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All changes are in **red**.

35TH EUROPEAN RHYTHMIC CHAMPIONSHIPS SENIOR INDIVIDUAL AND JUNIOR GROUP COMPETITIONS

BAKU (AZE)

16 – 19 MAY 2019



Work Plan

ID Seniors 16006
ID Juniors 16050

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1.1. UNION EUROPÉENNE DE GYMNASTIQUE (UEG)

UEG OFFICIALS	
President	Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Rudolf HEDIGER
EC member (member of the Appeal Jury)	Paolo FRISING
Director	Lisa WORTHMANN
Head of Media	Tina GERETS
Sports Coordinator	Claire TURNER
Official Doctor	Dr. Lubov GALITSKAYA

RHYTHMIC GYMNASTICS TECHNICAL COMMITTEE	
President	Maria PETROVA
Vice-President	Elena NEFEDOVA
Secretary	Dominique MULLER-LAUTH
Member	Marina LOBACH
Member	Pancracia SIRVENT MUT
Member	Elena ALIPRANDI
Member	Evangelia TRIKOMITI

1.2. OFFICIAL UEG CONTACT ADDRESS

UNION EUROPEENNE DE GYMNASTIQUE
Avenue de la Gare 12
CH – 1003 Lausanne, SWITZERLAND
Tel.: + 41 - 21 - 613.10.20
E-Mail: info@ueg.org
Web-site: www.ueg-gymnastics.com



1.3. HOST FEDERATION

AZERBAIJAN GYMNASTICS FEDERATION (AGF)
MGA – Milli Gimnastika Arenasi
178 Heydar Aliyev Avenue
AZ1029 Baku, Azerbaijan
Tel.: + 99412 493 3011
E-Mail: office@agf.az
Web-site: www.agf.az



1.4. LOCAL ORGANISING COMMITTEE

Function	Person
LOC President	Mehriban ALIYEVA
LOC 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 & Head of Security	Namig BADIRKHANOV
Ceremonies' Director	Mariana VASILEVA
Marketing Manager	Farhad AHMADBAYLI
Volunteer Work Manager	Khagani FARAJOV
Sport Presentation	Radel VISHNEVSKI Lala MAHARRAMOVA Fatima SHAFIZADA
Responsible for Transport	Rashid MAMMADOV
International Relations Manager	Mehman ALIYEV

1.5. LOCAL ORGANISING COMMITTEE CONTACT ADDRESS

AZERBAIJAN GYMNASTICS FEDERATION (AGF)

MGA – Milli Gimnastika Arenasi

178 Heydar Aliyev Avenue

AZ1029 Baku, Azerbaijan

Tel.: + 99412 493 3011

E-Mail: office@agf.az

Web-site: mini-site within the AGF website / www.agf.az



Part 2 – The competition

2.1. COMPETITION SCHEDULE

Sunday, May 12 th , 2019		
<i>As announced</i>	<i>Arrival of UEG TC members</i>	<i>UEG Official Hotel</i>
Monday, May 13 th , 2019		
09:00 – 12:30	UEG TC-RG Meeting	MGA (Judges' Room, -2)
15:00 – 18:00	Meeting with the LOC	MGA (AGF Office, 1)
Tuesday, May 14 th , 2019		
<i>As announced</i>	<i>Official arrival day of Delegations</i>	
09:00 – 10:15	UEG TC-RG Meeting	MGA (Judges' Room, -2)
15:00 – 16:15	UEG TC-RG Meeting with SmartScoring	MGA (Judges' Room, -2)
16:30 – 18:00	UEG TC-RG Meeting with LOC	MGA (AGF Office, 1)
Wednesday, May 15 th , 2019		
08:00 – 21:00	Official training	MGA (Training & Warm-up Hall, FoP, -2)
09:00 – 12:00	Judges meeting	MGA (Judges' Room, -2)
12:00 – 12:15	Judges instruction for SmartScoring	MGA (FoP, -2)
14:00 – 16:00	Sightseeing tour	
17:00 – 18:00	Round Table	MGA (Judges' Room, -2)
19:00 – 22:00	Orientation meeting & welcome reception	MGA (Artistic Lounge, 1)
Thursday, May 16 th , 2019		
08:00 – 15:00	Training for senior individuals	MGA (Training & Warm-up Hall, -2)
09:00 – 11:00	Training for junior groups	MGA (Training & Warm-up Hall, -2)
15:15 – 16:45	Sightseeing tour	
16:00 – 16:45	Judges draw for junior groups (5 hoops)	MGA (Judges' Room, -2)
17:00 – 17:30	Opening Ceremony	MGA (FoP, -2)
17:30 – 18:50	Junior groups AA competition (5 hoops)	MGA (FoP, -2)
Friday, May 17 th , 2019		
08:00 – 18:45	Training for junior groups	MGA (Training & Warm-up Hall, -2)
11:00 – 12:00	Judges draw for senior individuals (hoop & ball)	MGA (Judges' Room, -2)
12:00 – 13:50	Senior individuals' qualification set A (hoop & ball)	MGA (FoP, -2)
14:30 – 16:20	Senior individuals' qualification set B (hoop & ball)	MGA (FoP, -2)
16:30 – 18:20	Senior individuals' qualification set C (hoop & ball)	MGA (FoP, -2)
18:00 – 20:00	Free Training for individual gymnasts (without music)	MGA (Training & Warm-up Hall-2)
Saturday, May 18 th , 2019		
08:00 – 11:30	Training for junior groups	MGA (Training & Warm-up Hall-2)
09:00 – 10:00	Judges draw for junior groups (5 ribbons) & senior individuals (clubs & ribbon)	MGA (Judges' Room, -2)
10:00 – 11:50	Senior individuals' qualification set B (clubs & ribbon)	MGA (FoP, -2)

12:00 – 13:50	Senior individuals' qualification set C (clubs & ribbon)	MGA (FoP, -2)
14:40 – 16:30	Senior individuals' qualification set A (clubs & ribbon)	MGA (FoP, -2)
16:50 – 18:20	Junior groups AA competition (5 ribbons)	MGA (FoP, -2)
18:30 – 18:45	Award ceremony Team competition	MGA (FoP, -2)
18:45 – 19:00	Award ceremony All Around Champion Junior groups	MGA (FoP, -2)
19:00 – 20:30	Free training for Individual and Group finalists	MGA (Training & Warm-up Hall, -2)
Sunday, May 19th, 2019		
10:30 – 11:30	Judges draw for the finals – junior groups & senior individuals	MGA (Judges' Room, -2)
11:50 – 12:00	Presentation finalists Junior Groups	MGA (FoP, -2)
12:00 – 12:40	Junior groups (5 hoops) – FINAL	MGA (FoP, -2)
12:45 – 13:25	Junior groups (5 ribbons) – FINAL	MGA (FoP, -2)
13:30 – 13:45	Award ceremony Junior groups (5 hoops & 5 ribbons)	MGA (FoP, -2)
14:30 – 14:40	Presentation of Senior Individuals Finalist	MGA (FoP, -2)
14:40 – 15:50	Senior individuals (hoop & ball) – FINAL	MGA (FoP, -2)
16:00 – 17:10	Senior individuals (clubs & ribbon) – FINAL	MGA (FoP, -2)
17:15 – 17:35	Award ceremony for Senior individuals (hoop, ball, clubs & ribbon)	MGA (FoP, -2)
17:35 – 17:45	SmartScoring Shooting Star Award	MGA (FoP, -2)
17:45 – 18:15	Gala & closing ceremony	MGA (FoP, -2)
20:00	Farewell party	To be confirmed
Monday, May 20th, 2019		
As announced	Official departure day of Delegations & UEG officials	Hotels
All day	UEG TC-RG Meeting	MGA
Tuesday, May 21st, 2019		
As announced	Departure of UEG TC members	UEG Hotel

2.2. ORIENTATION MEETING

- The orientation meeting for the Heads of Delegation will take place on Wednesday, May 15th, 2019 at 19h00 at the MGA and will be followed by a welcome reception.
- The presence of the participating National Federations at the orientation meeting is mandatory. A maximum of 2 members per delegation is recommended, including the Head of Delegation. Unjustified failure by a federation to attend will result in a sanction of 1000.- EUR to be paid to the UEG.
- At this meeting, the OC and the TC-RG/UEG will give practical information on the organisation and the running of the competition.
- Last possibility for the Heads of Delegation to hand over the definitive confirmation of the starting order.

2.3. ROUND TABLE

- A round table for the official member of the delegations of Rhythmic Gymnastics will be organised on Wednesday, May 15th, 2019 starting at 17h00 at the MGA.
- The subject will be "Questions to the UEG President"
- We please ask each participating national federation to come in order to share their opinions. A maximum of 3 members per delegation would be highly appreciated.

2.4. SIZE OF THE DELEGATIONS

According to the 2018 UEG Technical Regulation the maximum composition of a delegation is as follows:

Function	Senior individuals	Junior groups	Total
Gymnasts	1 – 3	5 – 6	9
Reserve Gymnast	1	0	1
Head of Delegation	1	1	1
Team Leader	1	1	2
Coaches (but never more coaches than gymnasts, including additional coach(es) and choreographer)	1	2	3
Additional coach or choreographer *	1	1	1
Judges	1	1	1 or 2
Medical Doctor	1	1	1
Paramedical Staff	1	1	2
Guest or VIP Guest for Individual gymnasts and/or for Group *	1	1	2
Transferable access card zone 1 for coach	2	1-2	3-4

- Each gymnast part of the group must compete at least once.
- The guest or VIP guest accreditations are at the charge of the Federation.
- For all delegation members, including additional coaches, we refer to the UEG Accreditation Rules.

2.5. COMPETITION HALL

The competition hall:

Milli Gimnastika Arenasi (MGA, National Gymnastics Arena)
178 Heydar Aliyev Avenue
AZ1029 Baku, Azerbaijan

- The competition hall has a free height of 20 m.
- Delegations' seats will be located at Level 0. Athletes' Lounge and VIP area will be allocated on Level 1.

2.6. WARM-UP AND TRAINING HALLS

- The competition, training and warm-up halls are located at Milli Gimnastica Arenasi (MGA)
- The training halls have a free height of 20 m.

2.7. TRAINING INFORMATION

- The official training will be on Wednesday, May 15th, 2019 the delegations will receive the training schedule after the nominative deadline.
- Trainings for the Individual Senior and finalists will take place on Saturday, May 18th, 2019. The finalists will have free trainings.
- Access to the training halls is limited to the nations concerned and to the people being in possession of and wearing the accreditation at all times. The accreditation is personal and cannot be used by other people.
- After the official training in the competition hall, the Heads of Delegation have to confirm with a special form, that music tracks of their gymnasts are correct and without any mistakes.

2.8. FORMAT OF THE COMPETITION

Qualification – Junior Groups

1st day, Thursday, May 16th, Qualification – Junior Groups – 5 Hoops
3rd day, Saturday, May 18th, Qualification – Junior Groups – 5 Ribbons

Final result for Team competition and junior groups qualification for the final

For the All-Around, the results of these two days will be added. The group ranked first after the 2 exercises will be awarded the title “Junior European Group Champion”

After this competition, the best 8 groups are qualified for the Apparatus Finals.

Each National Federation can enter a maximum of 5-6 gymnasts.

Qualification – Senior Individuals

2nd day, Friday, May, 17th, Qualification – Senior Individuals – Hoop & Ball
3rd day, Saturday, May 18th, Qualification – Senior Individuals – Clubs & Ribbon

Final result for team competition and qualification for apparatus finals and All-around final of the following year

Senior competition with no more than 3 gymnasts per NF; they have to present 8 free exercises according to FIG rules in the order fixed by the FIG.

After this competition, the 8 best gymnasts of each apparatus are qualified for the apparatus finals (max. 2 gymnasts per NF).

Team Competition – Junior Groups & Senior Individuals

3rd day, Saturday, May 18th, Team Competition

The winner of the Team Competition is designated as follows:

1st part: Seniors – Individual Gymnasts: the result of 2 of the 4 apparatus

Juniors – Groups: the result of the 1st apparatus.

2nd part: Seniors – Individual Gymnasts: the result of the 2 remaining apparatus

Juniors – Groups: the result of the 2nd apparatus.

The above-mentioned results of the 1st and 2nd part of the competition will be added; the best Federation will receive the title “European Team Champion in Rhythmic Gymnastics”.

Finals – Junior Groups

4th day, Sunday, May 19th, 2 Apparatus Finals

Final result for both apparatus

Apparatus Final – Senior Individuals

4th day, Sunday, May 19th, 4 Apparatus Finals

Final result for each apparatus

Qualifying competitions

- The starting order of the competition is made according to the draw of lots carried out on 2nd of March in Baku, Azerbaijan by the RG Technical Committee.
- The sets for the 2nd part of the Seniors Individuals competition will rotate.
- The starting order for the 2nd apparatus of the Junior groups will rotate.
- If a National Federation reduces the number of participating gymnasts after the definitive inscriptions, the UEG/TC has the right to adjust the starting order in order to ensure the best possible running of the competition.

Apparatus finals

- The starting order for the Seniors' individual apparatus finals is according to the draw carried out on 2nd of March in Baku, Azerbaijan by the RG Technical Committee; maximum 2 gymnasts/apparatus/federation are accepted.
- Withdrawals of gymnasts will be accepted within a limit of 60 minutes prior to the competition of the concerned apparatus final, with medical certificate established by the official UEG/LOC medical doctor – the next ranked gymnast of the qualifying competition for the respective apparatus will take part.

2.9. ACCESS TO THE COMPETITION AREA

- The competition area is accessible to members of the various juries, competing gymnasts and their accredited coaches, to the auxiliary personnel of the Jury, to the official UEG doctor, to the official LOC doctor, to the team doctors, medical staff and to people concerned with the apparatus. A team medical person is permitted to accompany the gymnasts and coaches during all competitions.
- Interpreters may not enter the competition area without the permission of the UEG TC President.
- The competition area is strictly forbidden to all other people.
- The use of mobile phones or any other electronic communication device by gymnasts, coaches, judges or medical staff of the delegations on the field of play is forbidden during the entire duration of all UEG Competitions. If this rule is violated, the concerned persons will receive a written warning. If this behaviour is repeated after the written warning is issued, the concerned person will be excluded for the rest of the competition.

It is the responsibility of the Superior Jury to decide these disciplinary measures.

Appeals against these decisions must be submitted to the Jury of Appeal whose decision is final.

2.10. CEREMONIES & GALA

Award ceremonies

All award ceremonies will take place after the end of the group all-around competition for Juniors and after the end of the Seniors competition. For the final competition after the end of the group final and after 4 apparatus for individual competition. It will be carried out in accordance with the UEG Regulations for Award Ceremonies. On the podium, awards will only be presented to the medal winners as follows:

Team Competition	Teams ranked 1 st to 3 rd
Apparatus Finals	Individual Gymnasts ranked 1 st to 3 rd
Groups Finals	Junior Groups ranked 1 st to 3 rd

The following awards will be granted to the top 8 per final:

1 st position	1 gold medal and 1 diploma per gymnast
2 nd position	1 silver medal and 1 diploma per gymnast
3 rd position	1 bronze medal and 1 diploma per gymnast
4 th to 8 th position	1 diploma each per gymnast

- In team and group competitions, each gymnast in the team receives the awards mentioned above. The same award will also be presented to the respective federation and one coach after the competition, e.g. at the official banquet.
- Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies.
- **All gymnasts must wear the official tracksuit.**
- When the medals and diplomas are awarded, gymnasts and officials are not allowed to embrace.
- The participation of the medallists in the award ceremonies is compulsory. All gymnasts, teams or groups that are absent for unjustified reasons will be disqualified.

Opening ceremony

- The opening ceremony will take place on Thursday, May 16th, 2019 at 17h00 at the MGA.

Closing ceremony

- The closing ceremony will take place on Sunday, May 19th, 2019 after the last awarding ceremony and before the Gala.

Gala

- The Gala is open to all interested gymnasts; they will get an application from the LOC, which has to be given back at the accreditation (*appendix 3*).

2.11. APPARATUS SUPPLIER

- The apparatus supplier of this edition of the European Championships is Spieth
- A total of 12 floor areas will be available. Colour: beige

2.12. CONTROL OF THE APPARATUS

- During the training sessions in the competition hall, each delegation will have the opportunity to have its apparatus verified and have the official control label attached to it.
- During the competition, a control will be carried out before each exercise.
- A further check may take place at the end of the exercise at the request of the control judges or the superior jury.

- Any apparatus, which does not conform to the regulations, will be refused or its use penalised, even if it has already been accepted for another competition.

2.13. SUBSTITUTION OF A GYMNAST

Qualification – Seniors

In case of emergency, duly confirmed by the official doctor, a sick or injured gymnast may be replaced by a teammate up to 24 hours prior to the start of the qualification.

Qualification – Junior Groups

No reserve gymnast is allowed to be registered in addition to the 6 gymnasts composing the group; however, in case of emergency, duly confirmed by the official doctor, a sick or injured gymnast inscribed for the group-exercises, may be replaced by the gymnast who is not participating in the same exercise.

The replacement will be authorised up to 10 minutes prior to the start of the competitions (qualification and finals).

2.14. MUSIC

- The music has to be uploaded on the SmartScoring Digital Platform (gyndata), the login information has been sent to each federation after the definitive deadline. Delegation must upload their music not later than **16th April 2019**.
- Music have to be uploaded in .mp3 format and named as follow:
 - The name of the nation (official abbreviation of the country)
 - The first and last name of the individual competitor
 - The category (individual/group)
 - The apparatus
 - The junior or senior (example: ROU_RADU_Alina_Group_5ribbons_JUN.mp3)
- Delegation members are requested to keep in their possession a copy of their CD or USB key for their trainings and in case of a technical problem.
- At the accreditation, a form with the duration and the author of the music has to be filled in and handed at the accreditation; official titles/interpreters have to be indicated. (*appendix 1 & 2*)
- The authorised sound level in the training and competition halls is limited to 80 dB resp. 1000 Hertz (Hz).

2.15. MEDICAL

Doping control

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/UEG regulations. Doping controls will be carried out in accordance with the WADA/FIG regulations.

Medical certificate – official doctor

Only the official doctor or his representatives are authorised to establish the necessary medical certificate.

Official doctor of the OC: Dr. Namig Badirkhanov

Official doctor of the UEG: Dr. Lubov GALITSKAYA

Part 3 – The jury

3.1. JUDGES' PANELS

According to the valid TR 2018 the composition of the judges' panel consists of:

- Jury D (Difficulty)
- Jury E (Execution)
- Reference Judge

D- and E-Judges

Each Federation participating with a team may present two qualified judges who have a valid FIG brevet. The federations participating only with individual gymnasts or only with a group may present one qualified judge. A maximum of one judge per federation will be called upon to judge per competition.

The selection of the judges is made by draw during the judges' meetings prior to each competition, taking into consideration the degree of the brevet (according to the Judges' Rules). The preference is always given to the judges with the highest qualification. It will be made as follows:

- D judges are drawn by federation among the judges with category I and II
- E judges are drawn by federation among the judges with category I, II and III
- Line and Time judges are drawn by federations among the judges with category IV, III, II, I

In the final competition, only judges whose federations do not have competitors, nor a No 1 reserve gymnast or group taking part, may be called upon to judge (if there are enough judges). The selection is by means of the drawing of lots.

3.2. SUPERIOR JURY

For the junior groups, the whole TC forms the Superior Jury. The TC President Mrs Maria Petrova functions as President of the Superior Jury.

For the senior individuals, the Superior jury is composed of 5 TC members. The TC President Mrs Maria Petrova functions as President of the Superior Jury.

3.3. JURY OF APPEAL

The Jury of Appeal is composed of 2 members of the UEG Executive Committee (one of them acting as President) and a member of the O.C. who was not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned.

President	Mr. Rudolf Hediger
Member	Mr. Paolo Frising
Member	To be confirmed

3.4. CONTROL JURY

- Body Difficulty – 1 TC member
- Apparatus Difficulty – 2 TC members
- Execution Artistry – 1 TC member
- Execution Technical faults – 2 TC members

2 Reference judges from the entered judges for execution technique

3.5. DRAWING OF LOTS OF THE JUDGES

- All nominative drawings of lots of the judges will take place prior to the competitions, in the competition hall/Judges room.
- All inscribed judges have to be present every day.

3.6. JUDGES' INSTRUCTION

- A judges' course will be organised for all judges on Wednesday, May 15th in the MGA Judges room at 9 o'clock.
- All inscribed judges are obliged to participate.

3.7. CODE OF ETHICS

- Any close family relative to a competitive gymnast may not judge that gymnast or this group at this UEG sanctioned event. If a conflict should or could appear, the President of the UEG is to be informed, so appropriate action can be taken.

3.8. SCORING AND DISTRIBUTION OF RESULTS

- Smart Scoring will provide the official scoring service and management of the start lists, scores and results.
- The scores of the different exercises will be published on an electronic board indicating the number and name of the gymnast, the notes D and execution as well as the penalties and the final note.
- The secretary of the competition will provide after each competition through the delegation boxes, email addresses of the HoD collected during the accreditation, mobile app (log-in details to be distributed during the accreditation).
 - List of ranking after qualification 1st day – Team ranking
 - List of qualified gymnasts for Finals after qualification 2nd day
 - List of ranking after qualification 2nd day – Team ranking
 - List of qualified gymnasts for finals after qualification for individuals and groups
 - List of qualified gymnasts for the All-around final in the following year
- At the end of the competition all Heads of Delegation will be provided with a complete set of results including the judges' individual scores for all competitions by email.

3.9. CONTROL VIDEOS

Control videos will be available for the Superior Jury only in case of inquiry.

3.10. INQUIRIES PROCEDURE

- Inquiries for the difficulty scores only are allowed, provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following gymnast. For the last gymnast of a rotation, this limit is **one minute** after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure. Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.
- 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
- A federation will not be allowed to complain against a gymnast from another federation.

- The inquiry will have to be confirmed as soon as possible in writing, but within **4 minutes** at the latest after the verbal inquiry and will require an agreement of payment of:
 - EUR 300.-- for the first complaint
 - EUR 500.-- for the second complaint and
 - EUR 1'000.-- for the third complaint.
- Should the inquiry not be confirmed in writing within 4 minutes, then the procedure will become obsolete.
- Should the final score be higher, this sum will **not** be invoiced by UEG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced by UEG.
- Furthermore, we remind you that the expected score must be mentioned on the inquiry form. Inquiries without mention of the requested score will not be accepted.
- Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:
 - At the end of the rotation (group) for the qualifying competitions, the all-around competitions
 - Before the score of the following gymnast is shown for the finals.
- The detailed procedure is laid down in the UEG & FIG Technical Regulations.

4.1. TRANSPORTATION

International

- The international transportation costs are covered by the participating delegations. The UEG and the Organising Committee strongly recommend that each Federation takes cancellation insurance for their international transportation.
- Accredited delegations who:
 - will stay at one of the official hotels
 - booked their accommodation through the Organising Committee and
 - filled in on the SmartScoring online system their “travel schedule” form for arrivals and departures by April 26th at the very latest,will be provided with local transport from the Aliyev International Airport to the Accreditation Centre. Upon receipt of the schedules, further instructions will be provided to the Delegations as required.

Local

- The LOC will organise shuttle buses from the official Hotels to the Training and Competition venue.
- The LOC will organise buses for the sightseeing tour and the farewell banquet.
- Shuttle buses timetables will be provided to the Heads of Delegation at the accreditation.

4.2. ACCREDITATION

- The accreditation will take place upon arrival of the delegations at MGA.
- For the accreditation process, only the Head of Delegation (and/or his representative) is requested to present him-/herself at the accreditation centre.
- The following items will be checked there with the Heads of Delegations:
 - The passport of all members of the delegation;
 - The licences of the gymnasts;
 - The judges brevet;
 - The medical insurance for the members of the delegations, except from the gymnasts & judges;
 - Transport – departure
 - Prove of the fulfilment of all financial obligations to the LOC;
 - Music check; the form with the duration and the author of the music has to be filled in; official titles/interpreters have to be indicated; (*appendix 1 & 2*)
 - Form of the starting order of the apparatus with confirmation of the Head of Delegation
 - National anthem and national flag
 - Distribution of keys/access cards to get information from mailboxes
 - Distribution of log-in details to the Heads of Delegations to access mobile application where all the information concerning the events will be available
- After the accreditation is received no judge can change it's position. The inscriptions will be respected.
- The accreditation must always be borne visible in the venue. In case of losing the accreditation card, a new one will be issued for a fee of € 150.
- Additional accreditations cost € 150.
- All Federations have to upload a recent photo (6 months max.) of each delegation-member on the SmartScoring online system. Photo should be in JPG format, size 45x35 mm, and resolution 800x600pxl, and named as follow: NF_last name_first name_function.jpg (ex. AZE_Smith_Anna_gymnast.jpg)

4.3. DELEGATION BOXES

- The information desk and the delegation mailboxes will be located at the Level 0 (near the delegations' entrance) at the MGA.
- All information regarding competition, warm-up, training, notification of meetings, transport, functions, results, start lists, as well as UEG and LOC correspondences will be distributed via the delegation mailboxes.
- A special "Mailbox" authority card will be issued to each Head of Delegation. This card must be shown by the Heads of Delegation or their designated representative when collecting all information and results from their Delegation mailbox.




4.4. FAREWELL BANQUET


- The LOC will host a Farewell Banquet for all Delegation members at the conclusion of the event on Sunday – May 19th, 2019 at 20h00. The place of Farewell Banquet will be confirmed later.
- A dinner will be served at the banquet.
- Transportation to the banquet will be organised from each official hotel.
- The Federation's relevant diplomas will be distributed during this banquet.
- The legal drinking age in Azerbaijan is 18. Gymnasts will seat separately from the other official members of delegations and they will not be served with alcohol.
- Accredited Delegation members (with the exception of E- and R- media), who stay at one of the official hotels and book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.
- Extra tickets for the banquet can be purchased for EUR 85.- per person, provided that a request is sent to the LOC mail address (administration@agf.az) well in advance.

4.5. ACCOMMODATION

Delegation Hotels

(See prices details in the Directives)

	<p>Boulevard Hotel **** Distance from Competition Hall: 8.3 km - approx. 10 min. (by car) Address: Baku White City, Baku, Azerbaijan Phone: +99412 310 00 10 Web: www.boulevardhotelbaku.com</p>
	<p>Park Inn By Radisson Baku Hotel **** Distance from Competition Hall: 8.8 km - approx. 12 min. (by car) Address: 1 Azadliq Avenue, AZ1000, Baku, Azerbaijan Phone: +994 12 490 6000 Web: http://www.rezidorparkinn.com/</p>
	<p>Holiday Inn **** Distance from Competition Hall: 8.0 km - approx. 11 min. (by car) Address: 5 Keykab Khanim Safaraliyeva str., Baku, Azerbaijan Phone: +99412 599 11 00 Web: https://www.ihg.com/holidayinn/hotels/ru/ru/baku/bakhi/hoteldetail</p>

	<p>Emerald Hotel *** Distance from Competition Hall: 1.7 km - approx. 4 min. (by car) Address: 4 Mehdi Abbasov str., Baku, Azerbaijan Phone: +99412 520 4441, +99412 520 4144 Web: www.emeraldbaku.com</p>
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4.6. MEALS

Breakfast will be served at the hotels and is included in each hotel booking. For lunch and dinner options, please see the Directives with all the details.

The Meal Request must be submitted to the LOC via SmartScoring digital platform by **April 16th, 2019** at the very latest (the link and sign in details to access the online program will be sent to the participating countries after the definitive entry's deadline).

Meal schedule for the delegations who have booked meals at hotels/MGA is as follows:

Location	Breakfast	Lunch	Dinner
Boulevard Hotel	06:00 – 10:00	13:00 – 16:00	19:00 – 22:30
Park Inn by Radisson Baku Hotel	06:00 – 10:00	13:00 – 16:00	19:00 – 22:30
Holiday Inn	06:00 – 10:00	13:00 – 16:00	19:00 – 22:30
Emerald Hotel	06:00 – 10:00	13:00 – 16:00	19:00 – 22:30
MGA	-	13:00 – 16:00	19:00 – 22:30

The members of the UEG/EC/TC will handle unforeseen incidents or events that might occur during these championships.

4.8 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. The LOC will assist you with a visa support letter provided that the request is made to the LOC online via SmartScoring Digital Platform by **April 16th, 2019 at the latest**. The link and sign in details to access the online program will be sent to the participating countries by the LOC after the definitive entry's deadline.

More information about the visa can be obtained on 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>
- 4) www.evisa.gov.az

All the questions concerning visa can be addressed to the LOC's following e-mail address: administration@agf.az

Part 5 – Appendix

Kind reminder for important deadlines:

For the UEG

	Deadline
Nominative Registration – Gyndata	April 16th, 2019
Payment of the UEG Registration Fees	April 16th, 2019
Media Accreditation	May 1st, 2019

For the LOC (Forms / Accommodation)

	Deadline
Visa Request – SmartScoring digital portal	April 16th, 2019
Travel Schedule – SmartScoring digital portal	April 16th, 2019
Photo & passports for Accreditation – SmartScoring digital portal	April 16th, 2019
Music for Individuals and for Groups – SmartScoring digital portal	April 16th, 2019
Accommodation costs (first 50%)	February 18th, 2019
Accommodation costs (last 50%)	April 16th, 2019
Meals (100%)	April 16th, 2019
Form with the duration and author of the music (appendix 1 & 2)	At the accreditation
Gala Form (appendix 3)	At the accreditation

Maria PETROVA

President of the TC-RG/UEG

Sofia/Lausanne, April 2019

Appendix 1: Music Form

Appendix 2: Music Confirmation

Appendix 3: Gala Form

Appendix 4: Layouts