 May – 5 July 2019 (Start Time and Deadline)

Obligatory data for each athlete needed for registration and sport entry:

- Name;
- Surname;
- Date of birth;
- Passport ID number;
- FIG License

## Data and Timing Systems

OC will provide a computerized Data & Timing & Scoring and Results Service approved by the respective sport's European Federation.

## Schedule Overview

<b>20 July 19</b>
Arrival of Delegations Technical Meeting at 20:00
<b>21 July 19</b>
MAG Judges' instruction and draw for QC and AAF
MAG Official training on the podium
WAG Judges' instruction and draw for QC and AAF
Opening ceremony
<b>22 July 19</b>
WAG Official training on the podium
<b>23 July 19</b>
MAG QC Team Results, qualification for AAF and AF
<b>24 July 2019</b>
WAG QC Team Final Results, qualification for AAF and AF
<b>25 July 19</b>
MAG All-Around Final
WAG All-Around Final
<b>26 July 19</b>
Apparatus Finals – Day 1
<b>27 July 19</b>
Apparatus Finals – Day 2
<b>28 July 19</b>
Departure of the delegations

## Pre-competition procedures

### Rules and Regulations

- FIG and UEG Statutes;
- FIG and UEG Technical Regulations;
- FIG General Judges' Rules;
- FIG Specific Judges' Rules;
- FIG Code of Ethics;
- FIG CoP & modifications for Junior Competitions, and the relevant Newsletters and Help Desk (WAG);
- The Artistic Gymnastics Technical Manual;
- The Artistic Gymnastics Work Plan;

- Rules of the World Anti-Doping Code shall apply in accordance with the instructions of the EOC;
- FIG Licence rules;
- FIG Apparatus Norms;
- FIG Rules for Sanctioning (approval) of International Events;
- FIG Medical Organization of the Official FIG Competitions and Events
- Accreditation Rules
- Award ceremony Rules
- The advertising rules of the EYOF Charter overrule the FIG Advertising rules

## **Technical Meeting**

Is scheduled for 20 July 2019 at 20:00 to be held at the National Gymnastics Arena.

## **Insurance**

The Host Federation, the OC and the FIG will not be 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.

## **Post Competition Information**

### **Order of leaving the arena**

The athletes should follow the chaperons and leave the arena through the Mixed Zone

### **Mixed Zone**

It will operate during the competition days

### **Results**

Smart Scoring will provide the official scoring service and management of the start lists, scores and results.

All lists and results will be available on the Mobile Application and will also be sent by E-mail and WhatsApp Group to the Heads of Delegation (contact info of the HoD will be collected at accreditation for this purpose).

At the end of the events, the results book including the judges' individual scores for all competitions will be sent by e-mail to the Heads of Delegation. The email addresses will be taken by the LOC at the Sports Information Desk located at the Competition Venue (Level -2).

### *Qualifying competition*

If a National Federation reduces the number of participating gymnasts or apparatus after the nominative entries, the UEG/TCs have the right to modify the starting order in order to ensure the best possible running of the competition. The information about the modification of the starting order will be done during the orientation meeting.

### *All-Around Final*

If a qualified gymnast is unable to take part in the AAF competition, then the next gymnast from that federation can replace them, provided that their result is better than that of the first reserve. This new gymnast will take the starting position of the gymnast they replace.

Withdrawals/replacements of gymnasts for medical reasons will be accepted provided that the above-mentioned conditions are met. They are to be submitted to the Sport Information Desk at the competition venue for the approval of the Technical Delegates:

For the MAG competition to Mr. Tom THINGVOLD, the MAG Technical Delegate

For the WAG competition to Mrs. Christine FRAUENKNECHT, the WAG Technical Delegate

### *Apparatus Finals*

Withdraws/replacements of gymnasts for medical reasons will be accepted provided that above mentioned conditions are met. They are to be submitted to the Sport Information Desk at the competition venue for the approval of the Technical Delegates:

For the MAG competition to Mr. Tom THINGVOLD, the MAG Technical Delegate

For the WAG competition to Mrs. Christine FRAUENKNECHT, the WAG Technical Delegate

### **Medal Ceremonies**

Victory ceremonies shall be held directly following the end of each competition final at National Gymnastics Arena.

- Medal Ceremonies of the Team– on the day of QC competitions.
- Medal Ceremonies of All Around Final (AAF) – on the day of AAF competitions.
- Medal Ceremonies of Apparatus Finals (AF) will be in two parts.

The 1st part of the Apparatus Finals will include:

- WAG: VT – UB
- MAG: FX – PH – SR

The 2nd part will include

- WAG: BB – FX
- MAG: VT – PB – HB

During the Medal Ceremony, the athletes must wear their official NOC track suit without any commercial content whatsoever. Participants in the Victory Ceremony may not have any flags, sunglasses, cap or other items on them during the ceremony.

In the closed-off area of the Victory Ceremonies, only the medal-winning athletes and no other athletes may be present.

Medal ceremonies will consist of the first 3 teams in QC and of the first 3 gymnasts in the All-Around Final and in the Apparatus Finals after every apparatus.

The medal ceremonies will consist of the following:

- medal podium
- gold, silver and bronze medals
- flags (first to third) and national anthem of the winning team's / gymnast's nation
- photo opportunity for the accredited media

Winners in gymnastics competitions shall be awarded the prizes and diplomas by a representative of the EOC, and one representative of the host country or EF/NOC/OC/City.

No medals will be provided for officials.

## Competition schedule

During the Festival there may be delays, postponements or cancellations of the competition. Should this occur, NOCs will be informed of the revised competition schedule through the Sport Information Center at the Athlete Village and the Sport Information Desk at the competition venue.

## Sport Information

### Sport Information Desk

The Sport Information Desk (SID) is located at the competition venue on Level -2 and provides informational support for athletes and team officials as stated: transport, weather, schedule updates, and training. All the forms concerning the events shall be submitted to the Sport Information Desk / Secretariat. The more detailed information will follow within the Work Plan.

Dates	Hours of Operation
20 – 27 July, 2019	TBC

### Sport Information Center

The Sport Information Center (SIC) in the Athlete Village is responsible for communicating generic sport-specific information to a range of key-groups including athletes, team officials, technical officials and International Federations representatives.

Located on the first floor of building 12, floor 4, SIC will operate as follows:

Dates	Hours of Operation
19-20 July, 2019	08:00-20:00
21-28 July, 2019	07:00-22:00
29 July, 2019	07:00-15:00

## EYOF Baku 2019 Brand protection regulations

### Clothing and Advertising

In accordance with the EYOF Charter, Rule 20 and Bye-laws to Rule 20a no form of advertising or propaganda may appear in any form whatsoever on clothing, accessories or, more generally, on any item of clothing or piece of equipment worn or carried by the delegations and organizers during EYOF, with the exception of the manufacturer's identification and logo, as stipulated in rule No. 50 of the IOC Charter. All violations of the provisions of this clause shall lead to disqualification and the withdrawal of the accreditation of the person concerned.

The only exceptions are a graphics or graphics elements of the manufacturer's brand identification that may exceed the restricted size; e.g. three stripes (and similar cases of "commercial brand graphics element") as well as other Product Technology Identifications such as "Goretex" and Dryfit" and similar cases having direct relation to the clothing identification. In this case it is strongly advised to send pictures featuring such branding to the EOC Sport Director for review and official approval.

The official uniforms of the NOCs may include:

- Symbols of the country (name of the country, national flag, emblem, etc.);
- Emblem of the NOC;
- Logo of the EYOF Baku 2019;
- Emblem of the respective National Sport Federations.

**Note:** the NOC is responsible for the appearance of the official uniforms. For more details please refer to the Rule 50 and By-laws to Rule 50 of the IOC Charter and the EYOF Rules on Advertising, Demonstrations and Propaganda, applicable to the EYOF 2019 in Baku

## Competition and Training Venue Information

### Competition venue overview

Venue name: National Gymnastics Arena

Venue code: NGA

Location: 178 Heydar Aliyev Ave, Baku, Azerbaijan

## Venue access

The athlete transport system (TA) buses will use the athlete load zone located in the perimeter of MGA. A complete timetable of bus services for the AT competition and training sessions will be available in the Athlete Village at the Sport Information Center.

The TA system for technical officials will use the same load zone. However there will be two separate routes into the venue, one for athletes and team officials and a second one for technical officials.

**Note:** the layout of apparatus will change depending on the competition days.

## Athletes' medical services at competition venues

The main medical room is adjacent to the training and warm-up hall. The medical facilities will be provided according to the UEG Medical Guidelines.

Medical care for athletes will be provided at all competition venues from 1 hour before the start of competition or training to one hour after the competition or training has finished, or until all athletes leave the venue.

Field of Play Medical Team will be present at every competition venue, with further medical care being provided via a doctor and nurse in Athlete Medical Room. Emergency medical care and, if needed, hospitalization will be provided through an ambulance.

## Venue evacuation and emergency procedures

Communicating an evacuation can be done via Fire Alarm / Radio Announcement / Public Address Announcement depending on the situation.

### Evacuation Procedures:

1. Remain calm
2. Do not use elevators.
3. Proceed safely down the stairs using the handrails.
4. Exit the building using the nearest safe exits and proceed to assembly area (see below).
5. Department heads and security liaisons should ensure all of their staff have left the venue. Close your area doors as you leave.
6. Disabled individuals and those with mobility difficulties: In an emergency, the stairwell landing is a safe zone for you to seek refuge until emergency personnel can safely bring you down.

Designated Assembly points for probable Groups of people must be discussed and determined according to layouts before the event starts.

## Training & warm-up

Joint training and warm-up facilities will be adjacent to the Field of Play at the National Gymnastics Arena.

The detailed training information will be included into the Work Plan.

## Apparatus

SPIETH Gymnastics (FIG certified) equipment to be used for EYOF

## Venue services and facilities

### Athletes Lounge

Athletes' Lounge (starts its operation on July 21) is 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, snack and soft drinks.

Delegations' seats are located on Level 0.

### Athletes' venue meals

Athlete Venue Meals (AVMs) will be available for athletes who will be away from the AVL for more than four hours. Meals must be ordered from the NOC Help Desk in the NOC Services Centre 48 hours in advance.

### Athletes' changing rooms

The changing rooms are located near the warm-up & training hall.

### Technical Officials

Technical Officials meeting rooms will be located at the Level -2.

### Lost and Found

The information concerning Lost and Found items should be communicated to the Sport Information Desk located at the Level -2.

## Visa to Azerbaijan

All NOC delegation members participating in the event may obtain a travel visa from one of the Azerbaijani diplomatic missions, unless they come from one of the visa exempt countries, countries eligible for visa on arrival or countries eligible for electronic visa.

E-Visa for Azerbaijan, also known as the ASAN visa, can be obtained by completing the online application at <http://www.evisa.gov.az> with personal information, travel details, passport data and security questions before online payment. The approved e-Visa for Azerbaijan is then sent to the applicant's e-mail address within three (3) business days.

Please, note that the e-Visa issued will be for single entry to Azerbaijan with a validity period of 90 days. The period of stay cannot exceed 30 days.

For any visa related questions, please, contact [nocservices.baku2019@eventoc.az](mailto:nocservices.baku2019@eventoc.az)

## Transport

### Arrivals and Departures

During arrivals and departures, T-A, T-F system will run a Transfer service from/to Heydar Aliyev International Airport (GYD), AVL and Boulevard hotel, based on Arrivals and Departures schedule. All eligible festival travelers landing at Heydar Aliyev International airport will be met and welcomed by EYOF 'BAKU 2019' OC staff and volunteers. They will be assisted on their way through the airport to find the right direction, collect their luggage, go through customs and board their type of transport accordingly. In case of any issues or any questions requiring further clarification, the guests can present themselves at BAKU 'EYOF 2019' Welcome Desk, where the staff can accept queries and provide assistance accordingly.

Athletes will be able to validate their accreditation at AVL.

### T – A Transport System (Athletes and Team Officials):

- Transport from/to Baku Airport and the Athletes Village during Arrivals and Departures;
- Non-Team Sports – shuttle buses will run from the Athletes' Village to/from all competition and training venues according to the defined schedule;
- Team Sports – dedicated team buses will be provided for Volleyball, Basketball and Handball teams to transfer athletes from/to the Athletes Village and the Competition & Training Venues during the EYOF 2019;
- Pre-scheduled Transport Shuttle/Transfer service from Athletes Village to/from Competition & Training Venues;
- Non-Team Sports - spectating athletes may use the bus services assigned for competing athletes;
- Team Sports - the scheduled bus services will be in place for spectating athletes, separately;
- Free access to the Public Transport System (Metro & Buses);
- The “clean to clean”, concept, will be adopted throughout all Venues and the Athletes Village Transport Mall;
- All Athletes movements are secure and will require a vehicle screening at all Competition and Training Venues (max. 1 minute);
- No vehicle screening at the Airport and at the Athletes Village Transport Mall (AML).

### Opening & Closing Ceremonies

- The 50 seats buses will be used for transporting Athletes and Team officials. The buses will be assigned to each participating country and will arrive to venue according to the agreed ceremonies plan.
- The Transfer of the EOC Family, Local Dignitaries and T-F Transport system users to/from the Crystal Hall will be implemented by coaches based on preliminary agreed plan.
- The Access and Parking of the private cars around the Crystal Hall will be prohibited.

- The other accredited client groups will use the existing Public Bus lines and specially designed Express Bus Lines (X1 and X2), based on free access.
- During the Ceremonies the Baku Metro will be operational by extended hours work regime. The “Elmlar Akademiasy” and “28 May” metro stations will be available for Entry and the others just for Exit.
- No direct transport service will be offered from the Crystal Hall to the airport on the night of the Closing Ceremony.

### **Traffic Management and VAPPs**

- Implementation of the Special Road Lanes (Games Lanes) along Games Route Network (GRN) in the most traffic-congested road sections with support of the State Traffic Police (Police Escort) in order to guarantee an efficient travel time within 10min – 45 min.
- Traffic Control Zone and VAPP system will be delivered at each Venue
- Informational and Directional Signage will be delivered at each venue and along Games Route Network

### **Complementary sport tickets**

All participating athletes and team officials holding “A” type accreditations (Aa, Ao, Ac) will be able to request four (4) complimentary tickets for each-same sport session per day, subject to availability.

Athletes of other sports will be encouraged to attend events, in which they do not compete, as spectators. For the different sport sessions, there will be a limitation of four (4) complimentary tickets per day for any session held that day. Athletes may collect their complimentary tickets at the dedicated ticket box office at the Athlete Village, at the city ticket outlets or venue box offices by display of the accreditation, subject to availability.

### **Athletes Village**

#### **AVL Zones - Access Control Points**

The Residential Zone, the Village Square, and the Operational Zone will be separated by internal fencing and access control points.

The AVL can be entered through two access points. One of them, available for residents, is located in the north-east area of the AVL and is connected to the Transport Mall. The second access point is in the north-west area of the AVL, through which the Guest Pass Centre, Media Centre, the EOC Family Office and the Village Square can be accessed.

All individuals and personal items will be inspected at all access points into the AVL. Valid accreditation is required for entry. Individuals with invalid or no accreditation will be denied access to the AVL.

## **AVL Accommodation**

Athletes and team officials will be accommodated in 6 permanent buildings.

Apartments will range from 3-5 double-, triple- or quad- occupancy bedrooms, with bathrooms and social space included.

No Wi-Fi will be available in the accommodation apartments.

## **Athletes Village Zones**

AVL consists of three zones: the Residential Zone, the Village Square and the Operational Zone.

The Residential Zone is a special area with reduced access, intended only for residents with the “R” sign on their Accreditation Card. The Residential Zone consists of the accommodation units, the NOC administrative and medical spaces, a recreation center, dining facilities, the NOC Services’ Centre, the Sport Information Centre and the Medical Center.

The Village Square serves as the assembly point for all – residents, guests and the media. The square is a hub of activity within the AVL, and the place for residents and their guests to meet. The Village Square is also home to the Guest Pass Centre, the Protocol Lounge, the Athletes Village Media Centre and the Olympic Culture and Education Program (OCEP) pavilion booths.

The Operational Zone comprises the Village back-of-house services and the Transport Mall.

## **Resident Centers**

Two 24-hour Resident Centers will operate in the AVL. The Centers provide customer service and logistical support to the residents.

## **Food and Beverage in the AVL**

Athletes and team officials will have access to the Village dining halls. Where will be served menus that are nutritious, healthy, and provide necessary dietary components rich in protein and fiber. The Dining Halls with the capacity of 1200 seats offer a broad range of national and cultural food options offered as follows:

- Breakfast (05:00 – 11:00)
- Lunch (11:00 – 17:00)
- Dinner (17:00 – 23:00)
- Overnight (23:00 – 05:00)

The Dining Halls are located on Level 1 of Building 11 and Building 13. Accreditation should be on display at all times and available upon request at the entrance. This is to ensure individuals are entitled to eat within dining halls.

Athletes and team officials will be encouraged to clear their tables to central waste stations.

Due to the size and capacity of the dining halls, athletes are not allowed to take their bags and luggage inside, bag drop-off points are located at the entrance to the dining halls.

For health and food safety reasons, users of the Dining Halls may only remove one drink, one piece of fruit and handheld food currently being consumed. Exceptions will only be made for sick athletes, by producing a certificate from the First Aid Room, signed by a NOC team doctor and countersigned by a doctor, stating that an athlete is unable to eat in the Dining Halls.

### **Alternative dining options for athletes and team officials**

Venue Meals (VMs) for Athletes, Team Officials and International Technical Officials will be considered and delivered to the venues for those of them who will be away from their accommodation for more than 4 hours being located on the competition venue only. Meals must be ordered from the NOC Help Desk in the NOC Services Centre 48 hours in advance. The distribution of Meal Bags will be provided in their dedicated lounges at the competition venues. Still water will be available for athletes in doping control and /or medical treatment areas.

### **Delivery of water provision throughout village accommodation buildings:**

There is a requirement to provide cases of 500ml still bottled water (ambient) to the entrance areas of each of the buildings that Athletes will be accommodated in during their stay in the Village during the opening days of the Athlete Village. Residential areas and the Resident Centre will have central distribution points for bottled water supply. Teams and officials are welcome to use any of these points when in need of water.

### **Linen and Towel Exchange Services**

In extraordinary circumstances, if linens and towels become unusable before the dedicated change day, replacements can be requested on a one item to one item basis by submitting an emergency request at one of the Resident Centers.

### **Replacement of Residential Keys**

Key Replacement Forms should be submitted to the Resident Centers. The Resident Centers' team will inform the relevant EYOF 'Baku 2019' staff and arrange provision of the requested service.

### **Key Loss / Replacement**

If residents misplace their keys or if they cannot enter their accommodation due to a malfunctioning lock, they should report it to the Resident Centre. An authorization from the respective Chef de Mission or Deputy Chef de Mission will be required to replace each key at a cost of \$20.

### **Packed Ice for Medical Use**

Packed ice will be available at the Resident Centre of Building 11. Although the amount of ice that can be taken is not limited, the delegates are expected to be mindful of the other teams' needs.

## Information Desk

The Resident Centers' team will provide information on facilities and services in the Village and other general information, upon request.

## Lost and Found

All items found in the Residential Zone will be taken to the adjacent Resident Centre. To keep track of all lost and found items, all incidents are documented by respective staff members of the Resident Centre, with details of the items summarized in descriptive notes attached to the lost and found reports. NOCs wishing to reclaim lost items can visit any Resident Centre to locate their items.

## Laundry

Serviced laundry facility will be available at the AVL free of charge for all residents, anytime between 7:00 to 23:00, from 20-28 July. Each resident will be provided with two laundry bags, one for colored clothing and one for whites. These will be placed on the residents' beds prior to their arrival.

### Laundry Services and Pick-up/Drop-off Timings

Serviced laundry facility will be available at AVL free of charge for all residents, anytime between 7:00 and 23:00, from the 20<sup>th</sup> to the 28<sup>th</sup> of July. Two laundry bags, one for coloured clothing and one for white, will be placed on each resident's bed prior to arrival.

Residents will be assisted at the laundry facility and must collect their laundry after it has been washed. Uncollected laundry bags will be kept in the laundry room for up to 24 hours. After 24 hours, the resident's NOC will be contacted to ensure the soonest possible removal of the laundered linen and clothes.

## Housekeeping

At the AVL, housekeeping staff will provide round-the-clock cleaning services in the communal areas of all buildings and in the NOC areas.

Daily service will be provided to ensure beds are made, bathrooms are cleaned, consumables are replenished, trash bins are removed and replaced, rooms are vacuumed and mopped, and the furniture is dusted. The staff will perform maintenance checks.

Bed linens, including one pillow case and two sets of bed sheets will be changed once in the middle of the EYOF, and two fresh towels will be brought in every two days.

Housekeeping runs a 24-hour Help Desk and is available to provide immediate response to emergencies or serious incidents that may occur in residential areas (e.g. large spills or clutter).

Residents are provided with a "Do Not Disturb" sign to manage their housekeeping requests. The sign should be placed on the outside of the door, if they choose not to be disturbed. The room will not be serviced that day. However, residents cannot choose a preferred cleaning time for their bedroom.

Housekeeping staff will not be able to make up the beds or change the bed linen, if personal belongings are left on the bed.

Housekeeping staff have the right to refuse to provide service to any residential room if residents are consistently disrespectful of their living space, demonstrate a disrespectful attitude towards the housekeeping staff or if medical waste, syringes or other bio-hazardous materials are inappropriately exposed, causing a health risk.

## **Recreation Centre**

The Recreation Centre will offer free services to athletes, team officials and the EOC Family members with access to the Residential Zone of the AVL.

The Recreation Centre will be located on the first floor of the building 11. It will be open 24 hours, although some gaming facilities may only operate from 07:00 to 23:00. Centre will offer free wireless internet, a computer gaming area, pool tables, table football (foosball), tennis tables and air hockey.

A number of laptops will be available for residents' use at all Recreation Centers.

## **The Non-Smoking Policy**

The AVL is a non-smoking venue. Smoking, including smoking e-cigarettes and other smoking simulators, is strictly prohibited at any time within any buildings of the Residential Zone of the AVL. A limited number of outside smoking areas will be available outside of the Residential Zone. These areas are marked for clarity. NOCs will be charged a significant fee if the EYOF 'Baku 2019' Operations' Committee is faced with the need to clean out, fumigate, or redecorate residences at the AVL, due to smoking inside.

## **Alcohol-Free Policy**

To support safe and alcohol-free environment at EYOF 'Baku 2019,' rules and guidelines prohibit alcoholic beverage use at all premises throughout the entire territory of the AVL. No alcohol will be sold at the Athletes Village. Additionally, athletes and officials are strongly advised against bringing in their own alcohol to the site.

Residents and guests may not possess, store, dispense, sell or consume alcohol at the Athletes Village.

## **Athletes Village Medical Center**

Medical Center will be operational one day before the Opening Ceremony to the day after the Closing Ceremony. Medical Center will offer primary care services, specialist consultations, and limited sports medicine during normal operational hours, from 07:00 till 23:00 daily.

Emergency medical response via an ambulance service on site will be provided on a 24 hour basis.

## Emergency Services

The Village Security Command Centre has separate command and control desks for emergency situations. When assistance is needed, the emergency desks should be contacted immediately.

The emergency services may also conduct functionality checks during the Games' period to ensure that the emergency equipment, systems, materials and the crew are both compliant and fit for the purpose, should the need arise. NOCs will not be considerably affected by these checks; however, they may be contacted if access to their residences is required.

## Disclaimer

All the information in this Technical Manual was correct at the time of going to NOCs. Changes to schedules, procedures, facilities and services, along with any other essential updates, will be communicated to teams by the competition management if required/ Changes to the competition schedule will also appear on the Games-time website [www.eyofbaku2019.com](http://www.eyofbaku2019.com)

