





2018 Aerobic Gymnastics Club Pan American Cup 29 November – 1 December, 2018 Lima, PER

DIRECTIVES

Event ID: 15960

Dear PAGU affiliated Member Federations,

The Pan American Gymnastics Union (PAGU) through the Peruvian Gymnastics Federation (PER) has the pleasure to invite your Federation to participate in the aforementioned official FIG and PAGU international event.

DISCIPLINE	Aerobic Gymnastics		
PAGU	Pan American Gymnastics Union Camino a Santa Teresa 482 Colonia Peña Pobre, Delegacion Tlalpan, C.P. 14060 Mexico City, Mexico E-mail: info@upag-pagu.org		
HOST FEDERATION	Peruvian Gymnastics Federation Calle las Fresas 467 Urbanizacion La Aurora, Miraflores Lima 41, Peru Tel/Fax: +51.1.4762277 E-mail: jennymart51@hotmail.com Website: www.federaciongimnasia.com		
ORGANIZING COMMITTEE	Local Organizing Committee:		
	President	Eva Jenny Martínez Díaz	jennymart51@hotmail.com
	PGF AER Technical Committee	Natalia Balarezo	Tel: +51 997596560 E-mail: natalia_balarezo@hotmail.com
	FDPG Treasurer	Juana Orjeda de Barreda	Tel: +51 999229196 E-mail: jennybarreda@hotmail.com
	PGF AER Technical Committee	Maria Jose Garcia	Tel: +51 982362163 E-mail: majo.aerobica@gmail.com
	Jorge Fillón – PAGU AER Technical Committee President Email: jofillon@yahoo.com.ar		
LOCATION	Lima, Peru		
DATES	From 27 November to 2 December 2018		
VENUE	CAR (Centro de Alto Rendimiento)		

Avenida del Aire S/N Puerta N° 15 del CAR Videna San Luis 511-4762277

APPARATUS

Spieth Aerobic Floor "Baku"

Aerobics Floor 2014 Ref. 1790560 (FIG Certified produced by Janssen & Fritsen)

Steps Venturelli S.r.I – Art. STE16

RULES AND REGULATIONS

The event will be organized according to the following FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives or the PAGU Technical Regulations:

- Statutes
- Technical Regulations
- Code of Points and Newsletters
- General Judges' Rules
- Specific Judges' Rules
- Doping Control Rules
- License Rules
- Media Rules
- Apparatus Norms
- FIG Rules for Sanctioning (approval) of International Events
- Advertising and Publicity Rules

and subsequent decisions made by FIG and PAGU Executive Committee

INVITED CLUBS

The Pan American Gymnastics Union invites all clubs belonging to Federations affiliated to the PAGU and the FIG and which are up to date in their obligations.

AGES

Seniors: 18 year old and older

Age Group 1: 12-14 year old

Age Group 2: 15-17 year old

*as of *December 31, 2018*

All gymnasts (AG1, AG2 and Senior) must possess the FIG license valid from the moment of the nominative registration until the end of the event.

JURY AND JUDGES

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

Each Federation must send 2 judges and shall evaluate in all phases of the competition. These judges can be the same as the ones registered for the AER Pan American Championships.

If one delegation sends a maximum of 5 gymnasts, only 1 brevet judge will be required.

Federations with PAGU TC member may register him in addition to the judges of his Federation.

The fine for failing to participate with the required judges is USD\$1,000.00.

This fine must be paid to PAGU by 14 September 2018 at the latest.

The National Federation must inform PAGU in advance (at the time of the definitive registration) to allow the appointment of an invited neutral judge.

The fine does not apply to those Federations that do not have FIG Brevet judges.

The panel of judges will have at least:

- 4 Artistic Judges
- 4 Execution Judges
- 2 Difficulty Judges
- 1 Chair Judge
- 2 Line Judges
- 1 Time Judge

REGISTRATION DEADLINES

Definitive registration	14 September 2018	info@upag-pagu.org
Nominative registration	1 November 2018	info@upag-pagu.org

ENTRIES

The entry fee for this event is **USD\$50.00** per gymnast and must be paid to PAGU by **14 September 2018** at the latest.

Entry fees will be valid as long as they are sent to the PAGU through member Federations, the corresponding deposits are attached, and forms are filled with the required information.

Untimely entries will not be valid, and the participation will not be permitted.

A competitor can only take part on 3 categories, according to FIG Technical Regulations, Section 1, Art. 4.4, pt 6.

Note: Gymnasts registered in the Club Pan American Cup can also participate in the Pan American Championships, provided they do the respective registration.

There will be only one competition for Qualifications and for Finals. The scores will be taken into consideration for the Pan American Championships and for the Club Pan American Cup respectively.

DELEGATION SIZE

The maximum number of persons per official delegation is as follows:

Function	Senior	AG1	AG2	
Gymnasts/units				
Individual Women	4	4	4	
Individual Men	4	4	4	
Mixed Pair	4	4	4	
Trio	4	4	4	
Group	4	4	4	
Aero Dance	4	0	4	
Aero Step	4	0	0	
Coaches		3		
Medical personnel		1		

Judges	2
Head of Delegation per	4
Federation	'

Accreditation cost for additional delegation members is **USD\$100.00** per person and must be paid to Local Organizing Committee by <u>14</u> <u>September 2018</u> at the latest.

The accreditation will allow them to access areas according to their functions, as well as local transportation and farewell banquet.

Only the following people will be allowed to acquire an additional accreditation: Coach, Doctor, Physiotherapist, Team Manager and third judge (different from the PAGU TC Member)

The accreditation for the third judge has no additional cost.

REGISTRATION AND ACCREDITATION

Along with the Nominative Registration all Clubs through their Federations must send a copy of the passport and a photograph with for each member of the delegation.

These documents shall be sent via email to:

info@upag-pagu.org majo.aerobica@gmail.com

Requirements for each photo:

- File format: JPEG
- Dimensions: min 210 x 270 pixels; max 420 x 540 pixels
- Width 35 x 45 Hight
- File size: no more than 1 MB
- White background

Each document must be identified with the Country Code, Club, Last name, Name, Age Group, Category and Function of each member.

Example: PER_Estrellas_FERNANDEZ_Ana_AG1_IF_Gymnast

These documents must be sent no later than 1 November 2018.

In case of not sending the photograph as requested, the Local Organizing Committee can take the photograph on site and will have an additional cost of **USD\$10.00** for each one.

In case of theft or loss of the accreditation, it must be informed immediately to the Local Organization Committee for the cancellation of the accreditation.

The replacement of stolen or lost accreditation will cost **USD\$10.00** to be covered by the accreditation holder.

All participants must use their accreditation during all official activities.

Accreditation will be distributed upon arrival at the registration desk.

Additional information on the access zones for each accreditation will be given in the Work Plan.

EVENT FORMAT The Club Pan American Cup consists of two phases: Qualifications and Finals in all categories and age groups. Qualification A maximum of 4 gymnasts/units are allowed to participate per Club on each category and age group. **Finals** The highest ranked eight (8) gymnasts/units per category and age group will qualify to finals (maximum 2 per Club). In case of a tie cannot be broken, a second draw will be held for the tied positions, right after the Qualification competition. If the Organizing Federation failed to qualify at least one gymnast/unit of one of its clubs in any category of an age group, it may have a "wild card" with a gymnast/unit in the category they choose on that specific age group, provided they participated in the Qualifications phase. Therefore, the maximum number of gymnasts/units during the Finals is 8+1 in one category and 8 gymnasts/units on the remaining categories. The gymnast/unit with the "wild card" may be awarded a medal. Team Ranking (in each age group) In order to participate on Team Ranking, the Clubs must be represented by at least four units from at least 2 different categories during the qualifying phase. Team Ranking will be established by the sum of the 4 Final Scores of the gymnasts/units that each Club defines as the Team. The Club with the highest sum (sum of the Final Scores of its 4 gymnasts/units) will be declared as Club Pan American Champion. Medals will be awarded to the 4 gymnasts/units registered by the winner Teams for Team Ranking. The Clubs must notify their team composition (4 units per each age group) at the moment of the Nominative Registration. **AWARDS** The best 3 places on each category and age group (Senior, AG2, AG1) will receive a medal and diploma. The tie breaking rules provided in the FIG Technical Regulations will be applied. The scores obtained in the Qualification phase will be used to define the Team Ranking (as long as the Club registers 4 gymnasts/units in at least 2 different categories per age group). A trophy will be presented to the best 3 Teams per age group and medal to two official coaches designated by their Club. All members of the delegation will receive a certificate of participation. **PROVISIONAL** Monday, 26/November

SCHEDULE	All day	Arrival of PAGU authorities
	Tuesday, 27/Nover All day	nber Arrival of Delegations Delegations registration Limited trainings upon previous request
	Wednesday, 28/No 10:00-11:00 All day	vember Delegates' Technical Meeting Podium Training
	Thursday, 29/Nove 10:00h - 12:00h 14:00h - 15:00h	Judges Briefing Opening Ceremony Qualification IF, IM, GR, AD, AS (Senior, AG2, AG1, DN)
	Friday, 30/Novemb	oer Qualification PM y TR (Senior, AG2, AG1, DN)
	Saturday, 01/Dece	Finals IF, IM, PM, TR, GR, AD, AS (Senior, AG2, AG1, DN)
	22:00h – 01:00h	Awards Ceremonies Farewell Party
	Sunday, 02/Decem All day	ber Departure of Delegations and PAGU authorities
DEFINITIVE SCHEDULE	A detailed program of activities with final schedule will be sent to the Clubs through their National Federations after the close of the definitive registration.	
MEDICAL SERVICE	The Local Organizing Committee will provide first aid services at competition and training venues during the official activities.	
VISA	Please verify immediately with your travel agency, Peruvian Embassy or Consulate in your country if a visa is required for your travel to Peru.	
	The Local Organizing Committee will be happy to assist each member of the Delegation by sending an official invitation letter, provided that this request is made no later than 1 November 2018 .	
	This request must include the function, full name, gender, date of birth, citizenship, passport number, passport's expiration date, arrival and departure dates of the Delegation's member, as well as the city the visa application support letter must be sent to.	
INSURANCE	The Host Federation, the Local Organizing Committee ("LOC"), the PAGU and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.	
	The FIG Technical Regulations foresees that all participating Federations (and their respective Clubs) are responsible for making their own arrangements needed to have the necessary valid insurance coverage	

against illness, accidents and for repatriation for all the members of their Delegation.

The LOC will verify the insurance upon arrival of the delegations (e.g. copy of insurance policy). Delegation members with insufficient insurance coverage must inform the LOC in advance, but no later than <u>1</u> November 2018.

The LOC will offer insurance to the Clubs and Federations at a cost of **USD\$45.00** per person per day, for the official days of the event.

INTERNATIONAL TRANSPORTATION

The invited participating federations (and its respective Clubs) must pay the international travel expenses of all their delegation members.

Arrival International Airport

Jorge Chávez (LIM)

The Travel Itinerary Form must be returned to the LOC by <u>1 November</u> <u>2018</u> at the latest.

LOCAL TRANSPORTATION

Local transportation will be offered to and from the airport, provided that the delegations stay in one of the official hotels and book their accommodation through the Local Organizing Committee.

The Local Organizing Committee will provide local transportation from the airport to the hotel and vice versa, only on the official arrival day of Tuesday <u>27 November</u> and on the official departure day of Sunday <u>2 December</u> (except for PAGU representatives arriving or departing on different days).

Delegations arriving or departing in non-official days may contact the Local Organizing Committee (<u>natalia balarezo@hotmail.com</u>) no later than <u>1</u> <u>November 2018</u> to arrange transportation to its hotel or to the airport at a cost of <u>USD\$25.00</u> per person per trip (airport-hotel or hotel-airport).

The Local Organizing Committee will provide transportation from the official hotels to the competition and training facilities and vice versa, for all members of the delegation duly accredited and who booked their accommodation through the LOC according to the official program of activities.

ACCOMMODATION AND MEALS

OFFICIAL HOTELS

Option 1: HOTEL MARIA ANGOLA & CONVENTION CENTER

Avenida La Paz 603 Miraflores 15074

Lima. PER

Phone: +51.1.213-9999

E-mail: reservas@mariaangola.com.pe
Website: https://www.mariaangola.com.pe/

Occupation	Prices are per night, per person	Includes (per person)
Single room	USD\$150.00	1 breakfast, 1 lunch, 1 dinner
Single room	USD\$ 110.00	1 breakfast
Double	USD\$ 115.00	1 breakfast, 1 lunch, 1 dinner
room	USD\$ 80.00	1 breakfast
Triple room	USD\$ 110.00	1 breakfast, 1 lunch, 1 dinner
Triple room	USD\$ 70.00	1 breakfast

The meals service starts the with lunch on the arriving day and finishes with the breakfast on the departing day.

Opción 2: BTH HOTEL

Avenida Guardia Civil 727, San Borja 15036

Lima, PER

Phone: +51.1.319-5300 E-mail: empresas@bth.pe Website: http://bth.pe/

Occupation	Prices are per night, per person	Includes (per person)
Single room	USD\$160.00	1 breakfast, 1 lunch, 1 dinner
Single room	USD\$ 125.00	1 breakfast
Double	USD\$ 125.00	1 breakfast, 1 lunch, 1 dinner
room	USD\$ 90.00	1 breakfast
Triple room	USD\$ 120.00	1 breakfast, 1 lunch, 1 dinner
Triple room	USD\$ 80.00	1 breakfast

The meals service starts the with lunch on the arriving day and finishes with the breakfast on the departing day.

Prices charged for the hotel rooms will not exceed the usual hotel rates.

While the Accommodation Form must be returned to the Local Organizing Committee no later than <u>14 September 2018</u>, the hotel rooms will be distributed in the order in which the applications and payments are received.

The participating Federations and their respective Clubs must cover the accommodation and/or meals expenses of all members of their delegation.

50% of the accommodation and meals costs must be paid to the Local Organizing Committee no later than **14 September 2018**.

The remaining 50% must be paid no later than 1 November 2018.

Note: Rooms and prices cannot be guaranteed if requests and/or payments are received after the deadlines.

CANCELLATION POLICY

Cancellation policy: The PAGU and the Local Organizing Committee strongly recommend that each Federation take cancellation insurance for their accommodation and meals reservation.

Date of cancellation	Reimbursement for cancellation
After 1 November 2018	No reimbursement

FAREWELL PARTY

The Farewell Party will be held on Saturday <u>1 December 2018</u> and there will be no additional cost for the accredited members of the participating delegations who stay in one of the official hotels and have made a reservation through the LOC.

Additional tickets for the Farewell Party may be requested to LOC by <u>14</u> <u>September 2018</u>, at the time of booking the accommodation/meals packages.

The price of each additional ticket is **USD\$25.00**.

BANK INFORMATION

Bank:

Name: BBVA CONTINENTAL Code (SWIFT): BCONPEPL

Address: Av. República de Panamá 3055 San Isidro

City: Lima Country: PER

Beneficiary:

Name: FEDERACION DEPORTIVA PERUANA DE GIMNASIA

Account number in USD: 0011-0661-0200054320

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

MARKETING

MEDIA

FIG advertising and publicity norms must be respected.

The media representatives, as well as the communications staff of the federations who are interested in covering the event, may apply for registration to PAGU (info@upag-pagu.org) no later than 1 November 2018.

In addition, the National Federations are asked to send a confirmation letter to the PAGU.

DEADLINES SUMMARY

To PAGU

Definitive Registration	14 September 2018 (to PAGU)
Nominative Registration	1 November 2018 (to PAGU)
Payment of the Entry fees	14 September 2018 (to PAGU)
Payment of the fine for missing judge	14 September 2018 (to PAGU)

To the Local Organizing Committee

Payment for additional accreditation	14 September 2018 (to LOC)
Accommodation Form	14 September 2018 (to LOC)
50% payment of Accommodation and Meals	14 September 2018 (to LOC)
Remaining 50% payment of Accommodation and Meals	1 November 2018 (to LOC)
Request and payment of additional tickets for the Farewell Party	14 September 2018 (to LOC)

To the Local Or	anizing Committee
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Travel Scheduled Form	1 November 2018 (to LOC)	
Request and payment for transportation from/to the airport in non-official dates	1 November 2018 (to LOC)	
Visa Request Form	1 November 2018 (to LOC)	
Documents for accreditation	1 November 2018 (to LOC) Copy of the passports to PAGU	
Submission of music by e-mail	1 November 2018 (to LOC)	
Submission of AER music form	1 November 2018 (to LOC)	
Request and payment of insurance	1 November 2018 (to LOC)	

ADDITIONAL INFORMATION

AER Music

While the LOC guarantees respect for copyright and the dissemination of musical works, each National Federation and its respective Clubs must verify that the music of its Aerobic Gymnastics athletes does not infringe any copyright and may be disseminated in the media.

This confirmation must be done along with the nominal registration, no later than <u>1 November 2018</u>. Each Federation and/or Club will be asked to report on the duration, composer, artist and title of the music to be used for each exercise.

Along with this information, the Federation must send via e-mail to the LOC the music (mp3 format) of each of the gymnasts/units, duly identified.

Example: PER_Estrellas_SENIOR_IF_PEREZ_Juana

The MP3 music and the music form must be sent to: natalia balarezo@hotmail.com

During the registration the Heads of Delegation must present the following documents:

- Passport of each member of the delegation
- Proof of medical coverage of all members of the delegation
- 1 CD per music of each routine (gymnast/unit)
- National Anthem
- Flag of the country
- List of difficulty elements

National Development category

As part of the program for the Club Pan American Cup, the National Development category will be included as follows:

Age: 9-11 years old as of December 31, 2018

Gymnasts competing in this category do not need a FIG licence.

Function	DN
Gymnasts/units	
Individual Women	4
Individual Men	4
Mixed Pair	4
Trio	4

Group	4
Aero Dance	0
Aero Step	0
Coaches (same for Senior, AG2 and AG1)	3
Medical personnel (same for Senior, AG2 and AG1)	1
Judges (same for Senior, AG2 and AG1)	2
Head of Delegation per Federation	1
(same for Senior, AG2 and AG1)	ļ
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The same rules established for Senior, AG2 and AG1 regarding the entry fees, event format and awards will also apply for National Development category.

Sincerely yours,

Patricia Dieguez

PAGU Secretary General

Eva Jenny Martínez Díaz

President of the Peruvian Gymnastics

Federation

Mexico City, Mexico 3 September 2018