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 <br> Camino a Santa Teresa 482 <br> Colonia Peña Pobre, Delegacion Tlalpan, C.P. 14060 <br> Mexico City, Mexico <br> E-mail: info@upag-pagu.org |  |  |
| HOST FEDERATION | Peruvian Gymnastics Federation <br> Calle las Fresas 467 Urbanizacion La Aurora, Miraflores <br> Lima 41, Peru <br> Tel/Fax: +51.1.4762277 <br> E-mail: jennymart51@hotmail.com <br> Website: www.federaciongimnasia.com |  |  |
| ORGANIZING COMMITTEE | Local Organizing Committee: |  |  |
|  | President | Eva Jenny | jennymart51@hotmail.com |
|  | PGF AER Technical Committee | Natalia Balarezo | Tel: +51 997596560 E-mail: natalia balarezo@hotmail.com |
|  | FDPG <br> Treasurer | Juana Orjeda de Barreda | Tel: +51 999229196 <br> E-mail: jennybarreda@hotmail.com |
|  | PGF AER Technical Committee | Maria Jose Garcia | Tel: +51 982362163 <br> 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) |  |  |


| APPARATUS | Avenida del Aire S/N Puerta N ${ }^{\circ} 15$ del CAR Videna San Luis 511-4762277 |
| :---: | :---: |
|  | Spieth Aerobic Floor "Baku" <br> Aerobics Floor 2014 Ref. 1790560 (FIG Certified produced by Janssen \& Fritsen) <br> 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: <br> - Statutes <br> - Technical Regulations <br> - Code of Points and Newsletters <br> - General Judges' Rules <br> - Specific Judges' Rules <br> - Doping Control Rules <br> - License Rules <br> - Media Rules <br> - Apparatus Norms <br> - FIG Rules for Sanctioning (approval) of International Events <br> - Advertising and Publicity Rules <br> 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 <br> Age Group 1: 12-14 year old <br> Age Group 2: 15-17 year old <br> *as of December 31, 2018 <br> 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 <br> 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. <br> If one delegation sends a maximum of 5 gymnasts, only 1 brevet judge will be required. <br> Federations with PAGU TC member may register him in addition to the judges of his Federation. <br> The fine for failing to participate with the required judges is USD $\$ 1,000.00$. |



|  | Judges 2 <br> Head of Delegation per <br> Federation 1 <br> Accreditation cost for additional delegation members is USD\$100.00 per person and must be paid to Local Organizing Committee by 14 September 2018 at the latest. <br> The accreditation will allow them to access areas according to their functions, as well as local transportation and farewell banquet. <br> 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) <br> 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. <br> These documents shall be sent via email to: <br> info@upag-pagu.org <br> majo.aerobica@gmail.com <br> Requirements for each photo: <br> - File format: JPEG <br> - Dimensions: min $210 \times 270$ pixels; max $420 \times 540$ pixels <br> - Width $35 \times 45$ Hight <br> - File size: no more than 1 MB <br> - White background <br> Each document must be identified with the Country Code, Club, Last name, Name, Age Group, Category and Function of each member. <br> Example: PER_Estrellas_FERNANDEZ_Ana_AG1_IF_Gymnast <br> These documents must be sent no later than 1 November 2018. <br> 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. <br> 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. <br> The replacement of stolen or lost accreditation will cost USD\$10.00 to be covered by the accreditation holder. <br> All participants must use their accreditation during all official activities. <br> Accreditation will be distributed upon arrival at the registration desk. <br> 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 <br> Finals in all categories and age groups. <br> Qualification <br> A maximum of 4 gymnasts/units are allowed to participate per Club on <br> each category and age group. <br> Finals <br> The highest ranked eight (8) gymnasts/units per category and age group <br> will qualify to finals (maximum 2 per Club). <br> In case of a tie cannot be broken, a second draw will be held for the tied <br> positions, right after the Qualification competition. <br> If the Organizing Federation failed to qualify at least one gymnast/unit of <br> one of its clubs in any category of an age group, it may have a "wild card" <br> with a gymnast/unit in the category they choose on that specific age <br> group, provided they participated in the Qualifications phase. <br> Therefore, the maximum number of gymnasts/units during the Finals is <br> 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. |  |
| PROVISIONAL |  |
| Team Ranking (in each age group) <br> In order to participate on Team Ranking, the Clubs must be represented <br> by at least four units from at least 2 different categories during the <br> qualifying phase. |  |
| Monday, 26/November |  |
| Team Ranking will be established by the sum of the 4 Final Scores of the |  |
| gymnasts/units that each Club defines as the Team. |  |


| SCHEDULE |  |
| :---: | :---: |
| 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. <br> 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. <br> 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. <br> 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 |

$\left.\begin{array}{|l|l|}\hline \begin{array}{l}\text { against illness, accidents and for repatriation for all the members of their } \\ \text { Delegation. } \\ \text { The LOC will verify the insurance upon arrival of the delegations (e.g. } \\ \text { copy of insurance policy). Delegation members with insufficient } \\ \text { insurance coverage must inform the LOC in advance, but no later than } 1 \\ \text { November 2018. }\end{array} \\ \hline \text { The LOC will offer insurance to the Clubs and Federations at a cost of } \\ \text { USD\$45.00 per person per day, for the official days of the event. }\end{array}\right\}$

| Occupation | Prices are per night, per person | Includes (per person) |
| :---: | :---: | :---: |
| Single room | USD\$150.00 | 1 breakfast, 1 lunch, 1 dinner |
|  | USD\$ 110.00 | 1 breakfast |
| Double room | USD\$ 115.00 | 1 breakfast, 1 lunch, 1 dinner |
|  | USD\$ 80.00 | 1 breakfast |
| Triple room | USD\$ 110.00 | 1 breakfast, 1 lunch, 1 dinner |
|  | 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 |
|  | USD\$ 125.00 | 1 breakfast |
| Double room | USD\$ 125.00 | 1 breakfast, 1 lunch, 1 dinner |
|  | USD\$ 90.00 | 1 breakfast |
| Triple room | USD\$ 120.00 | 1 breakfast, 1 lunch, 1 dinner |
|  | 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 14 September 2018, 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 Reim <br> After 1 November 2018 No re | ursement for cancellation |
| FAREWELL PARTY | The Farewell Party will be held on Saturday 1 December 2018 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. <br> Additional tickets for the Farewell Party may be requested to LOC by $\underline{14}$ September 2018, at the time of booking the accommodation/meals packages. <br> The price of each additional ticket is USD\$25.00. |  |
| BANK INFORMATION | Bank: <br> Name: BBVA CONTINENTAL <br> Code (SWIFT): BCONPEPL <br> Address: Av. República de Panamá 3055 San Isidro <br> City: Lima <br> Country: PER <br> Beneficiary: <br> Name: FEDERACION DEPORTIVA PERUANA DE GIMNASIA <br> Account number in USD: 0011-0661-0200054320 <br> The participating federation is responsible for covering all bank fees in connection with the bank transfers. |  |
| MARKETING | FIG advertising and publicity norms must be respected. |  |
| MEDIA | 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. <br> 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 Organizing Committee

| Travel Scheduled Form | 1 November 2018 (to LOC) |
| :--- | :--- |
| Request and payment for transportation <br> 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) <br> Copy of the passports to <br> 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 1 November 2018. 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 <br> (same for Senior, AG2 and AG1) | 1 |

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

