

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



ID 16637

38TH FIG RHYTHMIC GYMNASTICS WORLD CHAMPIONSHIPS INDIVIDUAL AND GROUP COMPETITIONS WITH TEAM RANKING

**KITAKYUSHU (JPN)
27 – 31 OCTOBER 2021**



Directives

Note:

Certain items written in these Directives are subject to change depending on the COVID-19 situation in the host city and country, and also on decisions made by the Japanese Government and the public health authority in the host city.

The criteria for the participants entering the country are to be updated accordingly.

Dear President,

The FIG is pleased to herein provide you with the Directives for the 38th Rhythmic Gymnastics World Championships to be held in Kitakyushu (JPN) from 27 to 31 October 2021.

These World Championships (WCH) will be organized following the 2019 Statutes, 2020 Technical Regulations (TR) valid in 2021, RG Code of Points 2017-2020 valid in 2021, FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events and other Rules, Regulations and Guidelines valid starting 01 January 2021, onwards, any possible amendments by the date of these WCH, and any complements decided in the meantime.

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

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1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)
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Website: <http://www.gymnastics.sport>

2. HOST FEDERATION AND LOCAL ORGANIZING COMMITTEE (LOC)

Contact for General Inquiries

Japan Gymnastics Association (JPN)
Contact: LOC International Dept.
Japan Sport Olympic Square 6F
4-2 Kasumigaokamachi, Shinjuku-ku
Tokyo 160-0013 - Japan
Tel: + 81.3. 5770 5711
E-mail: international@2021agrg.jp
Event website : TBD

Contact for Logistic Arrangements (accommodation, transportation, accreditation)

JTB Corp
Sports Marketing Branch
Contact Person: Sachiko Yamamoto
E-mail: rgtravel@2021agrg.jp

3. LOCATION OF THE VENUE

Training sessions, warm-up sessions and competitions will take place under the roof of the [West Japan General Exhibition Center Annex](#).

This is a core facility of the international convention zone in Kitakyushu City. The 8'000 m² pillar-less space will be divided into three sections.

Venue	West Japan General Exhibition Center Annex 3-8-1 Asano, Kokurakita-ku Kitakyushu, Fukuoka 802-0001 Venue Capacity: 3'010 seats Ceiling height: 13 m.
Field of Play	Equipment: 1 Competition floor (14m x 14 m)
Final warm-up (behind the dividing curtain)	Equipment: 2 warm-up floors (14m x 14m)
Training	Equipment: 8 training floors (14m x 14m) 2 Choreography zones Ballet bars and mirrors available

External view



Internal view



4. PROVISIONAL PROGRAMME (SUBJECT TO MODIFICATION)

DATE / TIME	DESCRIPTION	Exhibition Center
FRI. 22 Oct. <i>As announced</i>	<i>Arrival of FIG RG Technical Committee Members</i>	
SAT. 23 Oct. 09:00 – 19:00	FIG RG Technical Committee Meeting	FIG TC room
SUN. 24 Oct. <i>As announced</i>	<i>Day 1</i> <i>Official arrival day of RGI & RGG Delegations</i> <i>Official arrival day of RGI & RGG Reference Judges</i>	<i>Accreditation Center</i>
09:00 – 19:00	FIG RG Technical Committee Meeting	FIG TC Room
MON. 25 Oct. 09:00 – 10:00 12:00 – 13:00	<i>Day 2</i> Orientation Meeting RGI & RGG Draw for D-Judges for RGI Qualifications and All-Around Final Draw for D-Judges for RGG All-Around competition (qualification) followed by	Online Judges' Room
13:00 – 17:00	RGI & RGG Judges' instruction and Judges' oath	Judges' Room & FoP
17:00 – 18:00	RGI & RGG Judges' instruction by scoring system specialists	
All day	RGI Podium Training as per schedule	Training Hall & FoP
Following	LOC rehearsal	FoP
All day	RGI Athletes' portrait photo session	Competition Hall
All day	RGG Training as per schedule	Training Hall
	FIG RG Technical Committee Meeting	TC room
TUE. 26 Oct. All day All day All day Tbd 09:00 – 19:00	<i>Day 3</i> RGG Podium Training as per schedule RGG Athletes' portrait photo session RGI Training as per schedule Opening Press Conference(TBD) FIG RG Technical Committee Meeting	Training Hall & FoP Competition Hall Training Hall Tbd TC room
WED. 27 Oct. All day Early morning All day Evening Following	<i>Day 4</i> RGI & RGG Training as per schedules RGI Judges' briefing & draw for E/T/L/R-Judges for Qualifications Hoop & Ball RGI Qualification Hoop and Ball alternatively RGI Judges' briefing & draw for D/E/T/L/R-Judges for Apparatus Finals Hoop and Ball Presentation of Finalists and RGI Hoop Apparatus Final Presentation of Finalists and RGI Ball Apparatus Final Award Ceremony RGI Hoop Apparatus Final Award Ceremony RGI Ball Apparatus Final Medalists' Press Conference FIG RG Technical Committee meeting – Judges' evaluations	Training Hall Judges' Room FoP Judges' Room FoP FoP Tbd FIG TC Room

THU. 28 Oct.	<i>Day 5</i>	
All day	RGI & RGG Training as per schedules	Training Hall
Early morning	RGI Judges' briefing & draw for E/T/L/R-Judges for Qualifications Clubs & Ribbon	Judges' Room
All day	RGI Qualification Clubs and Ribbon alternatively	FoP
	RGI Judges' briefing and draw for D/E/T/L/R-Judges for Apparatus Finals Clubs & Ribbon	Judges' Room
Evening	Presentation of Finalists and RGI Clubs Apparatus Final	FoP
	Presentation of Finalists and RGI Ribbon Apparatus Final	
Following	Award Ceremony RGI Clubs Apparatus Final	
	Award Ceremony RGI Ribbon Apparatus Final	
	Medalists' Press Conference	Tbd
	FIG RG Technical Committee meeting – Judges' evaluations	FIG TC Room
FRI. 29 Oct.	<i>Day 6</i>	
All day	RGI training for All-Around Finalists as per schedules	Training Halls
	RGG training as per schedules	
16:00 – 17:30	RGG Judges briefing & and draw for E/T/L/R-Judges for RGG All-Around Competition	Judges' Room
17:45	RGG All-Around Competition 5 Balls and 3 Hoops + 2 pairs of Clubs alternatively	FoP
	Break	
	RGG All-Around Competition 5 Balls and 3 Hoops + 2 pairs of Clubs alternatively	
Following	Award Ceremony RGG All-Around Competition	
	Award Ceremony Team Ranking (RGI and RGG combined)	
	Medalists' Press Conference	Tbd
	FIG RG TC meeting – Judges' evaluations	FIG TC Room
SAT. 30 Oct.	<i>Day 7</i>	
Morning	RGI training for All-Around Finalists as per schedules	Training Halls
	RGG training for Apparatus Finalists as per schedules	Training Halls
13:00 – 14:15	Judges briefing & draw for E/T/L/R-Judges for RGI All-Around Final	Judges' Room
14:30 – 16:36	RGI All-Around Final Group B (rank 10-18)	FoP
16:36 – 16:56	Break	
16:56 – 19:02	RGI All-Around Final Group A (rank 01-09)	
19:05 – 19:15	Award Ceremony RGI All-Around Final	
Following	Medalists' Press Conference	Tbd
19:30 – 21:30	Athletes' Representative Election and Athletes' meeting	Tbd
	FIG RG Technical Committee meeting – Judges' evaluations	FIG TC Room
SUN. 31 Oct.	<i>Day 8</i>	
TBD	Closing Press Conference	TBD
	RGG training for Apparatus Finalists as per schedules	Training Halls
16:30 – 17:45	RGG Judges' briefing and draw for E/T/L/R-Judges for Finals	Judges' Room
18:00 – 18:40	Presentation of the Finalists and RGG 5 Balls Final	FoP
18:45 – 19:25	Presentation of the Finalists and RGG 3 Hoops + 2 pairs of Clubs Final	
19:30	Award Ceremony RGG 5 Balls Final	
-19:45	Award Ceremony RGG 3 Hoops + 2 pairs of Clubs Final	
Following	Medalists' Press Conference	TBD
19:45-20:45	Closing Ceremony and Gala	

MON. 01 Nov. <i>As announced</i>	<i>Departure of Delegations</i>	
09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	Rihga Royal Hotel
TUE. 02 Nov. 09:00 – 19:00	FIG RG Technical Committee meeting – Judges' evaluations	Rihga Royal Hotel
WED. 03 Nov. <i>As announced</i>	<i>Departure FIG RG Technical Committee Members and FIG Staff</i>	

5. PARTICIPATION RIGHT AND ACCREDITATIONS

Senior Gymnasts holding a valid FIG License and with the correct age from FIG affiliated member federations in good standing may take part in these WCH.

According to the new format of competition valid from 2021, participation in the Individual competitions is limited to a maximum of 105 gymnasts. NFs are entitled to participate either with a Team of 2 to 3 Individual gymnasts or with 1 Individual gymnast, based on quota places allocated by Continent. They are not nominative. NFs qualified for these WCH in their last respective Continental Championships. Refer to the TR 2020 valid in 2021, Section 3, Art. 5).

Group participation in open to all NFs with one Group.

Quota places *	Europe	Asia	America	Africa	Oceania
Quota places 2-3 individual gymnasts	12	5	3	1	1
Quota places for 1 individual gymnast	26	7	3	2	1

Maximum size of delegation

The maximum size of each delegation as per FIG Rules for Accreditation is as follows:

Function	RGI	RGG	Total
Head of Delegation / Head of Delegation and NF President	1	1	1
Team Manager			
- Individuals only	-	-	-
- Group only	-	1	1
- 2-3 Individuals and 1 Group	1	1	2
Coaches (maximum one coach per Individual gymnast)	2	2	4
Additional coach or choreographer ¹ (the total number of coaches and additional coaches for Individuals may not exceed the total number of gymnasts)	1	1	1
Gymnasts	3	6	9
Judges	1	1	2
Medical Doctor	1	1	1
Paramedical Staff	1	1	2
Additional Paramedical Staff ¹	-	1	1
Transferable access cards			
Zone 1 for coach	1-2 ²	1-2 ³	4
Zone 3 Head of Delegation or Team Manager	1	1	1

¹ Accreditation at the charge of the Federation.

² One for delegations with 1 individual and 2 for delegations with 2-3 individuals

³ If 2 coaches are accredited for Groups

¹ The price of the accreditation at the charge of the NF is **JPY20,000** per accreditation (additional coach or choreographer and additional paramedical staff.

Important:

Please note that all accreditations of guests and observers are currently not allowed based on the FIG and LOC Medical Guideline for COVID-19 Countermeasures and the policy of the government of Japan.

The LOC will regularly update the status regarding the overall risk level in Japan and Kitakyushu as per WHO criteria. Should the situation improve, the LOC will inform in due course whether accreditations of guests, observers, and on-site participation of the international media from outside Japan may ultimately be delivered or not.

Media Accreditation

Following the policy of the government of Japan, on-site participation of the international **media from outside Japan is not allowed at the moment due to the COVID-19 status in Japan.**

In case the situation improves and their entry into Japan is permitted, it is compulsory to book their accommodation through the LOC online system. Please see section 20. Accommodation, Official Hotel for Media and Press for details. In that case, international and local media representatives as well as NFs' communications staff who are interested in covering the event can register online at <https://media.fig-gymnastics.com>.

In addition, NFs will also be requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Deadline: TBC on the FIG website on August 2021.

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

6. AGE LIMIT OF GYMNASTS

All participants must be minimum 16 years old in the year of the event (i.e. born in 2005 or earlier).

7. REGISTRATIONS AND ENTRY FEES

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

Provisional Registration

There will be no Provisional registrations for this event.

Definitive Registration

The definitive registrations must be completed from 06 July until **26 July 2021** (23h59 Swiss time) at the very latest.

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

Nominative Registrations – Step 1

The nominative registrations must be completed from 27 July until **29 September 2021** (23h59 Swiss time) at the very latest.

For NFs participating with 2-3 Individuals, particular attention must be given to the apparatus chosen, as well as to the starting order of the gymnasts. Unit 1 is the first gymnast of her NF to start at the prescribed apparatus, Unit 2 the second to compete.

Nominative Registrations – Step 2

For NFs participating with 2-3 Individuals, each NF will have the possibility to modify, if necessary, the apparatus and the starting order submitted at the nominative registration - Step 1 for its Individual gymnasts. For this purpose, the online nominative platform will reopen from 30 September until **13 October 2021** (23h59 Swiss time) to allow the NFs concerned to submit the necessary modifications. Past this deadline, the online registration platform will be closed and no further modifications related to the apparatus chosen or to the starting order will be accepted. In the case an adjusted starting order is not received by the deadline of 13 October 2021, the initial Nominative registration – Step 1 submitted by 29 September 2021 will be used.

Nominative Registrations of Coaches – NEW



As per FIG official communication dated 31 March 2021, no coaches will be accepted in these WCH without a valid coach-sport profile at the deadline of the Nominative Registration. In order to be considered, the coach-sport profile (including all relevant documents) must be submitted in FIG Database on 15 September 2021 at the very latest (two weeks prior to the deadline for Nominative Registration).

Entry Fees

The non-reimbursable registration fees to be paid to the FIG are of:

CHF 50.- per Individual Gymnast
CHF 200.- per Group

The total amount of the entry fees must be paid until the date of the definitive registration deadline, **26 July 2021 at the very latest.**

FIG Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the TR, Section 1, Reg. 11.1.2):

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

Please note that the regulation concerning the fines will be strictly respected.

8. LICENSES

The LOC will be responsible for checking the validity of the gymnasts' 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 AND JURY OF APPEAL

Judges

Each delegation may send one RGI and/or one RGG FIG brevetted judge category 1, 2 or 3.

Federations participating with:

- Individual(s) only may register one (1) judge with a valid category of RGI FIG brevet
- A Group only may register one (1) judge with a valid category of RGG FIG brevet
- Individual(s) and a Group may register two (2) judges. One judge with a valid category of RGI FIG brevet and a second judge with a valid category of RGG FIG brevet. (It can also be the same judge).

The Line Judges will seat at the Technical Table and use a video control system.

The RGI and RGG judges' draws will be conducted in Kitakyushu in accordance with the provisions of the FIG General Judges' Rules 2017-2020 valid in 2021, including Reg. 7.10.3 b) of the TR 2020 valid in 2021.

The Reference Judges will be designated by the FIG according to specific predefined criteria. The Reference judges will keep the same position for all phases of the competitions (RGI and RGG).

Judges are requested to arrive in Kitakyushu one day before the Judges' Instruction at the very latest, and to be available until the last day of the respective competition (RGI and/or RGG) they have been registered at by their Federation.

Judges are allowed to watch the Podium training sessions from the delegation seating only.

Reminder: according to the current General Judges' Rules, art. 1, 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 consist 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.

The composition of the Jury of Appeal will be communicated in the Workplan.

10. GYMNASTS' DRAWING OF LOTS

The gymnasts' drawing of lots will decide the starting order of the qualification competitions and the finals. It will take place within two weeks after the deadline of the definitive entry. The exact date, time and location will be announced in due course by the FIG to the parties concerned which are entitled to be present at the draw.

11. NEW COMPETITION FORMAT

The **new** competition format will be conducted according to the FIG TR 2021, Section 3 for Rhythmic Gymnastics, Reg. 5.

Individual

Qualification:

NFs have the right to choose the number of exercises to be performed per gymnast according to the following requirements:

NFs qualified with 2-3 Individuals:

- minimum 1 and maximum 4 routines per gymnast
- maximum 2 routines per apparatus per NF
- total of 8 routines per NF

NFs qualified with 1 Individual:

- maximum 1 routine per apparatus per gymnast
- total of 3 or 4 routines per gymnast

All-Around Final

Group B (gymnasts ranked 10-18 from the Qualification) start the All-Around Final competition, followed by Group A (gymnasts ranked 1-9 from the Qualification).

All-Around Finalists will stay in the competition area after their last routine (fourth apparatus) to watch the competition. Dedicated seating will be allocated specially for them.

Apparatus Finals

The 8 best gymnasts from Qualifications on each of the 4 apparatus can participate.

Group

All-Around competition and qualifications for Finals

Each Group shall present 1 routine using 5 Balls and 1 routine using 3 Hoops and 2 pairs of Clubs.

Apparatus Finals

The 8 best Groups from Qualifications on each of the 2 apparatus Final can participate.

Team Ranking

NFs with 2-3 Individual gymnasts and one Group will be part of the Team Ranking.

The Team Ranking is established by adding the 8 scores of the Individual Qualifications and the 2 scores of the Group All-Around competition.

12. ATHLETES' BIOGRAPHIES

Athlete biographies are available online at http://www.gymnastics.sport/site/athletes/bio_view.php and will be updated before the WCH.

13. ATHLETES' PORTRAIT PHOTO SESSION

In order for FIG to promote your athletes and sponsors in the best possible way, an **official and compulsory athlete photo session** for Individual and for Group gymnasts will be organised during the Podium trainings.

Further information will be mentioned in the Workplan.

14. AMBASSADOR

Ms. Eugenia Kanaeva (RUS), has been nominated as Ambassador for these WCH and will help promote this major Event. This former champion will present medals, especially the gold medal to the Individual All-Around winner. She will also be available for photo shoots and autograph sessions, meeting with athletes, interview requests and other activities from the FIG and the LOC on site.

15. PUBLICITY

As the Code of Points foresees deductions should the FIG Publicity 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 F](#)) if deemed necessary by **29 September 2021** at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "[Rules](#)" for additional information, you may also contact tv@fig-gymnastics.org for further assistance if required.

16. EQUIPEMENT

Floor:

The Manufacturer Supplier is Taishan:

- FIG ID:186, colour beige 14 x 14 m

Replacement Apparatus provided by the LOC:

Hoop: FIG ID: 308

Ball: FIG ID: 442 Color 052 Red

Club: FIG ID: 448 Color 150 Black and Light orange

Ribbon: FIG ID: 452 Color 052 Red

Stick: FIG ID: 374 Color 052 Red

17. HAND APPARATUS

The list of the RG hand apparatus with valid certificates is published on the FIG website ([here](#)) and updated regularly. Make sure that your gymnasts use only FIG certified hand apparatus for this event and for any other FIG recognised FIG competitions, as they will not be allowed to compete with an apparatus which does not comply with the FIG norms.

Random checks will be carried out throughout the event by a representative of FIG and a representative of the GYMLAB - Freiburg Test Institute.

Further information will be given in the Workplan.

18. VISA

Under the current COVID-19 situation, all participants are required to obtain visas regardless of their nationalities. **This procedure is mandatory for all participants who enter Japan. All names which might be included in the nominative registration must be listed in Appendix 5 : Visa application form, which must be completely filled out and sent back to the LOC: rgtravel@2021agrg.jp before 26 July 2021.** It is not guaranteed by the LOC that the requests made after this deadline will be fulfilled.

This request must include:

- a clear copy of the valid passport (i.e., picture page with specific information) with identity, full name, gender, date of birth, citizenship, passport number, passport expiry date
- the function of the applicant
- flight information including arrival and departure dates of the applicant

19. TRANSPORTATION

International Transportation

The international travel to Kitakyushu will be at each delegation's own expenses.

Due to the COVID-19 infection prevention, Fukuoka Airport (FUK) or Kitakyushu Airport (KKJ) are currently the only two official airports. These official airports may however change depending on the Japanese government policy.

The LOC recommend each Federation to book changeable and refundable flights at this stage.

The FIG and the LOC strongly recommend that each Federation takes a cancellation insurance for their international transportation.

Local Transportation

The LOC will organize an event local transportation service. This shuttle service will be available for the local transportation of all delegations provided they fulfil the below conditions.

On the official arrival and departure days, the LOC will provide local transportation free of charge between FUK or KKJ to the official hotels and back for all accredited persons, be provided that:

- they stay at one of the official hotels (compulsory)
- book their accommodation via the LOC online system (compulsory)
- submit their travel schedule for arrival and departure via the LOC online system by the LOC by **29 September 2021**.

Transportation from/to the Airports on other days than the official arrival and departure days might be subject to fees for transport.

20. ACCOMMODATION

Official Hotels

In order to follow the medical guideline for the competition under COVID-19 environment and instructions by the government of Japan, booking of the accommodation via LOC online system is **compulsory**. This will enable the LOC to manage the schedule and the hotels of the accredited people.

General Information

All hotels are at approximately 40 min by bus from the Kitakyushu airport (19 – 21 km).

While all hotels are at a walking distance from the Exhibition Center, the event local transportation will be guaranteed.

NFs can book a hotel via the LOC online system among the ones proposed. Rooms will be allocated in accordance with the type booked. These rooms will be assigned strictly in order of booking receipt (first-come, first-serve). FIG affiliated member Federations should therefore request their accommodation reservations as a matter of priority and well in advance of the due date of **26 July 2021** as rooms are limited. While NFs are welcome to let the LOC know the name of their preferred hotel, the final allocation will however be the full responsibility of the LOC. If the desired Hotel is not available since it is already fully allocated, NFs will be informed by the LOC in order to discuss alternative options and change Hotel. The official hotels are located in Kokura area. The shuttle bus operates between the venue and one bus stop which is common to all official hotels in Kokura area.

Please note that all rates are per room and per night and include breakfast, applicable taxes, service charges, and local transportation. As breakfast service may change due to COVID-19 infection situation, the information included below are accurate at time of publication only.

The following hotel prices are valid up to the accommodation deadline of 26 July, 2021.

Official Hotel for FIG and Delegations / Category and Prices

Category S

[Rihga Royal Hotel Kokura \(FIG Hotel\) and Delegations](#)

2-14-2 Asano , Kokurakita-ku, Kitakyushu, Fukuoka, 802-0001

Phone:+81-93-531-1121, Fax:+81-93-521-2730

Single room	28,100JPY
Twin room	51,000JPY

Breakfast: 06:30 - 10:00 (Last Order: 09:30) - Buffet style
Check-in: 15:00. Early check in before 12:00: 20,000JPY
Check-out: 11:00. Late check out after 12:00: 20,000JPY

[JR Kyushu Station Hotel Kokura \(Judges\)](#)

1-1-1, Asano , Kokurakita-ku, Kitakyushu, Fukuoka, 802-0001

Phone: +81-93-521-5031, Fax:+81-93-512-0345

Single room	22,700JPY
Twin room	40,000JPY

Breakfast: 06:30 - 10:00 (Last Order: 09:30) - Buffet style
Check-in: 15:00. Early check in before 12:00: single 15,000JPY / twin 25,000JPY
Check-out: 11:00. Late check out after 12:00: single 15,000JPY / twin 25,000JPY

Judges will not stay with their Delegations but will be accommodated in the Official Hotel for Judges. The Judges' hotel must be booked by the NFs via LOC online system.

Category B

[Daiwa Roynet Hotel KOKURA EKIMAE](#)

1-5-14, Uomachi, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0006

Phone:+81-93-513-7580, Fax:+81-93-513-7581

Single room	20,500 JPY
Twin room	37,800 JPY

Breakfast: 07:00 - 09:00 (Last Order: 09:00) - Set menu of Japanese or Western meals
Check-in: 14:00. Early check in before 12:00: single 13,000 JPY / twin 23,000JPY
Check-out: 11:00. Late check out after 12:00: single 13,000JPY / twin 23,000JPY

[Hotel Crown Palais Kokura](#)

1-2-1 Bashaku, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0077

Phone:+81-93-511-4111, Fax:+81-93-511-4112

Single room	20,500JPY
Twin room	37,800JPY

Breakfast: 07:00 - 10:00 (Last Order: 09:30) - Set menu of Western meals
Check-in: 14:00. Early check in before 12:00: single 13,000JPY / twin 23,000JPY
Check-out: 12:00. Late check out after 12:00: single 13,000JPY / twin 23,000JPY

[Nishitetsu Inn Kokura](#)

1-4-11 Komemachi, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0003
Phone:+81-93-511-5454, Fax:+81-93-511-5424

Single room	20,500JPY
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Breakfast: 06:30 - 10:00 (Last Order: 09:30) - Set menu of Japanese or Western meals
Check-in: 15:00. Early check in before 12:00: 13,000JPY
Check-out: 10:00. Late check out after 12:00: 13,000JPY

Category C

[Comfort Hotel Kokura](#)

2-6-21 Asano, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0001
Phone:+81-93-512-8311, Fax:+81-93-521-8312

Single room	18,400JPY
Twin room	34,600JPY

Breakfast: 06:30 - 09:30 - Light and Easy meals
Check-in: 15:00. Early check in before 12:00: single 11,000JPY / twin 20,000JPY
Check-out: 10:00. Late check out after 12:00: single 11,000JPY / twin 20,000JPY

[Hotel Tetora Kitakyushu Kokura](#)

1-9-8 Kajimachi, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0004
Phone:+81-93-531-3111, Fax:+81-93-531-3190

Single room	18,400JPY
Twin room	34,600JPY

Breakfast: 06:30 - 09:30 (Last Order: 09:15) - Set menu of Japanese meals or Buffet Style determined daily as per hotel occupancy rate
Check-in: 15:00. Early check in before 12:00: single 11,000JPY / twin 20,000JPY
Check-out: 10:00. Late check out after 12:00: single 11,000JPY / twin 20,000JPY

Category D

[Hotel Crown Hills Kokura](#)

8-5 Konyamachi, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0081
Phone:+81-93-521-0109, Fax:+81-93-521-4588

Single room	16,200JPY
Twin room	30,200JPY

Breakfast: 06:30 - 09:00 (Last Order: 08:45) - Buffet Style
Check-in: 15:00. Early check in before 12:00: single 9,000JPY / twin 16,000JPY
Check-out: 10:00. Late check out after 12:00: single 9,000JPY / twin 16,000JPY

[Toyoko Inn Kokura-eki Minami-guchi](#)

3-14-6 Kyomachi, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0002
Phone:+81-93-511-1045, Fax:+81-93-511-1044

Single room	16,200JPY
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Breakfast: 06:30 - 09:00 - Box of Japanese meals
Check-in: 16:00. Early check in before 12:00: 9,000JPY
Check-out: 10:00. Late check out after 12:00: 9,000JPY

Category E

[Toyoko Inn Kokura-eki Shinkansen-guchi](#)

2-18-18 Asano, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0001

Phone:+81-93-541-1045, Fax:+81-93-541-1044

Single room	15,100JPY
Twin room	27,000JPY

Breakfast: 06:30 - 09:00 - Box of Japanese meals

Check-in: 16:00. Early check in before 12:00: single 8,000JPY / twin 13,000JPY

Check-out: 10:00. Late check out after 12:00: single 8,000JPY / twin 13,000JPY

Hotel for Media and Press

The booking conditions in force for the participating Federations (sections 19 and 20) are also valid for the Media. Details concerning logistic arrangements will be informed later when the COVID-19 situation improves and entry of the international media into Japan is permitted.

[Apa Hotel Kokura-Ekimae](#)

2-14-65 Asano, Kokurakita-ku, Kitakyushu, Fukuoka, 802-0001

Phone:+81-93-531-4000, Fax:+81-93-531-5120

Single room	20,500JPY
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Breakfast: 7:00 - 10:00 - Buffet style

Check-in: 15:00. Early check in before 12:00: 13,000JPY

Check-out: 11:00. Late check out after 12:00: 13,000JPY

Hotel Services and Hotels distances with the Venue and the Kitakyushu (KKJ) Airport

Hotels	Safe in room	Safe at reception	WiFi	Gym	Pool	Hotel to Shuttle bus stop	Hotel to Venue	Hotel to Airport	Restaurant
Rihga Royal Hotel Kokura	o	o	o	o	o	0.3km	0.1km	28km	o
JR Kyushu Station Hotel Kokura	o	o	o	-	-	0.5km	0.6km	26.1km	o
Comfort Hotel Kokura	-	o	o	-	-	0.5km	1.1km	27.7km	-
Daiwa Roynet Hotel KOKURA EKIMAE	-	o	o	-	-	0.6km	0.8km	25.8km	o
Hotel Crown Hills Kokura	-	o	o	-	-	1.1km	1.2km	26km	o
Hotel Crown Palais Kokura	-	o	o	-	-	1.2km	1.4km	25.1km	o
Hotel Tetora Kitakyushu	-	o	o	-	-	0.9km	1.5km	26.1km	o
Nishitetsu Inn Kokura	-	o	o	-	-	0.7km	0.9km	26.1km	-
Toyoko Inn Kokura-eki Minami-guchi	o	o	o	-	-	0.5km	0.8km	28.6km	-
Toyoko Inn Kokura-eki Shinkansen-guchi	partly	o	o	-	-	0.4km	0.7km	28.7km	-
APA Hotel Kokura-Ekimae	-	o	o	-	-	0.3km	0.5km	28.1km	-

Maps showing the Venue and Hotels:



- ① Rihga Royal Hotel Kokura
- ② JR Kyushu Station Hotel Kokura
- ③ Comfort Hotel Kokura
- ④ Daiwa Roynet Hotel KOKURA EIKIMAE
- ⑤ Hotel Crown Hills Kokura
- ⑥ Hotel Crown Palais Kokura
- ⑦ Hotel Tetora Kitakyushu
- ⑧ Nishitetsu Inn Kokura
- ⑨ Toyoko Inn Kokura-eki Minami-guchi
- ⑩ Toyoko Inn Kokura-eki Shinkansen-guchi
- ⑪ APA Hotel Kokura-Ekimae

Hotel Reservations

The LOC will provide each Federation with a personal login for all accommodation reservations in an official hotel. The following steps must be followed to book the official Hotels:

- 1) Accommodation by number: submit the reservation request through the LOC online system by **26 July 2021** at the very latest.
- 2) Accommodation by name: submit the reservation request through the LOC online system by **29 September 2021** at the very latest.

Early Check-in and Late Check-out

Due to COVID-19 infection countermeasure, all delegations are required to check in the hotel as soon as they arrive at the hotel no matter what time it is and the same condition shall be applied to their departure (i.e. stay in their rooms until the time they leave the hotel).

The Room charge involved in early check-in before 12:00 and late-check-out after 12:00 shall be covered by each Federation.

21. MEALS

Breakfast is included in the price of each of the official hotels at time mentioned under section 20. Due to COVID-19 infection prevention, the meals plan (lunch and dinner, at the expenses of each Delegation) is **compulsory** as the LOC needs to manage the accredited people's schedule and usage of the facilities. Delegations are not free to make their own arrangements to eat at their own expenses.

Bookings of lunch and dinner must be made via the LOC online system as soon as possible but by **26 July 2021** at the very latest.

Access control rights to lunches and dinners will be controlled by meal coupons.

The price for one meal ticket is as follows:

- 4,500JPY per lunch
- 5,000JPY per dinner

Lunch and dinner will be served each day either in designated areas in the Competition Hall or in Kokura as per the following meal schedules:

- Lunch: 11:30 - 14:30 (subject to changes)
- Dinner: 18:30 - 22:00 (subject to changes)

Farewell Banquet

The farewell Banquet is not planned to be held due to COVID-19 infection situation by now. The Banquet may be organized if the situation improves.

Hotels and packages for visitors

Due to the COVID-19 infection situation, Tours for families and participants are **NOT** foreseen. If the COVID-19 situation improves, Tours may be organized upon request.

Pre-Camps before the WCH

Federations wishing to organize pre-camp before the WCH, please contact JTP Corp. for all necessary arrangement in terms of training (other than official sites for the WCH), accommodation and transportation.

JTB Corp.

Sports Marketing Branch

Contact Persons: Kanna Yamamoto, Tsuyoshi Otsuka

Tel: +81-3-5909-8090

E-mail: rqtravel@2021agrq.jp

22. FINANCIAL OBLIGATIONS – PAYMENT

Payments to FIG:

The non-reimbursable registration fee as mentioned under section 7 must be paid to the FIG.

Registrations without the appropriate payment of the registration fee at the time of the Definitive Registration (funds received by the FIG) will be considered invalid (e.i. the gymnasts will not be allowed to compete).

NF 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 Championships 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 16637 RG WCH 2021 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.

The payment must be made in **CHF** only. Total amount of the FIG entry fees to be paid to:

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
IBAN	UBS Switzerland SA, Place St-François 16, CH-1002 Lausanne/Switzerland
SWIFT/BIC	UBSWCHZH80A

Credit card

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

NF Event ID Discipline Event level Year Host Country

Example: SUI 16637 RG WCH 2021 JPN

- **Amount and currency**

- **e-mail address** to be used for receiving the link which will allow you to directly enter the credit card details.

Payments to the LOC:

Payment for the accommodation, meals and supplementary accreditations (if applicable) must be made via bank transfer in **JPY** only to:

Beneficiary	JTB Corp.
Account number	433-4945605
Bank	MUFG Bank, Ltd., Shimbashi Branch
Swift code	BOTKJPJT

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

The bank transfer should be made in one total sum including all subtotals for additional accreditation, accommodation, meals, visa, etc. It is not necessary to transfer the subtotals individually.

Please state the name of your Federation and the payment purpose on the transfer (i.e., "SUI_2021 RHYTHMIC WCH").

Credit card payments are also accepted. Should you wish to pay by credit card, please contact the JTB Corp.

The costs must be paid to the LOC as follows:

Once Federations submit their room numbers request, a confirmation will be sent by the LOC detailing all booking particulars and the final balance. An invoice corresponding to 50% of the total accommodation costs will be sent to the NFs.

The payment of Accommodation and Meals to the LOC will be required on the account of 50 % no later than **13 August 2021**.

The final payment of Accommodation and Meals to the LOC of the remaining 50% for all accommodations will be required on the account no later than **10 September 2021**.

Incoming payment for the chargeable delegation accreditations delivered must be received on the LOC account by no later than **13 August 2021** as above.

Failure to receive the payment by the required dates will result in the reservations being cancelled and 50 % of the total accommodation and meals costs being forfeited.

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) will have to be settled to the hotels upon departure.

Cancellation Policy

The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation and meals booking.

Accommodation Cancellation Fee when notice is given:

Until 3 October 2021	No charge
Between 4 October and 16 October 2021	20% of the accommodation fee
Between 17 October and 22 October 2021	30% of the accommodation fee
23 October 2021	40% of the accommodation fee
24 October 2021 (Before starting)	50% of the accommodation fee
24 October 2021 (After starting and no shows)	100% of the accommodation fee

Meals Cancellation Fee when notice is given:

Until 15 August 2021	No charge
Between 16 August and 12 September 2021	50% of the number of the meals ordered
After 12 September 2021 and all "no-shows"	100 % of the number of the meals ordered

23. INSURANCE

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

The FIG TR 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.

Basic insurance (sickness, accident and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance. Please also refer to <https://www.gymnastics.sport/site/pages/medical-insurance.php> for additional information regarding the FIG IMSSA insurance for Athletes and Judges.

If the note has not been sent in advance to the LOC (which is strongly recommended), the LOC will verify the Delegation members' insurance upon arrival at the latest (e.g., coverage note or photocopy of the valid policy in **English**). Insurance notes in other languages will automatically be refused. The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay.

Delegation members with insufficient insurance coverage must inform the LOC in writing no later than **20 September 2021**. The LOC will subsequently offer insurance at the Federations' own charge as follows: JPY1,500 per person and per day.

24. COVID-19 COUNTERMEASURES

All accredited persons are requested to strictly follow the FIG Medical Guideline and another medical guideline prepared by LOC.

When more behavioral guidelines based on vaccination are established worldwide, the LOC will introduce the system by following the guidelines.

The LOC Medical Guideline will be published and updated accordingly on the relevant sports calendar section of these WCH on the FIG website.

25. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail the LOC and/or the FIG Safeguarding Officers in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

The information regarding the Safeguarding Officers will be communicated during the Orientation Meeting. Detailed information will also be distributed during the competition.

26. OFFICIAL HOSPITAL

The Official hospital will be:

Name: Kyushu General Hospital
Address: 1-1 Higashijyonomachi, Kokurakita-ku
Kitakyushu-City, Fukuoka Prefecture, 802-8517

The name of the Medical Doctor and further details will be communicated in the Workplan.

The official hospital as well as the medical personnel assigned duly accept the International SOS (IMSSA insurance card) for all gymnasts holding a valid FIG License as well as for all judges with an International FIG Judges Brevet valid at the time of these WCH.

Attention: A "guardian" must accompany any participation of minority age, i.e., who is 19 years old or younger at the time of entry into Japan, in order to receive medical treatment in Japan.

All NFs must therefore ensure that:

- one of their delegation members will be authorized by the Parent/Legal Guardian of the participants of minority age to serve as “guardian”.
- a Letter of Consent, duly signed by the Parent/Legal Guardian, the NF and the Delegation member who will act as “guardian”, should be prepared. This letter of Consent will be required for any medical treatment being administered to the participants of minority age by a medical organization. This Letter of Consent will be part of the Work Plan Appendices.

27. 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 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 her Federation, to submit 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. Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

28. MUSIC

The **LOC online platform** will be available after the deadline of the provisional registration. Please refer to 33. LOC ONLINE SYSTEM for further details to access to the LOC online system.

The platform will allow each Delegation to create a profile and upload pictures, and music (.mp3 only).

The Music can be uploaded as soon as the LOC online platform is open but by **13 October 2021** at the very latest. The music file shall be named as follows:

- The name of the nation (official abbreviation of the country)
- The first and last (with Capital letter) name of the individual competitor
- The category (RGI or RGG)
- The apparatus

Example

RGG: JPN_Group_5Balls.mp3

RGI: JPN_LAST NAME_First Name_APPARATUS.mp3

If the music upload is not completed by 13 October 2021 (i.e., at the Nominative Registration – Step 2 and needs to be done on site, an additional service fee of JPY3,000 will be charged by the LOC.

Delegation members are requested to keep in their possession a specimen of their CD and USB key for training sessions and in case of a technical problem.

29. MUSIC FORM

While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each Federation will also have to confirm that the music used does not violate any copyrights and that it can be broadcasted within sports.

This confirmation will have to be made by filling-in the online Music Form at the time of the nominative registration via the FIG online platform. All requested information must be completed otherwise the Form will be rejected.

In case of modification between Nominative - Step 1 and Step 2, an updated Music Form will have to be sent to the LOC and to the FIG.

30. NATIONAL ANTHEM AND FLAG

The LOC will prepare a national anthem and flag of each participating Federation. Each participating Federation will later be contacted by the LOC to confirm them.

31. ELECTION OF THE ATHLETES' REPRESENTATIVE

In accordance with the FIG EC decision in April 2021, the election of the RG athletes' representative will take place during this event as per the provisional programme.

The RG athletes' representative will be elected for a four-year term from 1 January 2022 to 31 December 2025. The athletes' representatives play an active role in the actions of the FIG. They are invited to take part in the Athletes Commission meeting (once per year) and in the meetings of the Technical Committee (usually three meetings per year).

Candidates must be proposed by their Gymnastics National Federation. Each candidature must be accompanied by a Curriculum Vitae (CV) and a written confirmation whereas the federation will be responsible for the full costs of travel and lodging involved in attendance at meetings (including the expenses of any interpreters) should the FIG be unable to offer any direct assistance in this regard. An assurance must also be given that the candidate, if elected, will be provided with administrative support if required, and every facility to enable her to attend meetings.

The candidatures files must be sent to the FIG Office (sports@fig-gymnastics.org) by **26 July 2021** at the latest. Please note that candidatures received after this deadline will not be considered.

To be eligible, candidates must respect the following criteria:

- Minimum age 18 in the year of the election
- Previous participation in official FIG competitions (Olympic Games, Youth Olympic Games, World Championships or The World Games)
- Must retire / be retired from official competitions
 - Retirement from official FIG competitions may be a maximum of five years before the year of the election
 - Athletes still active in the year of the election must commit to retire before 1 January of the year following their election
 - Athletes' representatives can be re-elected once only
 - The candidates must never have been sanctioned by the FIG and/or their Federation.

In addition, only one representative per Federation is allowed on the Athletes' Commission.

The electoral procedure is specified in the Statutes, Art. 21 and Art. 11.14.1 of the FIG Statutes and based on the candidatures received. The assembly of the athletes will be open to two athletes per member federation. The election will be directed by the FIG Secretary General, accompanied respectively by the President of the FIG RG TC.

32. ATHLETES' MEETING

The FIG and its Athletes' Representative for Rhythmic Gymnastics, Ms. Liubou Charkashyna, invite athletes from all participating Federations to the Athletes' meeting. All gymnasts are more than very welcome. Additional information will be included in the Workplan.

33. ROUND TABLES

Details on the Round Tables during these WCH will be included in the Workplan.

34. WORKPLAN

The Workplan will be published on the FIG online calendar six weeks at the latest before the start of the competitions.

35. LOC ONLINE SYSTEM

The online LOC system will open during the time of the definitive registration.

The LOC will provide by e-mail each participating Federation with a link, sign in details to access the platform and instructions on how to access and use the LOC online system. All NFs qualified with Individual(s) will be automatically contacted by the LOC. **All NFs entering Group competition have to contact the LOC (rqtravel@2021agrg.jp) as soon as possible to receive information on “sign-in” details after making registration to the FIG online platform.**

Having received the log-in details to access the online system, the Federations will be able to:

- Book accommodations and meals
- Submit travel schedule information (arrivals and departures)
- Upload music
- Upload photos of each Delegation member *

* Together with the nominative registration, the Delegations must upload to the LOC online system one passport-size photo of each Delegation member. The specifications of each photo must be as follows:

- File format: .jpg or .jpeg
- Dimension: min. 175 X 225 pixels, max. 1750 X 2250 pixels
- Width 35 x 45 height
- File size: max. 2MB

If the photo upload is not completed by 13 October 2021 and needs to be done on site, an additional service fee of JPY3,000 will be charged by the LOC.

36. INFORMATION KITAKYUSHU

Kitakyushu is the northernmost city with a population of 940,000 in Kyushu, an Island in the southwestern part of Japan.

The city has been developed as a gateway to Asia as well as an industrial hub in Japan.

It boasts world-class environment, the accumulation of industrial technologies, and urban infrastructure including an airport and ports, while the city is blessed with nature such as a long and beautiful coastal line and lush green mountains.

On the other hand, the city, selected by OECD as the first “SDGs Pilot Model City” from Asia, has been taking initiative and working in an advanced manner to achieve sustainable urban development.

Average maximum temperature in Kitakyushu city in October: 24 degrees centigrade

Average minimum temperature in Kitakyushu city in October: 21 degrees centigrade

Currency: Japanese yen (JPY)

US\$1 is equivalent to JPY109.76 as of 8 April 2021

37. SUMMARY OF THE DEADLINES AND PAYMENTS

For the FIG

	Deadline
Definitive Registration - online	26 July 2021
Nominative Registration – Step 1 - online	29 Sept. 2021
Nominative Registration – Step 2 - online	13 Oct. 2021
Candidature for Athletes' Representative	26 July 2021
Music Release Form – LOC Paper Form	29 Sept. 2021
Online Publicity (not compulsory)	29 Sept. 2021
Music Release Form – Paper Form (if changes between step 1 and step 2)	13 Oct. 2021

Payments to the FIG

	Deadline
Payment of the FIG Registration Fees	26 July 2021

For the LOC

	Deadline
Accommodation (number of rooms) - online	26 July 2021
Meal Plan – online	26 July 2021
Visa Request - online	26 July 2021
Travel details - online	29 Sept. 2021
Accommodation (names-to-rooms assignment) - online	29 Sept. 2021
Insufficient insurance Coverage	20 Sept. 2021
Photo & passport copies for Accreditation - online	13 Oct. 2021
Music Release Form – LOC Paper Form	29 Sept. 2021
Music Release Form – Paper Form (if changes between step 1 and step 2)	13 Oct. 2021
Music for Individuals and for Groups - online	13 Oct. 2021

Payments to the LOC

Accommodation and Meals Costs (first 50%)	13 Aug. 2021
Accommodation and Meals Costs (last 50%)	10 Sept. 2021
Accreditations at the charge of the Delegations	13 Aug. 2021

Sincerely Yours,

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



Nicolas Buompane
Secretary General

Appendices :

- Appendix 1: list of NFs Qualified with Individual(s)
- Appendix 2: Pre-Camp Information
- Appendix 3: Regular Updates COVID19 Situation July 1
- Appendix 4: LOC Medical Guideline_Ver1.1June2021
- Appendix 5: Visa Application Form