FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FIG TRAMPOLINE GYMNASTICS WORLD CUP AGF TROPHY BAKU, AZERBAIJAN FEBRUARY 18 & 19, 2017



DIRECTIVES TRA and TUM

EVENT ID: 14921

Dear FIG Affiliated Member Federation,

Following the decision of the Executive Committee, the Gymnastics Federation of **Azerbaijan** has the pleasure to provide information related to the organization of the **FIG Trampoline Gymnastics World Cup AGF Trophy.**

Please find herein below the directives:

FIG	Fédération Internationale de Gymnastique (FIG) Contact person: Rui Vinagre 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 21 321 55 10 / Direct: +41 21 321 55 32 Fax: +41 21 321 55 19 / Sports department: +41 21 321 55 29 e-mail: rvinagre@fig-gymnastics.org website: www.fig-gymnastics.com	
HOST FEDERATION	Azerbaijan Gymnastics Federation Contact Person: Nurlana Mammadzada MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 108 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 493 3011 / Direct: +99412 598 4082 / Mob: +99450 385 3969 Fax: +99412 493 95 00 E-mail: office@agf.az Website: www.agf.az	
LOCATION	Baku, Azerbaijan	
DATE	February 18 & 19, 2017	
VENUE	MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 108 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 566 9699 Fax: +99412 566 9694 Website: www.mga.az	



The MGA was officially opened in April 2014. This gymnastics specialized 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), 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 Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favourite training camp venue of many gymnasts all over the world.

During the given World Cup, Training and warm-up facilities will be located within the MGA.

SUPPLIER

Manufacturer: Eurotramp Title: Trampoline Ultimate 4x4

Reference number: 03000, 03100, 03200,03064, 03264, 03050, 03350

Acrosport TMD (Time Measurement Device) AS-1

Manufacturer: Vasily Skakun

Title: Tumbling Track "Skakun Original 2014"

PROVISIONAL SCHEDULE

February 16 (Thursday)	Arrival of Delegations		
February 17 (Friday)	Training and Podium Training		
	Orientation Meeting		
	Judges' Instruction		
	Scoring System Training for Judges		
February 18 (Saturday)	Qualification - TRA Ind., TUM* and TRA SYN**		
February 19 (Sunday)	Finals (will be run separately)		
	TRA IND W		
	TRA IND M		
	TUM W		
	TUM M		
	TRA SYN W		
	TRA SYN M		
February 20 (Monday)	Departure of Delegations		
*Tumbling can be run simultaneously with TRA individual or synchro			

^{*}Tumbling can be run simultaneously with TRA individual or synchro

^{**} SYN qualifications may also be run in the morning of 19.02.2017.

PARTICIPATION

The World Cup competition will consist of Qualifications and Finals.

Participation in the Qualifications:

- All competitors must take part in the qualifications.
- No qualifications must be held if there are less than 9 participants per disciplines.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with the same final score will receive the same world cup points.

Participation in the Finals:

- The top eight gymnasts or pairs from the qualifications qualify for the finals.
- Max. 2 individuals or 1 pair per NF per discipline.
- In addition, the host federation will be allowed one man or one woman in Trampoline Individual, 1 Pair (male or female) in TRA Synchro, and one man or one woman in Tumbling, in case that it is not represented at all in Trampoline Ind, Trampoline Synchro or Tumbling.
- Such "Wild Card Gymnasts or Pairs" must have participated in the qualification.
- "Wild Card Gymnasts" will receive medals and prize money, but they will not receive any World Cup Points.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

World Cup Competitions may not be combined with other Competition. Cancellation Policy (valid for Tumbling only):

- The organizing member Federation (LOC) may cancel the competition in the category TUM if at the time of the definitive entry there are less than 4 countries registered in this category. In case of such a cancellation, the LOC must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations (NF).
- The participating member Federation (NF) may cancel its participation in men's or women's TUM without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 participating countries in that category after the definitive deadlines.
- Procedure and deadlines for the cancellation of the TUM competitions by the organising member federation or participation by the NF is as follows:
- FIG shall inform the organising member federation about the participation, within 5 days after the Definitive registration deadline.
- The organising member federation has the possibility to cancel the TUM event respectively their participation within 5 days after information by the FIG. Such notification must be sent by e-mail or fax to the FIG. Cancellations after this deadline will not be accepted.

"HORS CONCOURS" GYMNASTS

The Organizing Member Federation is allowed to add only for the qualifications "hors concours" competitors. These competitors are in addition to the official participants of the Organizing Member Federation's competitors, they must be named before the start of the qualifications and cannot qualify for the final. They will have to start first.

The Organizing Member Federation is allowed to name 1 Individual Men and 1 individual Women, as well as 1 Synhro pair Men and 1 Synchro pair Women as "hors concours" competitors. For Tumbling, the number of "hors concours" competitors is 2 Men and 2 Women

FEDERATIONS INVITED

The Organizing Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Trampoline Gymnastics.

SIZE OF DELEGATION AND FIG LICENCE

Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnast' Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration. The maximum size of the invited delegation is as follows:

	TRA indiv. M/W	Synchro M/W	TUM M/W	Joint/ Total
Head of Delegation	1	1	1	1
Team Manager	1	1	1	1
Coach	1/1		1/1	4
Gymnasts	4/4	2/2 * (pairs)	4/4	16 (8 TRA+8 TUM)
Doctor	1		1	1
Physiotherapist	1		1	2
Judges	2		2	4
Total	16	10	16	29

(*) – must be formed by Individual Competitors.

Out of competition gymnasts will not be accepted.

AGE LIMITS

Participating gymnasts must be at least 17 years (born in 2000 or before) in all disciplines.

Note: gymnasts who have participated in a Senior World Championships, Senior Continental Championships or World Cup competitions may <u>not</u> participate in Junior competitions afterwards.

JUDGES AND JURIES

The number of Judges' panels may be decided by the organizing member federation depending on the number of participating competitors and judges. The Judges' panels will be set up by a draw – directed by the FIG Technical Delegate – from the judges present at the event.

Each participating federation must provide minimum one judge (minimum category III) per discipline in which they participate. Failure to do so will result in a fine of CHF 2'000.- to be paid to the organizing member federation by **January 13, 2017**.

The organizing federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function (minimum category III).

In trampoline gymnastics the judges panels are as follows:

	Ind. TRA	Synchro	TUM
Chair of Judges Panel	1	1	1
Judges for Execution	6	6	5
Judges for Difficulty	2	2	2
Total:	9	9	8

No panel may include more than one member from a single federation (excluding the CJP and D judges).

- For Judges Requirements, please see "General Judges Rules"

The FIG Technical Representative will serve as President of the Superior Jury.

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.

The FIG Technical Delegate will serve as President of the Superior Jury.

REGISTRATIONS DEADLINES

Provisional, Definitive and Nominative registrations must be completed by entering the composition of the delegation on-line on: www.fig-gymnastics.com. These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	October 26, 2016	(4 months prior to the event, if possible on Wednesday)
Definitive registration:	December 13, 2016	(2 months prior to the event if possible on Wednesday)
Nominative registration	January 13, 2017	(4 weeks prior to the event if possible on Wednesday)

Late registrations and registrations which are not accompanied by the requested payments (if any) are subject to fines as follows:

Fine for missing or late Provisional Registration	CHF 500
Fine for missing or late Definitive Registration	CHF 750
Fine for missing or late Nominative Registration	CHF 500

Registrations made later than 10 days after the deadline for the Nominative Entry will not be accepted and the Delegations will not be authorized to participate.

DRAWING OF LOTS

The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.

ENTRY FEES

No Entry Fee will be applied for this event.

ACCOMMODATION

Boulevard Hotel***** (Official Hotel)

Address: Baku White City

Baku, Azerbaijan

Tel.: +99412 310 00 10 Fax.: +99412 310 00 11

Website: www.boulevardhotelbaku.com

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

- EUR 120.- (single room, including breakfast)
- EUR 75.- (twin room, including breakfast)

Intourist Hotel***** (Second Hotel)

Address: Mikail Useynov Avenue 51

AZ1003, Baku, Azerbaijan Tel.: +99412 310 3310 Fax: +99412 310 3323

Website: www.intouristhotelbaku.com

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

- EUR 150.- (single room, including breakfast)
- EUR 90.- (twin room, including breakfast)

Emerald Hotel**** (Low cost)

Address: 4 Mehdi Abbasov str., Baku, Azerbaijan

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

Website: www.emeraldbaku.com

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

- EUR 55.- (single room, including breakfast)
- EUR 45.- (twin room, including breakfast)

The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website **December 13, 2016** at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis. The direct webpage link is as follows: *registration.agf.az*.

The invited participating federations must pay for their accommodation costs.

100% of the total accommodation payment shall be transferred to the OC bank account by **January 13, 2017.**

MEALS

Boulevard Hotel

Lunch - EUR 25.- (each)

Dinner - EUR 25.- (each)

Intourist Hotel

Lunch - EUR 25.- (each)

Dinner - EUR 25.- (each)

Emerald Hotel

Lunch - EUR 15.- (each)

Dinner - EUR 15.- (each)

Lunch will also be offered at MGA (competition venue) at the cost of EUR 15.-(each).

The invited participating federations must pay for the meals expenses of their delegation members.

The Meal Request must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by **January 13, 2017** at the very latest. The direct webpage link is as follows: registration.agf.az

100% of the costs for the meals must be paid to the LOC by **January 13**, **2017**.

CANCELATION POLICY

Accommodation

Rooms cancelled **between January 13, 2017 and January 27, 2017** will be subject to a cancellation fee of 20% of the total accommodation payment.

Rooms cancelled after **January 27, 2017** until arrival of the delegations on site or "no shows" will be subject to a cancellation fee of 100% of the total accommodation cost.

Meals

Meals cancelled after **February 8, 2017** will be subject to a cancellation fee of 100% of the total meal cost.

FINAL BANQUET

The Organizing Committee will host a Farewell Banquet for all Delegation members (provided their accommodation was booked through the Organizing Committee) at the conclusion of the event in the evening on February 19, 2017.

INTERNATIONAL TRANSPORTATION

The invited participating federations must pay for the International travel costs of their delegation members.

The LOC will meet and see of the official members of the delegations at Heydar Aliyev International Airport (GYD), bus or railway station in Baku.

The Travel Details must be submitted to the LOC online via Azerbaijan Gymnastics Federation's website by **January 13, 2017.** Direct webpage link is as follows: registration.agf.az

LOCAL TRANSPORTATION

The OC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back.

VISA

The OC will organize buses for sightseeing tour and farewell banquet as well. Please verify immediately with your travel agent or Embassy or Consulate of Azerbaijan in your country if a visa is required for your travel to Azerbaijan.

The delegations members who need a visa to enter Azerbaijan have to obtain their visas at the Embassy of Azerbaijan of the corresponding country beforehand (before arrival). Only the citizens of the countries where there is no Embassy of Azerbaijan will be issued a visa upon their arrival at Heydar Aliyev International Airport. If this is the case, the OC will send the Federations concerned authorization from the Migration Service of the Ministry of Foreign Affairs of the Azerbaijan Republic enabling them to get their visas at the airport, provided that the request is made in due time.

The further details regarding the visa (documents required both for getting the visa at the Embassies of Azerbaijan abroad and Heydar Aliyev Airport) and visa fees can be found at the following links:

- 1) http://www.mfa.gov.az/?language=en&options=content&id=184
- 2) http://mfa.gov.az/?language=en&options=content&id=277
- 3) http://mfa.gov.az/files/file/visa%20fees.pdf

The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made to the LOC online via Azerbaijan Gymnastics Federation's website (registration.agf.az) by January 13, 2017 at the latest. The direct link is as follows: registration.agf.az

The request must include the function, full name, gender and other passport details, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to. In addition, the online system will require upload of passport copy for each member of the delegation.

INSURANCE

The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements 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 delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient coverage must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations' own charge as follows: 15 Euro per person/day.

AZE TRA World Cup 2017

ACCREDITATION

Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations.

The following items will be checked there with the Heads of delegations:

- The passport of gymnasts and judges including all members of the delegations
- Transport Departure
- The medical insurance for the members of the delegations
- 2 copies of competition cards for each gymnast/synchro pair (TRA)
- 2 copies of competition/difficulty cards (TUM)
- National anthem and national flag

In order to accelerate the process of the accreditation, each participating Federation is kindly requested to upload photos and passport copy of each member of its delegation (gymnasts, head of delegation, team manager, judges, coaches, medical staff and etc.) into the LOC's online program in the following link via Azerbaijan Gymnastics Federation's website: registration.agf.az

The deadline for the photos & passport copies upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is **January 13, 2017**. Please clearly indicate the corresponding full name (with correct spelling) in the file title.

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

FINANCIAL OBLIGATIONS

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fee, unpaid invoices, etc) will not be allowed to participate in this World Cup.

Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guaranteed the hotel booking, meals and local transportation.

BANK ACCOUNT INFORMATION

Beneficiary: Azerbaijan Gymnastics Federation

Beneficiary's account: AZ81PAHA0000000000010176788

Bank: "PASHA Bank", Baku, Azerbaijan

SWIFT PAHAAZ22

Correspondent: Raiffeisen Bank International AG Account with Institution: Am Stadtpark 9, 1030 Vienna

Correspondent account: 1-55.081.095

SWIFT BIC: RZBAATWW

Each participating member Federation is kindly requested to integrate the payment's purpose as follows: FIG Trampoline Gymnastics World Cup AGF Trophy 2017.

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

TIE BREAKING RULES

In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

The gymnasts with same final score will receive the same World Cup points.

If there is still a tie, the points of the respective ranking are added and divided by the number of tied gymnasts / pairs.

Example:

- 1, 1, 3 (points for rank 1 and 2 is added and divided by 2)
- 1, 2, 2, (points for rank 2 and 3 is added and divided by 2)

The same principle applies to the prize money.

PRIZE MONEY

The organising member federation will pay the following minimum prize money per discipline (amounts in Swiss Francs – CHF) - "discipline" means every final: individual trampoline men, individual trampoline women, synchro men, etc.

The prize money, free of any deductible taxes, will be distributed in CHF (or its equivalent in Euro) as follows:

Ranking	Prize money (CHF)
1	1′500
2	1′000
3	500

No prize money, medals and World Cup Series Ranking Lists points will be given, if there are less than 4 participating federations in a category.

In case of a tie, the prize money will be added and divided by the number of gymnasts:

- 1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2)
- 1, 2, 2, (prize money for rank 2 and 3 is added and divided by 2)

No prize money, medals and World Ranking Lists points will be given, if there are less than 4

participating Member Federations per category. This must be mentioned in the invitations.

Assignment of WORLD CUP SERIES RANKING POINTS

In principle, the official results and the updated FIG World Cup Series Ranking List will be published on the FIG web site within one working day after the competition.

Separate World Cup Series Ranking Lists are established for every discipline, beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Trampoline Individual Men
- Trampoline Individual Women
- Trampoline Synchro Men
- Trampoline Synchro Women
- Tumbling Men
- Tumbling Women

For individual Trampoline and Tumbling, World Cup points are assigned to the competitors by name.

Trampoline Synchro pairs are listed by name, but considered as an entity. In case of change of a Synchro partner, the Synchro Pair is considered as a new pair.

World Cup Points will be assigned to the competitors as follows:

Rank	Points	Rank	Points
1	60	16	15
2	55	17	14
3	50	18	13
4	44	19	12
5	38	20	11
6	32	21	10
7	28	22	9
8	25	23	8
9	22	24	7
10	21	25	6
11	20	26	5
12	19	27	4
13	18	28	3
14	17	29	2
15	16	30	1

WINNERS OF THE **WORLD CUP SERIES**

In the case that less than four federations participate per category, no World Cup points, no medals and no prize money will be given.

The winner of the World Cup Series of each discipline is the gymnast (IND. and TUM) and the pair (SYN) with the highest number of points after the last event of the Series, the top 6 out of the 8 possible results are taken into consideration.

Should there be less than 8 World Cup Competitions in a Series, the following will be applied:

- If 6 or 7 World Cup Competitions take place per series, the best 5 are counted
- If 5 World Cup Competitions take place per series, the best 4 are counted

	 If 4 World Cup Competitions take place p 	er series all points are counted	
EVENT MANAGERS	Natalya Bulanova	Rza Aliyev	
	Tel.: +99412 493 3011	Tel.: +99412 493 3011	
	E-mail: td@agf.az	E-mail: events@agf.az	
MEDIA	Communication policy is planned to be	implemented via the Federation's	
WILDIA	official website, facebook page and twitter account.		
	Press Officer	PR Manager	
	Sara Rajabova	Farhad Ahmadbayli	
	Tel: +99412 493 3011	Tel: +99412 493 3011	
	E-mail: media@agf.az	secretary@agf.az	
SOCIAL MEDIA	www.facebook.com/pages/Azerbaijan-Gymnas	tics Federation/156431321068611	
	www.twitter.com/AzerbaijanGym		
	https://www.instagram.com/agf.az/		
MEDICAL	The Organizing Committee will prov	ride first aid medical services.	
WEDIONE	Physiotherapists will be present during the		
OFFICIAL HOSPITAL	MediClub		
OI I IOIAL HOOF HAL	iviouiolub		

45, Uzeyir Hajibayov str., Baku, Azerbaijan

Tel.: +99412 497 0911

DOPING CONTROLS	The organizing Member Federation will p	provide the following minimum doping	
	controls at its own charge: - Trampoline: 4		
	- Tumbling: 2		
	Appropriate medical premises will be provided to carry out a required number of doping controls by AZADA (Azerbaijan Anti-Doping Agency) according to the WADA regulations.		
MARKETING	The FIG advertising and publicity norms will be respected.		
TELEVISION	For Tournaments of A Category, televisio	. ,	
	Host Broadcaster – AzTV Idman (Sports Channel of Azerbaijan Television and Radio Broadcasting Closed Joint-Stock Company) Contact persons		
	Elsevar Dunyamaliyev Deputy Chairman	Arzu Abdullayev Technical Director	
	E-mail: aztv.elsever@mail.ru Mob.: +99450 319 33 00	E-mail: webmaster@aztv.az Mob.: +99450 212 08 90	
	The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.		
VIDEO CONTROL SYSTEM	SMART SCORING Company will provide video control system, which allows to treat inquiries and records all exercises of the competition in a quality which allows to judge the exercises.		
RULES AND REGULATIONS	The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviations mentioned in these directives or in the FIG World Cup Rules for Trampoline Gymnastics:		
	Statutes		
	 Code of Ethics 		
	 Technical Regulations 		
	License Rules		
	 Code of Points and relevant Newsler 	tters	
	 General Judges' Rules 		
	 Specific Judges' Rules for Trampolir 	ne and Tumbling	
	 Medical Organization of the Official I 	FIG Competitions	
	Doping Control Rules		
	– Media Rules		
	 Apparatus Norms 		
	Advertising and Publicity Rules		
	Accreditation Rules		
	Regulations for Awards Ceremonies		
	and subsequent decisions of the FIG Ex	ecutive Committee	

DEADLINES Provisional registration (online, FIG) October 26, 2016 Definitive registration (online, FIG) December 13, 2016 Accommodation Request December 13, 2016 (online, LOC) Nominative registration (online, FIG) January 13, 2017 Travel schedule form (online, LOC) January 13, 2017 January 13, 2017 Visa Request (online, LOC) Meal Request (online, LOC) January 13, 2017 Upload of photos to accelerate January 13, 2017 accreditation process (online, LOC) Payment of the Accommodation January 13, 2017 Costs (100%)

Sincerely Yours,

Baku, June 18, 2016:



Payment of the Meals' costs (100%)

Payment of the fine for missing judge

Farid Gayibov Secretary General

January 13, 2017

January 13, 2017

Azerbaijan Gymnastics Federation