

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



REVISED 18.07.2019

New address of JGA - #2

New address of Bank Account - #18.2

27th FIG TRAMPOLINE GYMNASTICS WORLD AGE GROUP COMPETITIONS

Tokyo (JPN) 5 - 8 December 2019



27th FIG
TRAMPOLINE GYMNASTICS
WORLD AGE GROUP
COMPETITIONS
TOKYO 2019



DIRECTIVES

ID 15569

Dear President,

The FIG is pleased to herein provide you with the Directives for the 27th FIG Trampoline Gymnastics World Age Group Competitions (WAGC) to be held in Tokyo (JPN) from 05 until 08 December 2019.

These World Age Group Competitions will be organized following the 2017 FIG Statutes, the 2019 Technical Regulations, the 2017-2020 Trampoline Code of Points, TRA WAGC Rules 2017-2020 as well as all other current Rules and Guidelines, any possible amendments by the date of these World Age Group Competitions, and any complements decided in the meantime.

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

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1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

FIG – Fédération Internationale de Gymnastique

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Email: rvinagre@fig-gymnastics.org

acola@fig-gymnastics.org

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2. LOCAL ORGANISING COMMITTEE

JAPAN GYMNASTICS ASSOCIATION

4-2 Kasumigaokamachi

Shinjuku-ku

TOKYO 160-0013

Japan

Tel: +81 3 6455 4037

Fax: +81 3 6455 4038

e-mail: jpn-oc@jpn-gym.or.jp

website: www.jpn-gym.or.jp

Contact person: Ms. Fusa Tauchi

3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALL

Competition Hall	Ariake Gymnastics Centre
Warm-up Hall	1-chome Ariake Koto-ku Tokyo
Training Halls	Tel: TBD Email: TBD Website: TBD



4. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)

Monday, 02.12.2019 All day	Arrival and Accreditation of delegations Free Training (<i>training hall</i>)
Tuesday, 03.12.2019 All day All day 11:00	Arrival and Accreditation of Delegations Training as per Schedule Orientation meeting
Wednesday, 04.12.2019 All day 10:00 13:00 – 15:00 15:30 – 16:30 17:00 – 18:00	Training as per Schedule Deadline to submit Competition Cards Judges' meeting and draw (TRA) Judges' meeting and draw (TUM) Judges' meeting and draw (DMT)
Thursday, 05.12.2019 All day	<u>Opening Ceremony</u> <u>Qualifications and Finals</u> IND 13-14 / TUM 15-16 / DMT 17-21 / SYN 11-12
Friday, 06.12.2019 All day	<u>Qualifications and Finals</u> IND 15-16 / TUM 17-21 / DMT 11-12 / SYN 13-14
Saturday, 07.12.2019 All day	<u>Qualifications and Finals</u> IND 17-21 / TUM 11-12 / DMT 13-14 / SYN 15-16
Sunday, 08.12.2019 All day	<u>Qualifications and Finals</u> IND 11-12 / TUM 13-14 / DMT 15-16 / SYN 17-21 Closing Ceremony Farewell Banquet
Monday, 09.12.2019 All day	Departure of Delegations

Please note: Schedule is provisional and may be adjusted after the definitive and/or nominative entries are received

5. PARTICIPATION RIGHT AND ACCREDITATION

Gymnasts from FIG affiliated federations in good standing, holding a valid FIG License until the end of the event and with the correct age may take part in these World Age Group Competitions. The maximum size of each delegation as per FIG Technical Regulations 2019, Section 4 and FIG Rules for Accreditation as follows:

An individual is entitled to only one accreditation card. If an individual has several valid “accreditable” functions, the highest function is normally selected, and no substitutes may directly benefit from unused accreditations.

5.1. Maximum Delegation Size

Gymnasts	TRA	TRA SYN	TUM	DMT
Girls 11-12 years	4	4 (2 pairs)	4	4
Boys 11-12 years	4	4 (2 pairs)	4	4
Girls 13-14 years	4	4 (2 pairs)	4	4
Boys 13-14 years	4	4 (2 pairs)	4	4
Girls 15-16 years	4	4 (2 pairs)	4	4
Boys 15-16 years	4	4 (2 pairs)	4	4

Girls 17-21 years	4	4 (2 pairs)	4	4
Boys 17-21 years	4	4 (2 pairs)	4	4

Function	TRA	TUM	DMT	Total
Head of Delegation / Head of Delegation and NF President				1
NF President as guest (not as Head of Delegation)				1
Accompanying Person of NF President				1
Team Manager (general) ¹ - 6 to 39 gymnasts - 40 gymnasts and more				1 2
Team Managers per apparatus (TRA/TUM/DMT) ¹ - 12 or more gymnasts per apparatus (TRA/TUM/DMT)	1	1	1	3
Coach - 1 competitor per discipline - 2-6 gymnasts per discipline - 7 to 12 gymnasts per discipline - more than 12 gymnasts per discipline	1 2 3 4	1 2 3 4	1 2 3 4	3 6 9 12
Judges if less than 12 gymnasts per discipline Judges if 12 gymnasts or more per discipline	1 or 2 2	1 or 2 2	1 or 2 2	3-6 6
Medical Doctor				1
Paramedical Staff	1	1	1	3
Additional Medical Doctor or Paramedical staff ³ - 10 to 29 gymnasts - 30 to 49 gymnasts - 50 gymnasts and more				1 2 3
Chaperon per 10 gymnasts ³				1
Guest(s) or VIP Guest ³ - 20 to 39 gymnasts - 40 to 59 gymnasts - 60 gymnasts and more				1 2 3
Transferable access cards ⁵				
Zone 1 coach ² - 1-2 competitor per discipline - more than 2 competitors per discipline	2 2 ⁶	1 2	1 2	
Zone 1 medical staff	1	1	1	1-2 ⁴
Zone 3 Head of Delegation or Team Manager				1

¹ But never more than 4 Team Managers in total (discipline specific and general)

² But never more access cards than accredited coaches

³ Accreditation at the charge of the Federation

⁴ If competitors in more than one discipline

⁵ Additional transferable access cards may be delivered by FIG upon request by the delegation due to competition schedule / conditions

⁶ In case men and women compete at the same time during Qualifications, additional 2 Transferable Accreditation Cards will be given

5.2. Transferable access cards (TAC):

Transferable access cards may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the Federation's official delegation and appropriate function.

Lost TAC will not be replaced.

5.3. Supplementary Accreditations

The following supplementary Accreditations (either free of charge or at the charge of the Delegations or the FIG Authority) as per the accreditation rules may also be delivered to the FIG affiliated federations and FIG Authorities, provided that a request is sent in writing to the FIG by 04 September 2019.

FIG and Honorary Members	
FIG and former FIT Honorary Members	Free of Charge
Former Olympic and World Champions	Free of Charge
NF President as Guest if not as Head of Delegation (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet)	Free of Charge
NF President as Guest if not as Head of Delegation (if accommodation not booked through the Organizing Committee: access to the delegations seating only)	120 USD
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet)	Free of Charge
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge)	120 USD
Accompanying person of an NF President	120 USD
VIP Accompanying person of an NF President	120 USD
VIP Accompanying person of TC Members	Free of Charge
VIP Accompanying person of EC Members	Free of Charge
VIP Accompanying person of FIG and former FIT Honorary Members	120 USD

Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next TRA World Age Group Competitions	
Observers (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	120 USD
VIP Observers (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well)	120 USD

Organizers of the next Trampoline Gymnastics World Championship Maximum 6 accreditations including 2 VIP	
Observers maximum 6 (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	120 USD
VIP Observers maximum 2 included in the above maximum 6 (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well)	120 USD

Additional Observers	
Additional Observers (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Additional Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	120 USD
Additional VIP Observers, if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	Free of Charge
Additional VIP Observers, if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well	120 USD

The accreditations for the World Age Group Competitions are not valid for the World Championships and vice versa.

In case of lost or stolen accreditation, the Organizing Committee must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (120USD). Lost or stolen transferable cards will not be replaced.

6. Age LIMIT

The competitors must fulfil the age as stated in the Technical Regulations, Reg. 5.2. and the World Age Group Competitions Rules Trampoline Gymnastics 2017-2020.



**Please check the age of your gymnasts carefully!!!
No changes of category will be allowed.**

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by FIG affiliated federations in good standing, via the **FIG** on-line system (click [here](#)) and by using the National Gymnastics Federations' login (e-mail) and password.

7.1. Provisional Registration

The provisional registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from 01 May 2019 until 03 July 2019 (23:59 Swiss time) at the very latest.

7.2. Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from 04 July 2019 until 04 September 2019 (23:59 Swiss time) at the very latest.

Definitive Registrations which are not accompanied by the registration fees as mentioned in point 7.4 are not valid.

7.3 Nominative Registration

The nominative entries must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from 05 September 2019 until 06 November 2019 (23:59 Swiss time) at the very latest.

Nominative registrations received in the FIG Offices after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

7.4 Entry Fees

The non-reimbursable registration fee is of CHF 175.- per gymnast and per event and must be paid to the FIG at the very latest at the time of the definitive registration by **04 September 2019**.

7.5 Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF 1'000
Fine after missing the Definite Registration deadline or after late Definite Registration	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration (until the gymnast's draw of lots)	CHF 1'000

8. LICENSES

No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.

In order to be considered, Licence application forms (new or renewal) must be submitted at least one (1) month prior to the deadline for nominative registration.

Please consult FIG License Rules for additional information in this respect.

9. JUDGES

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



Judges shall recuse themselves if

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

Jury of Appeal and Supervisory Board

The Jury of Appeal and Supervisory Board will be nominated by the FIG President, the Secretary General or the President of the TRA-TC in Tokyo and consist, if possible, of two members of the Executive Committee (one acting as President) and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the Judging process of the apparatus concerned will be nominated.

10. DRAW of LOTS

The Draw of Lots will take place in Lausanne (FIG Headquarters), 11 September 2019 – 10H00.

11. COMPETITION FORMAT AND PROGRAMME

The competition will be conducted according to the FIG Technical Regulations, 2019 edition including Section 4: Special Regulations for Trampoline Gymnastics and the TRA WAGC Rules 2017-2020.

12. MEDIA

12.1 Media accreditation

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Media team at media@jpn-gym.or.jp

The FIG Accreditation Rules and Media Rules have to be strictly respected.

12.2 Publicity

As the Code of Points foresee deductions should the FIG Rules for Advertising and Publicity on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men and F for women) if deemed necessary **by 06 November 2019**, at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under “Rules - Publicity” for additional information, you may also contact tv@fig-gymnastics.org for further assistance if required.

13. EQUIPMENT

Trampolines:

Manufacturer Supplier: Eurotramp Ultimate 4 x 4
Spotter mats : Eurotramp Art. 28500
Mats around Trampoline : Eurotramp Art. 28330

Tumbling Track:

Supplier: Spieth Tumbling Track: Spiethway III

Double Mini-Trampolines:

Manufacturer Supplier: Eurotramp Art. 23200 Ultimate DMT 6x6
Landing mats :Eurotramp
Landing mat covers : Eurotramp

14. VISA

Please verify immediately with your travel agent or the Japanese Embassy or Consulate in your country if a visa is required for your travel to Japan.

The LOC will be happy to assist each Delegation member with an official letter of invitation, provided that the request is made to the LOC via the LOC's online system **by 15 October 2019**.

After the provisional registration through the FIG website, the LOC will provide each Federation with a personal Login and password for this system.

It includes the function, full name, gender, date of birth, citizenship and passport number, passport expiration date, and the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to. The LOC will provide each Federation with a personal login and password for all online visa requests.

A copy of Passport is needed together with the request.

General visa information can be obtained at:

https://www.mofa.go.jp/j_info/visit/visa/index.html

15. TRANSPORTATION

15.1. International Transportation

The international travel to Tokyo International Airports - Haneda (HND) or Narita (NRT) will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take cancellation insurance for their transportation.

15.2. Local Transportation

Federations that do not stay at one of the official hotel do not book their accommodations through the Organizing Committee and/or do not request the airport transportation through the LOC Online System for their arrival and departure **will not** be entitled to use the event airport system and will be responsible for their own transportation.

Please request through the LOC Online System by **15 October 2019**.

After the provisional registration through the FIG website, the LOC will provide each Federation with a personal Login and password for this system.

16. ACCOMMODATION

The Local Organizing Committee is the official entity authorized to receive and manage your reservations for accommodation, meals and transportation.

The Local Organizing Committee is delighted to provide FIG and official delegations members with a selection of hotels covering three different categories (2*, 3* & 4*)

Official FIG hotel (Cat. A)

Hilton Tokyo Odaiba

1-9-1, Daiba, Minato-ku

Tokyo

Tel. +81 3 5500 5500

Web: <https://www3.hilton.com/en/hotels/japan/hilton-tokyo-odaiba-TYOTOHI/index.html>

Single room – 350 USD per person per day

Twin room – 220 USD per person per day

Triple room – 200 USD per person per day

Quadruple room – 190 USD per person per day

Full Board – Bed, Breakfast, Lunch and Dinner
Single room – 420 USD per person per day
Twin room – 290 USD per person per day
Triple room – 270 USD per person per day
Quadruple room – 260 USD per person per day

Grand Nikko Tokyo Daiba

2-6-1, Daiba, Minato-ku

Tokyo

Tel. +81 3 5500 6711

Web: <https://www.tokyo.grandnikko.com/eng/>

Bed and Breakfast

Single room – 350 USD per person per day
Twin room – 220 USD per person per day

Full Board – Bed, Breakfast, Lunch and Dinner

Single room – 420 USD per person per day
Twin room – 290 USD per person per day

Note! Rooms are limited and will be allocated strictly in order of booking receipt. In other words, hotel rooms will be allocated on a “first come, first serve” basis.

Other Delegation’s Hotels

Cat. B

Hotel Sunroute Ariake

3-6-6, Ariake, Kotoku

Tokyo

Tel. +81 3 5530 3610

Web: http://www.hotelsunrouteariake.jp/?_ga=2.162067579.617484672.1551928129-859467910.1551928129

Bed and Breakfast

Single room – 170 USD per person per day
Twin room – 160 USD per person per day

Full Board – Bed, Breakfast, Lunch and Dinner

Single room – 240 USD per person per day
Twin room – 230 USD per person per day

Washington Hotel Tokyo Bay Ariake

3-7-11, Ariake, Kotoku

Tokyo

Tel. +81 3 5564 0111

Web: <https://tokyobay.washington-hotels.jp/>

Daiwa Roynet Hotel Tokyo Ariake

3-7-3, Ariake, Kotoku

Tokyo

Tel. +81 3 3599 6180

Bed and Breakfast

Single room – 160 USD per person per day
Twin room – 140 USD per person per day

Full Board – Bed, Breakfast, Lunch and Dinner
Single room – 230 USD per person per day
Twin room – 210 USD per person per day

Note! Rooms are limited and will be allocated strictly in order of booking receipt. In other words, hotel rooms will be allocated on a “first come, first serve” basis

Cat. C

APA Hotel Tokyo Shiomi-Ekimae

2-8-6, Shiomi, Koutou-ku

Tokyo

Tel. + 81 3 5653 8111

Web: https://www.apahotel.com/hotel/shutoken/11_tokyoshiomi-ekimae/

Bed and Breakfast

Single room – 140 USD per person per day

Twin room – 130 USD per person per day

Full Board – Bed, Breakfast, Lunch and Dinner

Single room – 210 USD per person per day

Twin room – 200 USD per person per day

Note! Rooms are limited and will be allocated strictly in order of booking receipt. In other words, hotel rooms will be allocated on a “first come, first serve” basis

Media hotel

The media representatives and the others are going to be accommodated at the Delegations' hotels.

Please contact LOC at the following e-mail: jpn-oc@jpn-gym.or.jp

Packages are available from 02 to 09 December 2019.

For earlier or later arrivals/departures, please contact the Organizing Committee

jpn-oc@jpn-gym.or.jp

Transportation to/from other national traffic points (airports, etc.) can be arranged on payment.

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included.

Reservations

General Principles

- FIG affiliated member federations should request their accommodation as a matter of priority. Rooms are limited and will be allocated strictly in order of booking receipt. In other words, hotel rooms will be allocated on a “first come, first serve” basis.

Should your chosen category not be available, the LOC will then contact you to discuss alternative options.

Do NOT make direct booking with the hotels as transfers would then not be offered.

The deposit is not refundable.

Booking & Deposit

- Please book your accommodation through the LOC Online System **September 2019**.
- After the provisional registration through the FIG website, the LOC will provide each Federation with a personal Login and password for this system.
- A **50% DEPOSIT** shall be paid **by 11 September 2019** to secure your booking. *Should your deposit not be received by due date, the LOC would no longer guarantee the availability and price of selected accommodation.*
- Rooming list to be completed through the LOC Online System until **6 November 2019**.

Balance Payment

- **TOTAL BALANCE PAYMENT** for accommodation and meals (see section below) shall be paid after receiving our official final invoice, **NO LATER THAN 13 November 2019**.

17. MEALS & FAREWELL PARTY

A meal plan for lunch will be arranged and offered from 03 until 08 December 2019 by the Organizing Committee at the Venue. (reservation required).

17.1. Breakfast

Included in the accommodation packages and will be served at the hotels.

17.2. Lunch and Dinner (reservation required)

Lunches and dinners for World Age Group Competitions: In the arrival day the accommodation starts with a dinner and finishes with breakfast in the departure day. Therefore, the dinner for the World Age Group Competitions shall start on the 02 December 2019 and the lunch on the 03 December 2019.

- Meal times will be listed on the final schedule.
- This plan is not compulsory and delegations are free to make their own arrangements to eat at their own expenses.
- Please apply through the LOC Online System by **04 September 2019**.

17.3. Farewell Party

- Accredited Delegation members (provided their accommodation was booked through the LOC and with the exception of E- and R- media) will receive a free ticket for the Farewell Banquet on 08 December 2019.
- Farewell Party's tickets are limited. Their cost, for those who booked accommodation direct to the hotels (not through LOC) is **60 USD per person**.
- The exact place and time will be confirmed during the orientation meeting. The official results as well as the Federation's relevant diplomas will be distributed during this banquet.
- Please apply through the LOC Online System by **04 September 2019**

17.4. Reservations

For your convenience, all meals and farewell party reservations shall also be made via the following e-mail: jpn-oc@jpn-gym.or.jp no later than **04 September 2019**.

Payment

- A **50% DEPOSIT** shall be paid by **11 September 2019** to secure your booking.
- Balance payment shall be paid by **13 November 2019**.

18. FINANCIAL OBLIGATIONS – PAYMENT

18.1. Payments to FIG

The non-reimbursable registration fee of CHF 175.- per gymnast and per event must be paid to the FIG at the time of the Definitive Registrations, otherwise the gymnasts will not be included in the Draw of Lots.

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) will not be allowed to participate in these World Age Group Competitions either.

Each participating member Federation is kindly requested to clearly state payment's purpose as follows:

NF Event ID Discipline Event Level Year Host Country

(Example: SUI 15569 TRA WAGC 2019 JPN)

Failing to do so will lead to an unidentified fund transfer and may cause your federation to appear not to have met its financial obligations.

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

Total amount of the FIG entry fees to be paid to:

18.1.1. Bank transfer

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 A, CH-1003 Lausanne/Switzerland
Bank Account / IBAN	CH40 0027 2272 5630 1649 0
Bank	UBS Switzerland SA, Nidaugasse 49, CH-2501 Bienne/Switzerland
SWIFT/BIC	UBSWCHZH80A

The payment must be made in CHF only.

18.1.2 Credit card

Should you wish to pay by credit card, please contact the FIG Finance Dpt (finance@fig-gymnastics.org) and provide the following information:

- NF – FIG Event ID - Event - Location (Example: SUI 15569 TRA WAGC19 JPN)
- Amount and currency
- email address to be used for sending the link which will allow you to directly enter the credit card details

18.2. Payments to the Organising Committee

The payment for Accommodations, Meals and Farewell Party ticket (if applicable) must be made exclusively in US dollar to the Japan Gymnastics Association by bank transfer:

- No later than 11 September 2019 for the 50% deposit on accommodation and meals
- By 13 November 2019 at the latest, for the balance on accommodation and the meals and the full amount of the farewell party tickets

Failure to forward your payment by required dates will result in the reservations being cancelled and in the deposit payment being forfeited.

Beneficiary: Japan Gymnastics Association

Address of the beneficiary: 4-2, Kasumigaokamachi, Shinjuku-ku, Tokyo, 160-0013 Japan

Bank of the beneficiary: MUFG Bank, Ltd.

Address of the bank: 1-23-10, Jinnan, Shibuyaku, Tokyo, Japan 150-0041

Bank account: 0459663

SWIFT: BOTKJPJT

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation (or the FIG Authority), the contact person and the payment purpose on the transfer.

Please send a copy of the bank transfer to jpn-oc@jpn-gym.or.jp

18.3. Cancellation Policy

Rooms cancelled will be submitted to the following penalty fees:

Cancellation period	Penalty fee
Until 04 September 2019	No penalty
From 05 September to 06 November 2019	50 % of the amount of the cancellation
From 07 November 2019 to arrival of delegation (incl. no show)	100 % of the amount of the cancellation

In regards to meal cancellations, meals are non-refundable from 07 November 2019 to the conclusion of the event.

FIG and LOC strongly recommend that each Federation subscribe to their own cancellation insurance for their accommodation.

19. INSURANCE

The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, and repatriation. 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.

Each delegation is requested to send to the LOC a copy of their insurance, by 06 November 2019. Delegation members with insufficient insurance coverage must inform the LOC in writing in advance via email or fax but no later than 06 November 2019. The LOC will subsequently offer insurance at the Federations own charge as follows:

- 11 USD per person per day

20. WORK PLAN

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

21. OFFICIAL HOSPITAL

The Official Hospital is:

Showa University Koto Toyosu Hospital

Address: 5-1-38, Toyosu Koto-ku, Tokyo 135-8577

22. DOPING CONTROLS

Under the supervision of the FIG, doping controls will be organized according to the current WADA Code, WADA International Standards and FIG Anti-Doping Rules.

The anti-doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition,

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases
Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

23. IMPORTANT REMARKS

- After the Definitive Registrations, no additional gymnasts will be accepted (only withdrawals can be accepted).
- Registrations received after the draw **will not be taken into consideration**. The same action will be taken for not paying the entry fee in time.
- Federations which have not fulfilled their financial obligations towards FIG (e.g. annual membership fees, unpaid invoices etc.) and the Organizing Committee will not be allowed to participate in the World Age Group Competitions. All participating Federations commit themselves to respect the Statutes and all FIG rules and regulations. Especially the age and nationality of the gymnasts as well as the respective Regulations concerning "Insurance" art. 12.10 of the Technical Regulations.

24. DEADLINES SUMMARY**FOR THE FIG**

Online Registrations (FIG web site)	Opening Date	Closing Date
Provisional Registration	01 May 2019	03 July 2019
Definitive Registration	04 July 2019	04 September 2019
Nominative Registration	05 September 2019	06 November 2019

Publicity	Opening Date	Closing Date
Publicity (not compulsory)	08 April 2019	01 November 2019

Request for Supplementary Accreditations	Deadline
Written request to FIG	04 September 2019

Payment (to be made to the FIG)	Deadline
Registration Fee	04 September 2019

FOR THE LOC

Registration and requests through the LOC's Online system	Deadline
Accommodation: Room Numbers	04 September 2019
Accommodation: By Name	06 November 2019
Visa Request (not compulsory)	15 October 2019
Travel Schedule (Arrivals)	15 October 2019
Travel Schedule (Departures)	15 October 2019
Meals (if applicable)	04 September 2019
Farewell Banquet (if applicable)	04 September 2019

Payment (to be made to the LOC)	Deadline
Accommodation Costs (50%)	11 September 2019
Accommodation Costs (Balance)	13 November 2019
Meal Cost (50%)	11 September 2019
Meal Cost (Balance)	13 November 2019
Farewell Party (if applicable)	13 November 2019
Accreditations at the charge of the Delegations or the FIG Authority	11 September 2019

Lausanne, 02 May 2019

Sincerely Yours,



 Nicolas Buompane
 FIG Secretary General

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