



ID 16001

**11TH EUROPEAN AEROBIC CHAMPIONSHIPS
FOR SENIORS AND JUNIORS
BAKU (AZE)
May 24-26, 2019**



Directives

Dear President,

The UEG is pleased to herein provide you with the Directives for the 11th European Aerobic Championships for seniors and juniors to be held in Baku (AZE) from May 24th to May 26th, 2019.

These European Championships will be organised following the FIG & UEG Statutes, FIG & UEG Technical Regulations (TR), FIG Code of Points and relevant newsletters, FIG General Judges Rules, FIG Specific Judges Rules, FIG Anti-Doping Rules effective 01 January 2015, UEG & FIG Medical Guidelines, FIG License Rules, UEG Media Rules, FIG Apparatus Norms, FIG Advertising and Publicity Rules, FIG Rules for Sanctioning (approval) of International Events and the UEG Accreditation Directives, FIG Code of Ethics and any possible amendments by the date of these European Championships and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all UEG/FIG Rules and Regulations. Federations not respecting them will not be allowed to compete.

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1. UNION EUROPEENNE DE GYMNASTIQUE

Union Européenne de Gymnastique (UEG)
Avenue de la Gare 12
CH - 1003 Lausanne
Tel: +41 (0)21 613 10 20
Email: info@ueg.org
Website: www.ueg.org

2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE (LOC)

Azerbaijan Gymnastics Federation
178 Heydar Aliyev Avenue
MGA – Milli Gimnastika Arenasi (National Gymnastics Arena)
AZ1029 Baku, Azerbaijan
Contact Person: Fatima Shafizada
Tel: +99412 493 3011
Email: administration@agf.az
Website: www.agf.az
Event website: mini-site within the AGF website (www.agf.az)

3. LOCATION OF THE COMPETITION, TRAINING & WARM-UP HALLS

MGA – Milli Gimnastika Arenasi (National Gymnastics Arena)

178 Heydar Aliyev Avenue
AZ1029 Baku, Azerbaijan
Tel: +99412 566 9699
Email: info@mga.az
Website: www.mga.az

The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted many different international sport events.

The Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favourite training camp venue of many gymnasts all over the world.

Training and Warm-up facilities will be located within the MGA.



4. PROVISIONAL PROGRAM (SUBJECT TO CHANGE)

Monday, 20.05.2019	Arrival TC Aerobic
Tuesday, 21.05.2019	Arrival day for delegations
Wednesday, 22.05.2019	Training and Podium training by Nations as scheduled Orientation meeting (maximum 2 persons per federation) Judges briefing and instruction Judges scoring system instruction
Thursday, 23.05.2019	Training and Podium training by nations as schedule Judges briefing and instruction
Friday, 24.05.2019	Judges briefing Judges draw for Junior ECH Qualification Official Opening Ceremony Qualification Juniors Medal Award Ceremony / Junior Team
Saturday, 25.05.2019	Judges briefing, Judges draw for Seniors ECH Qualification Qualification Seniors Medal Award Ceremony / Senior Team
Sunday, 26.05.2019	Training for Finalists per schedule Judges briefing Judges Draw for Junior ECH Final European Championship Junior Finals Medal Award Ceremony for Juniors Judges briefing Judges Draw for Senior ECH Final European Championship Senior Finals Medal Award Ceremony for Seniors Farewell Party
Monday, 27.05.2019	All day Departure of participants

Please note: Schedule is provisional and may be adjusted after entries are received

5. PARTICIPATION AND ACCREDITATION

Gymnasts holding a valid FIG licence until the end of the competitions, and with the correct age from UEG and FIG affiliated Federations in good standings, may take part in these European Championships. An individual is entitled to only one accreditation card. If an individual has several valid "accreditable" functions, the highest function is normally selected and the access zones of the functions are cumulated. No substitutes may directly benefit from unused accreditations. The functions of judge and gymnast cannot be combined with any other function, except for gymnasts who can also act as Head of Delegation.

Maximum Delegation Size

The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per UEG Rules for Accreditation is as follows:

	Seniors	Juniors
Individual Women (IW)	2	2
Individual Men (IM)	2	2
Mixed Pair (MP)	2 (4 gymnasts)	2 (4 gymnasts)
Trio (TR)	2 (6 gymnasts)	2 (6 gymnasts)
Group (GR)	1 (5 gymnasts)	1 (5 gymnasts)
Aerobic Dance (AD)	1 (8 gymnasts)	1 (6 gymnasts)
Aerobic Step (AS)	1 (8 gymnasts)	-

Maximum 2 per category in IM, IW, Mixed Pair and Trio, and 1 in Group, Aerobic Dance and Aerobic Step **but not exceeding 30 competitors.**

A competitor may compete in maximum 3 Aerobic categories and in only one age category.

Competitors	30	25
Head of delegation	1	1
Team leader	1	1
Coach	2	2
Judge	2	2
Doctor	1	1
Physiotherapist	1	1

The costs of additional accreditations are as follows and are to be paid to the LOC:

Additional Coach	EUR 180
Additional Medical doctor or paramedical staff	EUR 180
Guest	EUR 180
VIP Guest	EUR 180

Accreditation Application Process

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 all delegation members
- The licences of gymnasts, judges and medical staff
- Transport – Departure
- The medical insurance of all delegation members
- Prove of the fulfilment of all financial obligations to the LOC
- Music used by all units
- 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 leaders, coaches, judges, doctor, physiotherapist) into the SmartScoring digital platform (the link and sign in details will be sent to the participating delegations by the LOC after the definitive entry's deadline).

The deadline for the photos & passport copies upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600px) is **April 25, 2019**. Please clearly indicate the corresponding full name (with correct spelling) in the file title.

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

Each NF **must also** register the full delegation on the UEG **GymData Online** registration system by the stated entry deadlines for Definitive & Nominative entry (see point 7 below).

Media Accreditations

Media representatives as well as Federations' communications staff who are interested in covering the event can register online at:

<http://www.ueg.org/page/media>

6. AGE LIMIT OF GYMNASTS

Junior: 15-17 years old (born 2002, 2003, 2004)

Senior: 18 years old (born 2001) or older

All gymnasts must have a valid FIG licence until the end of the event.

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by UEG affiliated federations in good standing, via the new **GymData Online** registration tool (<http://registry.gymdata.online>), provided by the global UEG partner SmartScoring.

A separate email was sent to you by UEG Office with all information (link, login details, etc.) for the official definitive and nominative registration of all delegations.

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation until Thursday, **February 21st, 2019** (23:59 Swiss time) at the very latest.

Nominative Registrations

The nominative entries must be completed by entering the composition of the delegation until Thursday, **April 25th, 2019** (23:59 Swiss time) at the very latest.

Entry Fees

Euro 150,00 per gymnast and category (IW-IM-MP-TR-GR- juniors AD)

Euro 600,00 per Aerobic Dance group seniors / Aerobic Step group seniors

To be transferred to **UEG Account** by **April 25th, 2019**:

Beneficiary	Union Europeenne de Gymnastique
Account	L 5205.70.49 European Union of Gymnastics
Bank	Banque Cantonale Vaudoise Place St-Francois 14, CP 300 1002 LAUSANNE, Switzerland
IBAN	CH05 0076 7000 L520 5704 9
SWIFT/BIC	BCVLCH2LXXX

All bank fees in connection with the bank transfer must be covered. Please state the name of the Federation and the payment purpose on the transfer (i.e. 'AZE _2019 AER ECH Registration Fees'). **The payment must be made in EUR** only.

Federations which have not fulfilled their financial obligations towards the UEG or FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC (e.g. hotel accommodation) will not be allowed to participate in these European Championships.

In case of non-participation or partial participation the fee will not be reimbursed.

Fines

The sanctions are as follows as per UEG/TR (Article 3.2.6)

Definitive entry received after the deadline	EUR 1500.00
Nominative entry received after the deadline	EUR 1000.00
Non-participation (noticed at venue)	EUR 1000.00

8. LICENSES

The LOC will be responsible for checking the validity of the gymnasts' Licenses.



No gymnasts will be accredited without a valid FIG license.

In order to be considered, Licence application forms (new or renewal) must be submitted at least one (1) month prior to the deadline for nominative registration. Please consult FIG License Rules for additional information in this respect.

9. JUDGES

The FIG brevetted judges are designated by their Federation and selected for the panels by draw, taking into consideration the degree of the brevet, according to the Judges' Rules.

A Federation participating with an insufficient number of judges or without judge will have to pay a fine to the UEG.

All judges must have a current valid FIG brevet at the time of the event.



Judges shall recuse themselves if

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

10. COMPETITION FORMAT

A competitor may compete in maximum 3 Aerobic categories and in only one age category. Qualifications and finals will be carried out in each category and age group. The 8 best per category (max. 1 per federation for GR, AD, AS, resp. 2 for Individual Men, Individual Women, Mixed Pairs and Trios) may participate in the finals. The winners of the finals in each category are declared European Champions. In order to participate in the team competition, a federation must participate with at least one unit in the qualifications in the following categories: Individual Men and/or Individual Women, Mixed Pair, Trio and Group, AD or AS.

The Team ranking list will be established by adding the 5 best rankings obtained during the qualifications. The Federation with the lowest total of ranking places will be declared European Team Champion. The FIG tie breaking rules will be applied

11. PUBLICITY

FIG advertising and publicity norms must be respected.

As the Code of Points foresee deductions should the FIG rules for Advertising and Publicity on attire and equipment not be respected, each Federation may fill in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men) if deemed necessary by **25th April 2019** at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "Rules – Publicity" for additional information, you may also contact info@ueg.org for further assistance if required.

12. EQUIPMENT

SPIETH Gymnastics

Aerobics Floor "Baku" Ref. 1790560 produced by JanssenFritsen: Aerobics Floor 2014 Ref. 1790560

26 Steps

Manufacturer Supplier: Venturelli

Reference: Art. STE16.

13. 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 via SmartScoring digital platform **by April 25th, 2019 at the latest**. The link and sign in details to access the online platform will be sent to the participating countries 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

The more information on visa can be obtained from the LOC's following e-mail address: administration@agf.az

14. TRANSPORTATION

The invited participating Federations must pay for the air travel costs of their delegation members. The official arrival airport is: Aliyev International Airport (GYD)

The travel details must be submitted to the LOC **via SmartScoring digital platform until April 25th, 2019**. The link and sign in details to access the online program will be sent to the participating countries after the definitive entry's deadline.

Local Transportation

The LOC will organize shuttle buses from official hotels to the competition venue (training venue is within the competition venue) and back for all delegations that have booked accommodation through the LOC.

The LOC will organize buses for sightseeing tour and farewell banquet for the delegations concerned as well.

Transportation by bus to and from Aliyev International Airport is included in the competition package price given that transportation information has been sent in due time.

For those delegations that have not ordered the accommodation package from the organiser, please contact administration@agf.az.

15. ACCOMMODATION AND MEALS

Hotel category prices are per night/per person (including breakfast, VAT, farewell banquet, airport transfer and daily shuttle transfer from the hotel to the training / competition hall).

Landmark Hotel** / UEG Official Hotel**

Address: 90A Nizami St, Baku 1010

Tel.: +99412 465 20 00

Website: <http://www.thelandmarkhotel.az>

Distance from Landmark Hotel (located in the city center) to main destinations:

To airport: 24.8 km - approx. 23 min. (by car)

To competition venue: 8.9 km - approx. 13 min. (by car)

Boulevard Hotel****

Address: Baku White City, Baku, Azerbaijan

Tel.: +99412 310 00 10

Website: www.boulevardhotelbaku.com

The costs per person/night at Boulevard Hotel are as follows:

EUR 140.- (single room, including breakfast)

EUR 80.- (twin room, including breakfast)

Distance from Boulevard Hotel (located close to the city center) to main destinations:

To airport: 24.9 km - approx. 23 min. (by car)

To competition venue: 8.3 km - approx. 10 min. (by car)

Park Inn By Radisson Baku Hotel****

Address: 1 Azadliq Avenue, AZ1000, Baku, Azerbaijan

Tel.: +994 12 490 6000

Website: <http://www.rezidorparkinn.com/>

The costs per person/night at Park Inn By Radisson Baku Hotel are as follows:

EUR 110.- (single room, including breakfast)

EUR 70.- (twin room, including breakfast)

Distance from Park Inn By Radisson Baku Hotel

(located in the city center) to main destinations:

To airport: 24.8 km - approx. 23 min. (by car)

To competition venue: 8.8 km - approx. 12 min. (by car)

Holiday Inn ****

Address: 5 Keykab Khanim Safaraliyeva str.

Baku, Azerbaijan

Tel.: +99412 599 11 00

Website: <https://www.ihg.com/holidayinn/hotels/ru/ru/baku/bakhi/hoteldetail>

The costs per person/night at Holiday Inn are as follows:

EUR 120.- (single room, including breakfast)

EUR 80.- (twin room, including breakfast)

Distance from Holiday Inn (located close to the city center) to main destinations:

To airport: 23.9 km - approx. 25 min. (by car)

To competition venue: 8.0 km - approx. 11 min. (by car)

Emerald Hotel***

Address: 4 Mehdi Abbasov str., Baku,

Azerbaijan

Tel.: +99412 520 4441, +99412 520 4144

Website: www.emeraldbaku.com

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

EUR 65.- (single room, including breakfast)

EUR 50.- (twin room, including breakfast)

Distance from Emerald Hotel (located close to the competition/training venue) to main destinations:

To airport: 16.8 km - approx. 15 min. (by car)

To competition venue: 1.7 km - approx. 4 min. (by car)

Corniche Hotel***

Address: 20/C Nobel Ave, Baku,

Tel.: +99412 489 08 66

Website: <http://www.cornichehotelbaku.com>

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

EUR 60.- (single room, including breakfast)

EUR 55.- (twin room, including breakfast)

EUR 45.- (triple, including breakfast)

EUR 30.- (quadruple, including breakfast)

Distance from Corniche Hotel (located close to the competition/training venue) to main destinations:

To airport: 24.9 km - approx. 23 min. (by car)

To competition venue: 8.3 km - approx. 10 min. (by car)

ACCOMMODATION RESERVATIONS

The Accommodation Request must be submitted to the LOC online **via SmartScoring digital platform** by **March 5th, 2019** at the very latest. The Hotel rooms will be allocated on a "first come, first serve" basis as the number of rooms are limited in each hotel. The link and sign in details to access the online platform will be sent to the participating countries after the definitive entry's deadline.

The rooming list shall be submitted to the LOC online **via SmartScoring digital platform** by **April 25, 2019** at the very latest.

MEALS

Breakfast will be served at the hotels; the price is included in the cost of each hotel booking.

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

Boulevard Hotel

Lunch – EUR 25.- (each)

Dinner – EUR 30.- (each)

Park Inn By Radisson Baku Hotel

Lunch – € 15.- (each)

Dinner – € 20.- (each)

Holiday Inn

Lunch – EUR 15.- (each)

Dinner – EUR 20.- (each)

Emerald Hotel

Lunch – EUR 15.- (each)

Dinner – EUR 18.- (each)

Corniche Hotel

Lunch – EUR 15.- (each)

Dinner – EUR 18.- (each)

MGA – competition venue

Lunch – EUR 10.- (each)

Dinner – EUR 15.- (each)

The Meal Request must be submitted to the LOC via SmartScoring digital platform by **April 25, 2019** at the very latest (the link and sign in details to access the online platform will be sent to the participating countries after the definitive entry's deadline).

ACCOMMODATION & MEAL PAYMENTS

Payment for the accommodations and meal options must be made through bank transfer to:

BENEFICIARY: AZERBAIJAN GYMNASTICS FEDERATION

Beneficiary address: 178 Heydar Aliyev Ave., Milli Gimnastika Arenasi AZ-1029, Baku Azerbaijan

Beneficiary's account: AZ75PAHA38190EURHC0190012035

Bank: "PASHA Bank", Baku, Azerbaijan

SWIFT PAHAZ22

Correspondent: Raiffeisen Bank International AG

Account with Institution: Am Stadtpark 9, 1030 Vienna

Correspondent account: 1-55.081.095

SWIFT BIC: RZBAATWW

The participating federation is responsible for covering all bank fees in connection with the bank transfers.

All bank fees in connection with the bank transfer must be covered. Please state the name of your Federation and the payment purpose (*accommodation/meal for the 11th European Aerobic Championships*) on the transfer. The payment must be made in **EUR** only.

Payment deadlines:

- The first 50% of the total accommodation costs - **by March 5th, 2019**
- Settlement of the remaining 50% of accommodation costs and 100% of the total meal costs - **by April 25th, 2019**

CANCELLATION POLICY

The UEG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodations and meal options.

Accommodation:

- from March 5, 2019 to April 25, 2019: 25% of the total accommodation cost will be charged
- from April 25, 2019 to May 10, 2019: 50% of the total accommodation cost will be charged
- after May 10, 2019: 100% of the total accommodation cost will be charged

Meals:

- after May 10, 2019 – 100% of the total meal cost will be charged

FAREWELL BANQUET

Accredited delegation members who will stay at one of the official hotels and will 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.

16. INSURANCE

The Host Federation, the Organizing Committee, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The UEG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage.

The OC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy in English writing). Delegation members with insufficient insurance cover must inform the OC in advance.

The OC will subsequently offer insurance at the Federation's own charge as follows: 15 EUR per person/day.

17. WORKPLAN

The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

18. DOPING CONTROLS

Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

19. OFFICIAL HOSPITAL

City Hospital
18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan

Tel.: +99412 449 9274

20. MUSIC

In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee wishes to reduce the variety of the various musical supports (CD, USB stick) and to use only the numerical support.

Each music will be classified and indexed in a file on the computers of the organisers by respecting the flow schedule in order to be able to use them quickly and effectively.

All the music used during the 11th Aerobics Gymnastics European Championships must be submitted online via SmartScoring digital platform until April 25, 2019. The link and sign in details to access the online platform will be sent to the participating countries after the definitive entry's deadline.

Each delegation, logging in with its credentials at SmartScoring digital platform has to submit the Music files (National Anthem included) for each performance.

MUSICS have to be uploaded in the following format:

File format: .mp3

Name of file must contain:

- The name of the nation (official abbreviation of the country);
- The first and last name of the individual competitor/s and the last name of MP, TR, GR AD, AS;
- The category (IM, IW, MP, TR, GR, AS, AD);
- The Junior or Senior (Example: AZE_HUSEYNOVA_Narmina_Senior_IW2.mp3)

NATIONAL ANTHEM has to be uploaded in the following format:

File format: .mp3

Name: Official abbreviation of the country + Anthem (Example AZE_Anthem)

If you need help, you can write to the following e-mail address: gymnastics@agf.az

Uploading the music via SmartScoring digital platform, each delegation confirms that the pieces of music chosen are not forbidden to be played, including during a sports event, and authorizes the LOC to use them during the competition.



Delegation members are requested to keep in their possession a CD and USB key of their music for their training sessions and in case of a technical problems.

At the accreditation, the Heads of delegation have to hand in the Music Release form which you will receive together with the work plan.

21. SUMMARY OF THE DEADLINES AND PAYMENTS

FOR THE UEG

	Opening Date	Closing Date
Definitive Registration GymData Online	21.01.2019	21.02.2019
Nominative Registration GymData Online	25.02.2019	25.04.2019
Entry Fee	25.04.2019	

FOR THE LOC

	Deadline
Visa Request (not compulsory) / SmartScoring digital portal	April 25, 2019
Travel Schedule (Arrivals/Departures) / SmartScoring digital portal	April 25, 2019
Accommodation: Room Numbers / SmartScoring digital portal	March 5, 2019
Accommodation: Rooming List / SmartScoring digital portal	April 25, 2019
Music upload / SmartScoring digital portal	April 25, 2019
Documents (photos and passport) / SmartScoring digital portal	April 25, 2019
Meals / SmartScoring digital portal	April 25, 2019

Payment (to be made to the LOC)	Deadline
Accommodation Costs (first 50%)	March 5, 2019
Accommodation Costs (last 50%)	April 25, 2019
Meals (100 %)	April 25, 2019
Accreditations at the charge of the Delegations	April 25, 2019

Sincerely Yours,

UNION EUROPEENNE DE GYMNASTIQUE



Cristina CASENTINI
The President TC-AER

AZERBAIJAN GYMNASTICS FEDERATION



Nurlana Mammadzada
Secretary General