

Welcome note

Welcome to Baku for the 4th Islamic Solidarity Games, where athletes, team officials and technical officials will be participating in 20 sports over 11 days of high level competition.

This guide features details of all the preparations and Games-time operations providing key information, including competition rules, formats, details of medal events and key dates. Our aim is to provide all participants with ideal conditions so that they are able to perform at their best throughout their competitions. There are sections within the guide relating specifically to each client group – athletes, team officials and technical officials.

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

We hope that this publication helps with your planning and preparations and we will have hard copies available to distribute on your arrival.

We look forward to welcoming you here in May, and hope that you have an experience here that you will always remember, as we look to build on the tradition and success of the Islamic Solidarity Games.

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General Information:

Key dates

1 April 2017	Sport Entries final deadline
5 May 2017	Official Opening of the Athlete Village
10 May 2017	Start of Training (Men's Artistic Gymnastics, Women's Artistic Gymnastics and Rhythmic Gymnastics)
10 May 2017	Podium Training for Rhythmic Gymnastics
11 May 2017	Podium Training for Men's and Women's Artistic Gymnastics
12 May 2017	Opening Ceremony
12 May 2017	Start of Rhythmic Gymnastics competitions
13 May 2017	Start of Men's and Women's Artistic Gymnastics competitions
14 May 2017	End of Rhythmic Gymnastics competitions
15 May 2017	End of Men's and Women's Artistic Gymnastics competitions
22 May 2017	Closing Ceremony
24 May 2017	Official Closing of the Athlete Village

Key contacts

Baku 2017 Competition Management Team

Position	Name	Contact
Gymnastics General Coordinator	Nurlana Mammadzada	Mob: +99450 385 3969 E-mail: office@agf.az
Gymnastics Competition Manager	Natalya Bulanova	Tel: +99412 598 4082 E-mail: td@agf.az

Fédération Internationale de Gymnastique (FIG)

FIG Sports Event Manager	Eunice Lebre
Address	International Federation of Gymnastics (FIG) Avenue de la Gare 12A Case postale 630 1001 Lausanne Switzerland
Phone	+41 21 321 55 10
Fax	+41 21 321 55 19
Website	http://www.fig-gymnastics.com
MAG Technical Delegate	Mario Vukoja
WAG Technical Delegate	Liubov Andrianova
RG Technical Delegate	Gabriela Sousa Salvador

International Technical Officials

Men's Artistic Gymnastics

Name	Brevet	Country
Dmitrii Andreev	I	RUS
Tamer Baraka	I	EGY
Dejan Dejanovic	I	SRB
Ilia Giorgadze	I	GEO
Eugen Dumitru Catean	II	ROU
Andrey Fedarau	II	BLR
Aliaksandr Vaitovich	II	BLR
Dimitrios Angonas	II	CYP
Dimitar Mitev	II	BUL
Pavels Pavlovs	II	LAT
Fulvio Traverso	II	ITA
Jurica Suhin	II	CRO
Igor Maltsev	II	RUS
Yury Kryukov	II	RUS
Helmut Metz	III	GER
Viktoras Surpikas	III	LTU
Valerij Sosnin	III	LTU
Besarion Gamsakhurdia	III	GEO
Eleftherios Boutakis	III	GRE
Stavros Galeros	III	GRE
Leon Biskup	III	POL
Zbigniew Pelc	III	POL

Women's Artistic Gymnastics

Name	Brevet	Country
Tzvetana Dobрева	I	BUL
Dunja Lederer	II	CRO
Volha Oyets	II	BLR
Elena Zamolodchikova	II	RUS
Elpida Michail	II	CYP
Antonina Koshel	III	BLR
Katsiaryna Dvaretskaya	III	BLR
Vita Gulneva	III	LAT
Oksana Omelianchyk-Ziurkalov	III	UKR
Iuliia Shevchuk	III	RUS
Liudmila Manko	III	RUS
Rusudan Sikharulidze	III	GEO
Ketevan Bolkvadze	III	GEO
Irina Katiniene	III	LTU
Ann Helen Bjoernstad	III	NOR
Veronika Murauska	IV	LAT

Paulina Kocieda	IV	POL
Olga Mataganova	IV	KAZ

Rhythmic Gymnastics - Individual

Name	Brevet	Country
Orane Suter	I	SUI
Valentina Bagrijeva	I	LTU
Dragana Terzic	II	SRB
Evangelia Trikomiti	II	CYP
Ivana Motolikova	II	SVK
Roumiana Bourova	II	BEL
Irina Lortkipanidze	II	POL
Miroslava Bancheva	II	BEL
Mirjana Starcevic Bosnar	II	CRO
Katalin Kiss	III	HUN
Bente Bjanas	III	NOR
Natalja Bestsastnaja	III	EST
Sofia Boura	III	GRE
Maria Jadwiga Mrozinska	III	POL
Marinela Jipa	III	ROU

National Technical Officials

Men's Artistic Gymnastics

Name	Brevet
Ahmad Aghayev	III
Khalil Huseynov	III
Shakir Shikhaliyev	IV
Ughur Khalilbayli	IV

Women's Artistic Gymnastics

Name	Brevet
Anzhella Abdullayeva	IV
Kristina Pravdina	IV

Rhythmic Gymnastics

Name	Brevet
Vafa Bakarova	III
Nigar Abdusalimova	III
Zhala Garatova	III
Reysh Aleksandra	IV

Medal Events

The Gymnastics competition will consist of 17 medal events:

Medal events	
Men's Artistic Gymnastics	7
Team Competition	1
Apparatus Finals	6
Women's Artistic Gymnastics	5
Team Competition	1
Apparatus Finals	4
Rhythmic Gymnastics	5
Team Competition	1
Apparatus Finals	4

Competition format

Men's Artistic Gymnastics

Qualifications and Team Competition

The results of these competitions determine

- Qualification for Apparatus Finals
- Winners in Team Competition

The countries are entitled to participate either with 1-2 individual gymnasts or with a team of 2-3 gymnasts provided that they register as a Team by the registration deadline.

As there is no All-Around competition held, individual gymnasts are free to execute from one to six exercises (not more than one exercise per apparatus).

It is not possible to join the Team Competition when the country is represented by only one gymnast. The team competition consists of optional exercises on six apparatus. There shall be executed one exercise minimum per gymnast, six maximum (not more than one exercise per apparatus). The Team may demonstrate from 12 to 18 exercises in total. The best 12 results (maximum two per apparatus) are taken into account to make the Team's final score.

The top eight gymnasts who receive the highest score on each apparatus (with a maximum of two gymnasts per country) at the Qualifications, participate in the Apparatus Finals concerned.

To qualify for the vault final two vaults are necessary.

Apparatus Finals

Floor Exercises, Parallel Bars, Rings, Vault, Pommel Horse, Horizontal Bar.

The results of the finals determine the winners on each apparatus.

The results of Qualifications are not carried forward to the finals (start from zero).

Women's Artistic Gymnastics

Qualifications and Team Competition

The results of these competitions determine

- Qualification for Apparatus Finals
- Winners in Team Competition

The countries are entitled to participate either with 1-2 individual gymnasts or with a team of 2-3 gymnasts provided that they register as a Team at the registration deadline.

As there is no All-Around competition held, individual gymnasts are free to execute from one to four exercises (not more than one exercise per apparatus).

It is not possible to join the Team Competition when the country is represented by only one gymnast. The team competition consists of optional exercises on four apparatus. There shall be executed one exercise minimum per gymnast, four maximum (not more than one exercise per apparatus). The Team may demonstrate from 8 to 12 exercises in total. The best eight results (maximum two per apparatus) are taken into account to make the Team's final score.

The top eight gymnasts who receive the highest score on each apparatus (with a maximum of two gymnasts per country) at the Qualifications, participate in the Apparatus Finals concerned.

To qualify for the vault final two vaults are necessary.

Apparatus Finals

Vault, Uneven Bars, Balance Beam, Floor Exercises

The results of the finals determine the winners on each apparatus.

The results of Qualifications are not carried forward to the finals (start from zero).

Rhythmic Gymnastics – Individual Program

Qualifications and Team Competition

The results of these competitions determine

- Qualification for Apparatus Finals
- Winners in Team Competition

The countries are entitled to participate either with 1-2 individual gymnasts or with a team of 2-3 gymnasts provided that they register as a Team at the registration deadline.

As there is no All-Around competition held, individual gymnasts are free to execute from one to four exercises (not more than one exercise per apparatus).

It is not possible to join the Team Competition when the country is represented by only one gymnast. The team competition consists of optional exercises on 4 apparatus. There shall be executed one exercise minimum per gymnast, four maximum (not more than one exercise per apparatus). The Team may demonstrate from 8 to 12

exercises in total. The best eight results (maximum two per apparatus) are taken into account to make the Team's final score.

The top eight gymnasts who receive the highest score on each apparatus (with a maximum of two gymnasts per country) at the Qualifications, participate in the Apparatus Finals concerned.

Apparatus Finals

Hoop, Ball, Clubs and Ribbon

The results of the finals determine the winners on each apparatus.

The results of Qualifications are not carried forward to the finals (start from zero).

Draw

The draw will be conducted by AISGOC at least three weeks prior to the events.

Competition rules

Competition regulations

The Gymnastics events will be held in accordance with the FIG (International Federation of Gymnastics) rules valid in 2017.

Statutes

Code of Ethics

Technical Regulations

Licenses Rules

Code of Points and relevant Help Desk (discipline relevant)

General Judges' Rules

Specific Judges' Rules (discipline relevant)

Medical Organisation of the Official FIG Competitions

Doping Control Rules

Media Rules

Apparatus Norms

Advertising and Publicity Rules

Accreditation Rules

Regulations for Awards Ceremonies

Scoring

Men's Artistic Gymnastics

Three juries will be involved in judging (at each competition session) each consisting of one Apparatus Supervisor, two Difficulty and four Execution judges.

Women's Artistic Gymnastics

Two juries will be involved in judging (at each competition session) each consisting of one Apparatus Supervisor, two Difficulty and four Execution judges.

Rhythmic Gymnastics

One jury will be involved in judging (at each competition session) consisting of Superior Jury (four officials), four Difficulty and six Execution judges

Line/time judges' function (where appropriate) will be carried out by NTOs with FIG Brevet IV at the minimum.

In case of a tie, the FIG Tie-breaking Rules for the World Championships as specified in the FIG Technical Regulations shall be applied.

Inquiries of the score

Inquiries for the Difficulty score are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following gymnast or group is shown. The inquiry must be confirmed as soon as possible in writing, but within four minutes at the latest after the verbal inquiry and requires an agreement of payment of USD 300.-- for the first complaint; USD 500.-- for the second complaint and USD 1,000.-- for the third complaint.

Only the accredited coaches in the competition area (Artistic Gymnastics) and next to the competition area (Rhythmic Gymnastics) are entitled to submit an inquiry. Inquiries only for difficulty score is allowed. Every inquiry must be examined by the FIG TD concerned and a final decision must be taken.

Gymnastics Equipment/Apparatus

Artistic Gymnastics

All the apparatus used in Artistic Gymnastics events and surrounding mats are manufactured by SPIETH Gymnastics and Janssen-Fritsen and have a valid FIG License.

Rhythmic Gymnastics

SPIETH Gymnastics

Competition floor title: Beijing

Colour: Beige

FIG certified reference number: 179028

During the podium training in Rhythmic Gymnastics in the competition hall, each delegation will have an 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.

All the sports equipment/apparatus will be checked by two technicians of the official manufacturer before the trainings, podium trainings and each event, according to the FIG requirements. AISGOC has duly entered into a Contract with official supplier - Janssen-Fritsen.

Eligibility

Eligibility requirements:

- National Federation should be a member of FIG.
- Athletes must hold a nationality of the country from which the NOC is registered. Only individual passports shall be used as the official document of the athlete.
- In Artistic Gymnastics, male athletes must be 18 years of age and female athletes must be 16 years of age in the calendar year of the competition (2017).
- In Rhythmic Gymnastics, athletes must be 16 years of age in the calendar year of the competition (2017).

Baku 2017 Brand protection regulations

The following Rules for the Islamic Solidarity Games are based on Rule 50 of the Olympic Charter.

- 1 The Islamic Solidarity Sport Federation (ISSF) determine the principles and conditions under which any form of advertising or other publicity may be authorized.
- 2 No form of advertising or other publicity shall be allowed in and above the stadia, venues and other competition areas which are considered as part of the Islamic Solidarity Games sites other than that relating to the contractual rights of the marketing partners of the Baku 2017 Islamic Solidarity Games.
- 3 No kind of demonstration of political, religious or racial propaganda is permitted in any of the Islamic Solidarity Games sites, venues or other areas.
- 4 These rules and any other manuals, guides, guidelines or any other instructions issued by the ISSF Executive Board apply to all persons holding accreditation for the Games and are a pre-condition to the ongoing validity of that accreditation.

Manufacturer's Identification on Equipment and Clothing

Manufacturers should be established companies with registered identification marks recognized by the World Federation of Sporting Goods Industry (WFSGI) more than 12 months before the opening ceremony of the Islamic Solidarity Games.

Definition: Manufacturer's Identification means the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item. The Manufacturer's Identification can only appear once on each piece.

- 1 Other than the Manufacturer's Identification, produced according to the size guidelines shown below no form of publicity or propaganda, commercial or otherwise, may appear on persons or on any article of clothing or equipment worn or used by the athletes or other participants in the Baku 2017 Islamic Solidarity Games. It also includes, but is not limited to, for example, any form of body art, jewellery or contact lenses.
 - 1.1 Equipment: any Manufacturer's Identification used cannot take up more than 10% of the surface area of the equipment visible during competition up to a maximum size of 60cm².
 - 1.2 Clothing (e.g. competition clothing, tracksuits, T-shirts, shorts, sweat tops and sweat pants): the maximum size allowed for any Manufacturer's Identification on clothing is 20cm². There are two exceptions:
 - (a) Where a one piece body suit is worn in competition, two Manufacturer's Identifications may be included – one above the waist and one below. These Identifications must not be placed next to each other.
 - (b) The Manufacturer's Identification on official uniforms may include the logo and any graphic elements recognized by the WFSGI, e.g. adidas' three stripes. Both elements being used within reason and subject to prior written agreement (brand.approvals@baku2017.com).
 - 1.3 Shoes: the normal distinctive design pattern of the manufacturer may appear on shoes. The manufacturer's name and/or logo may also appear, up to a maximum size of 6cm², either as part of the normal distinctive design pattern or separate to it.

1.4 In case of special rules adopted by an International Sports Federation, exceptions to the rules mentioned above may be approved by the ISSF Executive Board.

Any violation of these rules may result in disqualification or withdrawal of the accreditation of the person concerned. The decisions of the ISSF Executive Board regarding this matter shall be final.

NOC Uniforms

The official uniforms of the NOCs may include:

- symbols of the country (name of the country, national flag, emblem, etc.)
- emblem of the NOC
- logo of the Baku 2017 Islamic Solidarity Games
- emblem of the respective National Sport Federations (on competition kit only where permitted by the NOC)

NOCs should seek prior written approval from AISGOC for their uniforms before production begins, if time is permitting for this. Pictures featuring the branding should be sent to (brand.approvals@baku2017.com) for review and official approval.

Athlete Conduct

During the Islamic Solidarity Games athletes' ongoing accreditation is conditional upon them not:

- Taking any sport equipment and/or national flag onto the podium during a Medal Ceremony;
- Making any kind of demonstration or promoting political, religious or racial propaganda in any Islamic Solidarity Games venue or associated areas during the period of the Games.

Late Athlete Replacement Policy (LAR)

The deadline for sport entries of participating athletes in the Baku 2017 Islamic Solidarity Games was 1 April 2017. However, where urgent medical problems arise, or in other exceptional circumstances that are assessed on a case-by-case basis, the Islamic Solidarity Sports Federation (ISSF) may permit the permanent replacement of one athlete by another only in the same sport, discipline and event.

The replacement of athletes is possible if:

1. The replacement athlete is eligible to take part in the Islamic Solidarity Games;
2. No doping control issues are pending concerning the replacement athlete;
3. The NOC of the replacement athlete had applied for accreditation for the athlete prior to the application for accreditation deadline on 16 February 2017.
4. The replacement athletes should be included into the provisional list of the potential replacement athletes that must be submitted to Sport Entries team before 1 April 2017.

24 hours prior to the Qualifying competition, no new accreditations can be delivered or can be changed. The 24-hour period is the one which precedes the start of the day of qualification of the respective team/gymnast.

In the case of injuries or illness with medical certificate verified by the official LOC medical doctor of any gymnast between 24 hours prior to the beginning of Qualification and 60 min. prior to Qualification (Artistic Gymnastics), any gymnast already accredited can be used as substitute by the NOC. The substitute shall take

exactly the same place as the replaced gymnast. If this is not possible, the coach has the right to revise the starting order. All the changes shall be approved by the Technical Delegate.

Qualified gymnasts for Apparatus Finals may be replaced by their NOC with one of its other gymnasts, at their discretion, provided that the said replacement has obtained a superior result to that of the first gymnast or reserve. The replacement gymnast will fill the position in the draw of the replaced gymnast. This change can be made as follows: 24 hours prior to the start of Men's Artistic Gymnastics and Women's Artistic Gymnastics Apparatus Finals, this change can be made by informing the LOC. Past this deadline, this change can only be made in the case of injuries or illness of one of the qualified gymnast with medical certificate verified by the official LOC medical doctor.

For non-medical replacements, in order to keep changes to a manageable level and to support a sustainable level of resourcing within the AISGOC Sport Entries team, a limit on changes to an NOC's delegation has been put in place. Each NOC shall be allocated a quota for non-medical replacements based upon the NOC overall number of athletes:

Team size (AA)	Quota of non-medical LAR
From 1-10	1
From 11-20	2
From 21-50	5
From 51-100	10
From 101-150	15
From 151-200	20
201+	30

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

1. NOC Representatives should provide the dedicated Sport Entries Manager with the duly filled in "Late Athlete Replacement Form" via email (gulnara.rasulova@baku2017.com) before the arrival of delegations.
2. For the withdrawals/replacements after the arrival of delegations, all the requests for the change of start lists should be submitted to the LOC (Local Organizing Committee) Office located at Milli Gimnastika Arena (competition venue), Level -2.
3. The requested replacement shall be approved by the Technical Delegate for the relevant sport or discipline, on behalf of the International Federation and designated representative of the ISSF.
4. The accreditation card of the replaced athlete must be returned to the Accreditation Centre, in order to allow for the entitlements to be transferred to the replacement athlete. Following the transfer, the replaced athlete's accreditation will be deactivated.

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

Doping Control

Anti-Doping

The ISSF Anti-Doping Rules for the Baku 2017 Islamic Solidarity Games are applicable to all athletes competing at the Islamic Solidarity Games for the entire period of the Games. These have been sent to NOCs. Detailed anti-doping procedures can be found in the Medical, Anti-Doping and Pharmacy guide (MAP).

Therapeutic Use Exemption

Athletes with a documented medical condition requiring the use of a Prohibited Substance or a Prohibited Method must first obtain a Therapeutic Use Exemption (“TUE”).

All athletes competing at the Games who require a TUE are expected to have applied to the relevant International Federation (IF) or NADO in accordance with the applicable rules of the IF.

Copies of this TUE Documentation and full medical information should also be submitted to the ISSF TUE Committee tue@baku2017.com in accordance with the ISSF Anti-Doping Rules. The deadline for such submissions is 10 April.

Any athlete failing to comply with this deadline will not have the appropriate documentation to support in the instance of a positive doping violation during the games.

Doping control station

The doping control station at Milli Gimnastika Arena (MGA, Competition Venue) is on Level 1.

Sport Information

Sport Information Desk

The Sport Information Desk (SID) is located at the competition venue (MGA) on Level 0 (on the left corner from the delegations’ entrance) and provides informational support for athletes and team officials as stated: transport, weather, schedule updates, and training. SID operations cover the schedule below:

Date	Hours of Operation
10 May 2017	08:00 – 19:00
11 May 2017	08:00 – 19:00
12 May 2017	09:00 – 14:00
13 May 2017	08:00 – 20:30
14 May 2017	08:00 – 21:30
15 May 2017	09:00 – 21:00

Sports Specific Forms and LOC Office

Any Sport-specific requirements/queries should be addressed to the LOC Office located at the competition venue (MGA, Milli Gimnastika Arena) on Level -2.

All the Sport Specific forms should be submitted to the LOC Office also.

A responsible person from each delegation must submit the following forms to the LOC's Office by the below mentioned deadlines:

Rhythmic Gymnastics

- Two sets of Audio CD's of the music and a form with the duration and the author of the music has to be filled in; official titles/Interpreters have to be indicated. Music and relevant forms will be accepted from May 9 and shall be submitted before the podium training at the latest.
- Confirmation of Starting Order – before the podium training at the latest
- Athletes' Late Replacement Form – if necessary, the form should be submitted to the LOC Office immediately, 24 hours before the competition start at the latest
- Questionnaire for athletes – during the Technical/Orientation Meeting at the latest

Artistic Gymnastics

- New Elements – at the Technical/Orientation Meeting at the latest
- Request to Change Apparatus Measurements – at the Technical/Orientation Meeting at the latest
- Vault Number – 60 min. prior to the start of the competition to the LOC Office at the latest
- Confirmation of Starting Order for MAG – before the podium training at the latest
- Confirmation of Starting Order for WAG – before the podium training at the latest
- WAG - two sets of Audio CD's of the music and a form with the duration and the author of the music has to be filled in; official titles/interpreters have to be indicated. Music and relevant forms will be accepted from May 9 and shall be submitted before the podium training at the latest.
- Gymnast's Withdrawal from Apparatus Finals - at the very latest, 24 hours prior to the start of MAG and WAG Apparatus Final to the LOC Office
- Request to Remove Bib no. on floor (WAG) - at the Technical/Orientation Meeting at the latest
- Questionnaire for athletes – during the Technical/Orientation Meeting at the latest

Bib numbers will be distributed at the LOC's office starting from May 9. The deadline to take the Bib numbers is before the start of the Technical/Orientation Meeting.

Key/access card will be presented to the responsible person of each NOC to get information from mailboxes set up at the competition venue where the delegations' members can find all necessary information.

Sport Information Centre

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

The SIC will be located on the fourth floor in the Residential Zone (Building 9, Block 1), and will operate as below:

Period	Hours of Operation
5-7 May 2017	08:00 – 20:00
8-23 May 2017	07:00 – 22:00
24 May 2017	07:00 – 15:00

The Sport Information Centre will provide a variety of services as follows:

- Dissemination of general sport information
- Distribution of start lists and results, including the competition schedule updates where required
- Training schedule information for free and pre-allocated training
- Update on weather report
- Update on daily transport schedule

Competition Schedule

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

Pre-competition procedures

Technical/Orientation Meeting

Rhythmic Gymnastics

Date: 10 May 2017

Time: 09:30-10:30

Artistic Gymnastics (men & women)

Date: 11 May 2017

Time: 09:30-10:30

Athlete's Podium Training

Rhythmic Gymnastics

Date: 10 May 2017

Time: 12:00-19:00

Location: MGA

Artistic Gymnastics

Date: 11 May 2017

Women

Time: 12:00-14:00

Men

Time: 16:00-19:00

Location: MGA

The competition uniforms in all gymnastics disciplines will be checked during the podium training in order to avoid any problems on the Field of Play.

At the end of the podium training, all gymnasts are requested to have their photos taken at the allocated room. They will be escorted to this room by volunteers. These photos are very important for the scoring as each

gymnast's photo will be displayed on the screen during the events. The LOC relies on your kind cooperation in this matter.

Technical Officials' Meetings

Rhythmic Gymnastics

Judges' Meeting

Date: 10 May 2017

Time: 10:30-11:30

Judges' Scoring System Instruction

Date: 10 May 2017

Time: 11:30-12:00

Judges' Draw

Dates: 12 May (10:30-11:30), 13 May (17:00-18:00), 14 May (17:00-18:00)

Women's Artistic Gymnastics

Judges' Meeting

Date: 11 May 2017

Time: 10:30-11:30

Judges' Scoring System Instruction

Date: 11 May 2017

Time: 11:30-12:00

Judges' Draw

Dates: 13 May (08:00-09:00), 14 May (08:00-09:00), 15 May (10:30-11:30)

Men's Artistic Gymnastics

Judges' Meeting

Date: 11 May 2017

Time: 14:30-15:30

Judges' Scoring System Instruction

Date: 11 May 2017

Time: 15:30-16:00

Judges' Draw

Dates: 13 May (08:00-09:00), 14 May (08:00-09:00), 15 May (10:30-11:30)

Competition procedures

Warm-up

It is the responsibility of the gymnasts to be present at the warm-up hall before each competition session where they perform.

For the Artistic Gymnastics events, in the qualifications and apparatus finals, the gymnasts will be free to return to the warm-up hall if they should wish. However, it is their responsibility to be back on the Field of Play, ready for their performance on time.

Post-competition procedures

Leaving the field of play

Each Rhythmic Gymnast must pass through the Mixed Zone at the end of the performance, but Artistic Gymnasts must pass through the mixed zone at the end of rotation.

However, in the last final routine in Rhythmic Gymnastics, all the gymnasts are requested to stay on the field of play by sitting at the places allocated for them.

TV Flash Interview Zone

TV Flash Interview Zone is to replace traditional Mixed Zones on competition venues. Host Broadcaster will utilize the TV Flash Interview Zone which is for Broadcasters only as the Press will use the I-Zone. The TV Flash Interview Zone is the area where Broadcasters can interview athletes, and coaches in some instances, as they leave the field of play.

All athletes will be guided through the TV Flash Interview Zone, but are not obliged to speak. At certain venues, flash interview points have been identified on the field of play for the Host Broadcaster.

Press Mixed Zones

For the Baku 2017 Islamic Solidarity Games all press interviews will take place in the I-Zone.

At the I-Zone, press will have an opportunity to interview athletes and their coaches in an ambient, relaxed and informal atmosphere immediately after competition or Medal Ceremonies. Interviews can be individual and arranged on a one-on-one basis or in a group. An I-Zone volunteer will escort the athletes from the TV Flash Interview Zone to the I-Zone. As a general rule, all gold medallists and all Azerbaijani athletes will be brought to the I-Zone for interviews.

After Medal Ceremonies have finished, athletes will be asked to move to a second location, in order to provide the media with additional photographic opportunities. Specific procedures will be advised to athletes and teams.

Results distribution

Competition related information for all sports, including results reports, will be available on the Games Time Website (www.baku2017.com).

Results Print Distribution volunteers will deliver the agreed number of copies (usually one or two) of results outputs to agreed locations. The delivery of printed results information is available only at competition venues and to time-critical services. Selected reports will be available for collection from Sport Information Desks at competition venues.

According to the distribution timeline, the results outputs will be compiled in PDF format and made available for download from the Games Time Website (www.baku2017.com).

Medal Ceremonies

All Medal Ceremonies at the Baku 2017 Islamic Solidarity Games will occur on or around the field of play.

Athlete Escorts will be on hand to advise and guide all athletes before, during and after their Medal Ceremony.

Announcements will be made in both English and Azerbaijani. Athletes who take part in a Medal Ceremony must adhere to the Baku 2017 Islamic Solidarity Games rules and regulations that pertain to dress and conduct. Athletes will be required to wear competition attire according to the FIG Rules throughout their Medal Ceremony. Failure to adhere to this rule may result in the delay or postponement of the Medal Ceremony.

Athlete Escorts will lead athletes to the podium for the Medal Ceremony, and will provide direction with regards to the procedures that the athletes will need to follow. Flags, signs, mobile phones, cameras, electronic devices, bottles, items of sport equipment, political statements and accreditations will not be allowed on the podium. If any athlete is in possession of any of these items, they must be passed to the Medal Ceremonies Manager for the duration of the Ceremony. Similarly, if any items are thrown to an athlete while they are on the field of play and/or the podium, the athlete must pass them to their athlete escort, for them to hold during the Medal Ceremony. Failure to comply with these rules may result in disqualification.

After the Medal Ceremony has finished, athletes will be asked to move to a second location in order to provide the media with additional photography opportunities. Specific procedures will be advised to athletes and teams. If any athletes are notified for doping control they will be escorted by a Doping Control Officer and chaperoned to the Doping Control Station.

Medals will be awarded in each event of the competition as follows:

1st place: A gold gilt medal, 2nd place: A silver gilt medal, 3rd place: A bronze gilt medal

Competition Venue Information

Competition venue overview

The MGA, officially opened in April 2014, has turned out to be a favourite competition and training venue of gymnasts from different corners of the world. This specialist gymnastics Arena has already hosted the 30th Rhythmic Gymnastics European Championships (June 13-15, 2014), the 1st WTF World Cadet Taekwondo Championships (July 24-27, 2014), as well as 2015 NN Table Tennis Club ITTF-Europe Top 16 Cup (February 6-8).

It also staged the Open Joint Azerbaijan Championships in Gymnastics Disciplines (held as a Test Event for the 1st European Games, March 4-6, 2015), Competitions in 6 Gymnastics Disciplines of the 1st European Games (June 14-21, 2015), the FIG Artistic Gymnastics World Challenge Cup AGF Trophy (February 19-21, 2016), the FIG Trampoline Gymnastics World Cup AGF Trophy (March 5 & 6, 2016), the FIG Rhythmic Gymnastics World Cup AGF Trophy (July 22-24, 2016).

In addition it hosted the Opening Ceremony of the 42nd Chess Olympiad (September 1, 2016), the FIG Trampoline Gymnastics and Tumbling World Cup AGF Trophy (February 18 & 19, 2017), and the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (March 16-19).

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.

Venue Code: MGA

Location: 178 Heydar Aliyev Avenue, Baku, AZE

Venue access

MGA is located opposite the Athletes' Village (AVL) and has a driving distance of 2,7 km (6 minutes).

The Technical Officials' load zone is located at the T-AT Load Zone.

Technical Officials who must leave and enter the Venue during the session (for example, between competition sessions) will be directed by a member of AISGOC staff.

The drop-off/load zone is located approximately 50m from the athlete entrance to the MGA.

Field of play

As events in three gymnastics disciplines (Men's Artistic Gymnastics, Women's Artistic Gymnastics and Rhythmic Gymnastics) will be held on the same Field of Play, apparatus transitions will be carried out between the competition sessions.

Venue services and facilities

Athlete lounge

A lounge for athletes and team officials is located on Level 1 (MGA).

Athletes' refreshments

Refreshments will be available in the Athlete Lounge from the first day of venue training to the final day of competition, from 60 minutes before the competition session begins until 30 minutes after. Tea and coffee, whole fruit (bananas, apples and oranges), biscuits (packaged) energy bars (e.g. granola bars or similar), still water (500ml) and soft drinks (500ml) are provided.

This is self-service, monitored and replenished by client group volunteers during opening times.

Athlete Venue Meals

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

Still water will be available for athletes undergoing doping control or medical treatment.

Athletes' changing rooms

The venue is equipped with two separate male and female changing rooms for athletes with showers and toilets. All rooms will have the required equipment and furniture.

Prayer rooms

Separate men's and women's prayer rooms for athletes and spectators are located on Level 0 and Level 1.

Athletes' medical services and facilities at competition venue

Service provision

Athlete Services	Spectator services
FOP Recovery Team	Spectator Medical Room Doctor/Nurse
Athlete Medical Room Doctor	First Aiders
Ambulance Service	Ambulance Service

Training and warm-up area

During the Gymnastics events of the Baku 2017 Islamic Solidarity Games, training and warm-up facilities will be located within the MGA, adjacent to the Field of Play on Level -2.

Technical Officials lounge

Refreshments will be available in the Technical Officials' Meeting Room during their meetings and draws, as well as from the first day of competition to the final day of competition, from 60 minutes before competition session begins until 30 minutes after. Tea and coffee, whole fruit (bananas, apples and oranges), biscuits (packaged), Still Water (500ml) and soft drinks (500ml) are provided.

This is self-service, monitored and replenished by client group volunteers during opening times.

Technical Officials' meeting room

Technical Officials' briefing meetings will be held in the Technical Officials' Meeting Room. The room will be equipped with all the necessary furniture and equipment.

Lost and found

All reports of lost items in the sport areas at MGA should be directed to the Sport Information Desk (SID). This is also the location to which all found items should be delivered.

Venue evacuation and emergency procedures

In the unlikely event of a venue evacuation, a public announcement message will be broadcast within the venue that will provide directions. On hearing the evacuation message, client groups onsite should follow the directions of AISGOC workforce and leave the venue via the indicated routes and report to the designated evacuation assembly points. Details on the locations of the assembly points for each venue will be provided.

Weather information

Due to its location on the southwest Absheron Peninsula, Baku is characterized by its warm temperatures and strong winds all year long, and summers are usually hot and dry. Based on statistics from recent years, the mean temperature is approximately 18°C in May with around 15 hours of daylight.

Transport

Arrivals and Departures

During arrivals and departures, a shuttle service T-AT will run from/to Heydar Aliyev International Airport (GYD) and the AVL, with 48-seater coaches supported by logistics trucks aimed to handle a potential overflow of accompanied luggage and/or to accommodate out of gauge luggage. Last minute flight changes and/or flight

delays will be addressed through a pool of contingency vehicles.

Athletes' Transport System: T-AT

During the Baku 2017 Islamic Games, the T-AT system will offer an exclusive, secure and dedicated service for Athletes, Team Officials and International Technical Officials, providing service throughout Games-time operations. T-AT System privileges are available to accredited Athletes, Team Officials and International Technical Officials by demonstrating their accreditation at all times.

T-AT System operating mode

The T-AT system will operate using 48-seater coaches. Services will run on regular frequency intervals depending on sport and venue and in accordance with a schedule published at the Transport Desk at the Athletes Village as follows:

- Arrivals/Departures from/to Heydar Aliyev International Airport (GYD) to the Athletes Village will run on peak and off-peak frequency based on Arrivals and Departures System data.
- Competition and training venues.
- Same-sport spectating athletes.

The Athletes Village Transport Mall is located adjacent to the Athletes Village. It provides Athletes, Team Officials and International Technical Officials direct access to the T-AT System coaches.

Public transport

Public transport will be the main transport mode for the athletes, team officials and other team personnel, technical officials, media, sponsors/suppliers/licensees, workforce, volunteers and other accredited persons during the Games. In order for public transport to become the single preferred mode of transport for the eligible client group to reach the venues, extensive communication activities will be implemented before and during the Games. The communication campaign will focus on:

- a. Promoting the use of public transport in order to limit private car usage for Games-related, as well as day-to-day, trips.
- b. Managing demand by encouraging people to take their annual leave and stay in the city to enjoy the Games-time atmosphere and celebrations.
- c. Promoting road safety by addressing drivers' and pedestrians' behavior.

Informing the city residents about traffic management measures and parking restrictions, as well as public transport arrangements for the Games.


Public Taxis

AISGOC recommends that individuals wishing to use public taxis use metered London-type taxis, which are the color purple.

Traffic management measures

The traffic management measures specifically designed and applied for the Games include:

1. Make use of the extensive, continuous and dedicated **Games Route Network (GRN)** connecting all competition venues and key non-competition venues. The GRN was initially created and used during the Baku 2015. The GRN will provide Games-related traffic with a continuous free flow connection to venues without level crossing for pedestrians and traffic lights. It ensures safe and efficient transportation for Games client vehicles with consistent and guaranteed travel times.

2. Along the GRN, the **Games Lanes (GL)** are designated with specific signage, and only vehicles with special Islamic Solidarity Games permits (VAPP) will have access to these lanes.
3. General city traffic will be strictly limited to the remaining lanes of the roads, and specific legislation will impose heavy fines on those who violate the Games Lanes without permission. The GRN will operate non-stop for the entire duration of the Games, and will be monitored by the road police through CCTV cameras along the routes and police officers on the ground.
4. **Traffic Control Zones (TCZ):** TCZ is an area where only Games accredited vehicles (with VAPP) can access and park in designated parking spaces. TCZ occupies a zone in the perimeter of all competition venues and key non-competition venues including the Athletes Village (AVL). General traffic access and parking is completely forbidden within a Venue's TCZ.
5. **Parking Control Zones (PCZ):** A larger area than the Traffic Control Zone in the perimeter of all venues, where parking is restricted. The rationale for such a restriction is to discourage private car users from accessing venue areas. A resident parking scheme will therefore be applied in order to limit access and parking within designated areas to permanent residents with special permits issued by the Baku City Executive Power.
- The picture below depicts the TCZ/PCZ traffic restriction scheme:
- 
- TCZ/PCZ traffic restriction scheme*
6. **Parking control measures:** Illegal parking will be prohibited along the GRN. This is to assure that no bottlenecks develop and obstruct Games related traffic flows. In consultation with the Traffic Coordination Centre (TCC), road police will use tow-trucks for immediate removal of all illegally parked vehicles.
7. **Traffic diversions:** Diversion of general traffic will be required as necessary to allow the exclusive use of specific sections of the road network to serve Games Traffic fleet transportation.
8. **Existing bus stop removal/relocation:** Wherever the operation of existing bus stops conflicts with Games traffic along the GRN or creates additional traffic congestions/overhead, bus stops are to be relocated to a suitable location that does not affect Games traffic. In addition, the road police will monitor the operation of these bus stop areas to ensure that:
- No cars or taxis stop or park at the designated bus stops;
 - Buses do not stop in the middle of the road, creating traffic congestion.
9. **“U”- turn bans:** U-turns are widely used in Baku’s road network to substitute left turns and overcome the absence of roundabouts. The majority of the left turns crossing the Games Lanes will be banned. The same applies to U-turns serving general traffic on the GRN. U-turns will be reserved for Games traffic where necessary, and the operation will be supervised by the road police.

10. Contraflow arrangements: Specific traffic interventions will be applied along identified sections of the GRN in order to provide Games vehicles with the most efficient access to competition and key non-competition venues.

11. Park and Ride (P&R): Park and Ride are facilities that allow spectators to park their private cars and use public transport to access the venues. Spectators with tickets will pay a special low price to park for the day for which the ticket is valid.

Ticketing

Tickets for the Opening and Closing Ceremonies

NOCs will be able to submit their requests to purchase tickets for the Opening and Closing Ceremonies prior to the General Public sales during the Key Client Ticket sales phase.

Complimentary tickets will be available for the Opening and Closing Ceremonies. In order to obtain access to both or either of the ceremonies, all accredited NOCs members, athletes (except marching athletes) and officials will receive complimentary tickets distributed by the NOC Relations and Services team prior to the ceremonies. Complimentary tickets for the ceremonies will need to be accompanied by a Games Accreditation Card.

Complimentary sport tickets

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

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

Athlete Village

Accommodation

During the 4th Islamic Solidarity Games the Athlete Village (AVL) will be used to house all participating athletes, team officials and technical officials.

The Athlete Village is located in the north-west part of Baku, in a close proximity from the Olympic Stadium that will host Athletics competitions and the Opening and Closing Ceremonies. The National Gymnastics Arena is also situated at a walking distance from the AVL

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

Athlete Village Zones

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

The Residential Zone is a special area with reduced access intended for residents with the “R” emblem on their Accreditation Card only. The Residential Zone consists of the accommodation units, NOC administrative and medical spaces, recreational centres, dining facilities, the NOC Services Centre, Sport Information Centre and Polyclinic.

The Village Square serves as the assembly point for all the residents, guests and media. Square is a hub of activity within the AVL, and the place for residents and their guests to meet. The Village Square is also home to the Guest Pass Centre, Protocol Lounge and Athlete Village Media Centre.

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

AVL Zones – Access control points

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

Two access points will be available for residents. One of them will be located in the north-east, where the main staff entry is based. The second access point is in the south-east, where the main entry gives access to the Guest Pass Centre, Media Centre, the Baku 2017 Islamic Solidarity Games Family Office and the Village Square.

All individuals and personal items will be thoroughly scrutinised at all access points into the AVL. A valid and accurate accreditation will be required at the check-in. Individuals with invalid or no accreditation will be denied access to the AVL.

Resident Centres

A total of five Resident Centres operate in the AVL. Resident Centres provide customer service and cater fully to the needs of the residents. Three out of five Resident Centres will operate 24hrs a day. The remaining two will operate from 07:00 to 23:00 daily.

The Resident Centres will provide a variety of services to residents. Any requests or issues in relation to housekeeping, maintenance and other Residential Zone matters are to be reported at the Resident Centre Front Desk.

Food services

Athletes and team officials will have access to the Village dining. At the moment, caterers and sport nutritionists collaborate together to develop menus that are nutritious, healthy and provide necessary dietary components, rich in protein and fiber.

The Resident Centres will provide a variety of services to residents. Any requests or issues in relation to housekeeping, maintenance and other Residential Zone matters are to be reported at the Resident Centre Front Desk.

Main Dining Hall

There are two shared Main Dining Halls for Athletes/Team Officials and Technical Officials. One of the Main Dining Halls will run 24 hours a day, covering all meal periods. The other will be operational from 05:00 – 23:00.

The Main Dining Hall is located on Level 1 of buildings 11 and 13. Accreditation should be on display at all times and available upon request at the entrance. This is to ensure individuals are entitled to eat within main dining halls. Accompanied guests will also be able to dine in the Main Dining Hall in exchange for a single guest meal ticket. The exact price of the meal ticket will be communicated to NOCs at a later stage. The single guest meal ticket can be purchased at the ticket box office in the Commercial Centre.

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

Due to the size and capacity of the dining hall, athletes are not allowed to take their bags and luggage inside, a bag drop-off point is located at the entrance to the main dining hall.

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

Recreation Centres

Throughout the AVL, a total of five Recreational Centres operate to provide sustainable, free of charge services to athletes, team officials and Islamic Solidarity Games Family members with access to the Residential Zone of the AVL.

Recreation Centres timings and services

Two out of five Recreational Centres will operate between 07:00 and 23:00. These centres will offer television lounges and complimentary wireless internet.

Three Super Recreational Centres will be open 24 hours, though some gaming facilities may only operate from 07:00 to 23:00. Centres will offer free wireless internet, a computer gaming area, television lounges, pool tables, table football (foosball), table tennis tables and air hockey.

A number of laptops will be available for residents' use at all Recreational Centres.

Non-smoking policy

The AVL is a non-smoking venue. Smoking is strictly forbidden within any buildings at any time, including smoking e-cigarettes and other smoking simulators. A limited number of outside smoking areas are available throughout the AVL. These areas are marked for clarity. NOCs will be charged a significant fee if AISGOC is required to fumigate or redecorate residences for the Village legacy owners.

Alcohol-free policy

To support a safe and alcohol-free environment at Baku 2017, the AISGOC rules and guidelines prohibit alcoholic beverage use at all premises throughout the entire territory of the AVL. No alcohol will be sold at the Athlete Village. Additionally, athletes and officials are strictly advised against bringing in their own alcohol to the site.

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

Laundry

Three serviced laundry facilities will be available at the AVL and are free of charge for all residents any time between 7:00 and 23:00, from 5-23 May. Each resident will be provided with two laundry bags, one for coloured clothing and one for whites.

Laundry services and pick-up/drop-off timings

Those who place their drop off laundry at any time between 07:00 and 10:00 can collect their laundry bags from 19:00 the same day. Laundry received after 10:00 can be collected from 10:00 the following day only.

Uncollected laundry bags will be kept in the laundry for 72 hours. If the resident does not show up for the laundry pick-up exceeding the 72-hour limit, the NOC responsible for that particular resident will be contacted to arrange for the soonest possible collection of laundered linen and clothes.

A number of irons and ironing boards that can be borrowed for a limited amount of time will be available for the Residents of the Village.

Serviced laundry facilities do not offer folded or ironed items. They only serve to wash and dry the dropped off laundry.

Housekeeping

At AVL, housekeeping staff will be operational at all times to provide cleaning services at the communal areas of all buildings and NOC spaces on a 24-hour basis.

Daily service will be provided to ensure beds are made, bathrooms cleaned, consumables replenished, trash bins removed and replaced with new ones, rooms are vacuumed and mopped, and the furniture is dusted. The staff are also responsible for the maintenance check.

Bed linen, including one pillow case and two sets of bedsheets will be changed every four days, and two fresh towels will be brought in every two days.

Housekeeping runs a 24-hour Help Desk and is available to provide immediate response in case of emergency or serious incidents that may occur in the residential households (e.g. large spillages, clutters, etc.).

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

Housekeeping staff have the right to refuse to provide a housekeeping service to any residential room under the following circumstances:

- Residents are consistently disrespectful of their living space or demonstrate a disrespectful attitude towards the housekeeping staff
- Rooms are excessively unclean or untidy
- Personal belongings left on the bed will prevent the bedroom being serviced
- Medical waste, syringes or other bio-hazardous material are inappropriately exposed causing a health risk.

Key Loss / Replacement

If a resident loses/misplaces their keys or if entry to their accommodation is barred due to a lock malfunctioning, it should be reported to the Resident Centre. Authorization from the respective Chef de Mission, Deputy Chef de Mission or Proxy Card Holder will be required to replace each key at a cost of \$25.

Lost and Found

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

Linen and Towel Exchange

Used and dirty items can be returned to the Resident Centre in exchange for clean beddings, sheets, and towels. Residents will be able to request clean linen from the staff on a one-for-one basis.

Beverages

Residential areas and the Resident Centre have central distribution points for drinkable water supply. Teams and officials are welcome to use any of these points when in need of water.

Polyclinic in the Athlete Village

Located in the Residential Zone, building 9, the Polyclinic will be open from 07:00 to 23:00 daily. Emergency medical services will be available throughout the AVL 24 hours a day.

Service Provision	
Emergency Services	24 Hours
Sport Medicine and Physiotherapy	07:00 – 23:00
Imaging – U/S and all reporting	09:00 – 21:00
Imaging – MRI/CT/X-Ray	Off site hospital service
Pharmacy Services	07:00 – 23:00
Laboratory Services	07:00 – 23:00
Family Practice	07:00 – 23:00
Dental Services	Off site hospital service
Ophthalmology Services	Off site hospital service

X-ray, MRI, and CT services will be available at designated Games hospitals or clinics. All images will be PACs transferred back to the Polyclinic for reporting by Games radiologists.

Dental and Ophthalmology services are for emergency/ acute care. Long standing issues will be treated but at NOC cost.

The Games and Baku

Useful information

Banks and credit cards

There are a multitude of ATM machines around the city in Baku, most of which accept international debit and credit cards. Depending on your account-holding bank, there may be limits on the amount of currency you are able to withdraw in one day. The withdrawal limit from most machines in the city is 500 New Manat (AZN) in one transaction. Larger bank branches are open Mondays to Saturdays, but closed on Sundays. Smaller branches are closed on Saturdays and Sundays. International credit and debit cards are accepted in most restaurants and larger shops.

Currency

The currency in Azerbaijan is the Azerbaijan New Manat (AZN). One hundred qepik equals one Manat, and Manat notes come in 1, 5, 10, 20, 50 and 100 denominations. It is not possible to exchange currency into Manat in countries other than Azerbaijan so visitors will need to use the foreign exchange desk at the arrivals hall at the airport or withdraw from ATMs around the city.

Electricity

Standard electrical power in Azerbaijan is 220v. Electrical equipment and appliances use the standard European 220-240v two-pin plug.

Gratuities and tipping

Tipping is not expected across Azerbaijan but is commonplace in Baku. Occasionally a service charge is included on the bill, particularly in more established hotels and restaurants. Like any other place in the world, tipping for above-average service will be appreciated.

Language

The official language is Azerbaijani but many people also speak Russian, Turkish and/or English.

Opening hours

Office hours are officially 09:00 to 17:00 Mondays through Fridays. Banking hours are officially 09:30 to 17:30, Mondays through Fridays. Shops generally open around 09:30 or 10:00 and close around 19:00. Shops are open seven days a week. Bars and restaurants are open until at least 23:00.

Smoking

Smoking is permitted in public areas across Azerbaijan, including most restaurants and bars. Smoking will not be permitted in any Baku 2017 Islamic Solidarity Games venue except in designated smoking areas.

Taxes (VAT)

VAT in Azerbaijan is similar to that in most European VAT systems, with tax levied on the supply of most goods and services and on the import of goods. VAT payers are entitled to recover the amount of VAT paid on purchases (input VAT) that exceeds the VAT received from their taxable supplies (output VAT).

Telephones

The country code for Azerbaijan is 994 and the city code for Baku is 012. The international exit code for calling out of Azerbaijan is 00 and must be dialed before the relevant country code and telephone number. Azerbaijani mobile phone numbers have 10 digits and most mobile numbers start with 050 or 051. All 10 digits must be dialed for calls within Azerbaijan. For example: 050-123-XXXX. When calling from outside Azerbaijan, the country code then number minus the zero should be dialed. For example: +994-50-123-XXXX.

Time Zone

Azerbaijan is UTC+4 hours.

Tourist information

Baku tourism information can be found at www.tourism.az.

Disclaimer

All information in this guide was correct at the time of going to press. Changes to schedules, procedures, facilities and services, along with any other essential updates, will be communicate to teams by competition management if required. Changes to the competition schedule will also appear on the Games-time website www.baku2017.com