FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

FIG RHYTHMIC GYMNASTICS WORLD CUP
BAKU, AZE
18 – 20 APRIL 2025
INDIVIDUAL AND GROUP

DIRECTIVES

EVENT ID: 17876

Dear FIG Affiliated Member Federation,

Following the decision of the FIG Executive Committee, the Gymnastics Federation of **Azerbaijan** has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	**Fédération Internationale de Gymnastique (FIG)** Contact Person: Sylvie Martinet Avenue de la Gare 12 A - 1003 Lausanne - Switzerland Tel: +41 (0) 21 321 55 10 / Direct +41 (0) 21 321 55 15 e-mail: smartinet@fig-gymnastics.org website: www.gymnastics.sport
HOST FEDERATION	**Azerbaijan Gymnastics Federation** Contact Person: Nurlana Mammadzada MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel.: +994 12 493 30 11 / Mob: +994 50 385 39 69 E-mail: office@agf.az Website: www.agf.az
LOCATION	**Baku, Azerbaijan**
DATE	**18 – 20 April 2025**
COMPETITON VENUE	MGA – Milli Gimnastika Arenasi (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029 Baku, Azerbaijan Tel.: +99412 566 96 99 E-mail: info@mga.az Website: www.mga.az The MGA was officially opened in April 2014. The gymnastics specialized Arena has already hosted many different international sport events. 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 favorite training camp venue of many gymnasts all over the world. Training and Warm-up facilities will be located within the MGA during the competition concerned.

	Vertical clearance above the performance area in the Competition Hall, Warm-up and Training Hall: 23m.
FLOOR APPARATUS SUPPLIER	Spieth, FIG ID 547, colour Beige Competition hall: 1 Warm-up area: 2 Training & Warm-up hall: 7
REPLACEMENT HAND APPARATUS SUPPLIER	The apparatus manufacturers (R), FIG ID and colors of the Replacement Apparatus provided by the LOC will be: Hoop: Pastorelli, FIG ID 423, color red / orange / gold Ball: Sasaki FIG ID 473, color FRR Clubs: Sasaki FIG ID 466, color FRR Ribbon: Sasaki FIG ID 474, color R Ribbon Cane: Sasaki FIG ID 476, color W **Gymnasts' Personal apparatus**: The Hand Apparatus with valid certificates are 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 recognized competitions, as they will not be allowed to compete with an Apparatus which does not comply with the norms. Random checks on the FIG and Manufacturers' Logos will be carried out at any time during the Event.
APPARATUS CONTROL	The presence of at least one Technician from the Official Apparatus Manufacturer will be guaranteed by the Organizing Member Federation for the installation of the floors in the competition hall, warm-up hall, and training hall(s), as well as throughout the duration of training, podium training, warm-up and competition. The Technical Delegate, accompanied by the Technician of the Apparatus Manufacturer will proceed to the apparatus control in the competition hall, warm-up hall and training hall(s) prior to training and competition.

	The Apparatus control includes the check of the dimensions of all floors which must respect the valid FIG Apparatus Norms. All floors must be set up correctly and must be identical in the different venues/halls.
GENERAL PROGRAMME	Tuesday 15 April: Arrival Technical Delegate Wednesday 16 April: Arrival of the delegations and accreditation Thursday 17 April: Training and Podium Training Orientation Meeting Judges' Instruction **Friday 18 April:** Opening Ceremony **Qualification Individual (2 apparatus) and Group (1 routine)** **Saturday 19 April:** **Qualification Individual (2 apparatus) and Group (1 routine)** Award Ceremonies for All-Around Individual and Group **Sunday 20 April:** **Apparatus Finals Individual (4) and Group (2)** Award Ceremonies for Apparatus Finals Gala Show and Closing Ceremony Monday 21 April: Departure of the delegations World Cup Competitions must be separate and distinct competition, and may not be combined with any other competitions.
PARTICIPATION	All FIG Member Federations in good standing that have paid their annual membership fee for Rhythmic Gymnastics may participate as follows**:** **Individual** • Maximum two (2) individual gymnasts • The current All-Around Olympic Champion is invited in addition to the two (2) places mentioned above. This place is nominative. **Groups** • One (1) group
COMPETITION FORMAT	**Individual** All-Around which serves as qualification for the Apparatus Final. • All Individual gymnasts have to participate in the All-Around qualification Apparatus Finals: • The top eight (8) gymnasts per apparatus from the All-Around qualifying Competition participate in the Finals. Maximum 2 gymnasts per NF **Group** All-Around which serves as qualification for the Apparatus Final. • All Groups have to participate in the All-Around qualification Apparatus Finals: • The top eight (8) groups of each group routines from the All-Around qualifying Competition will qualify for the Finals
FEDERATIONS INVITED	The Organising Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Rhythmic Gymnastics.
SIZE OF DELEGATION AND FIG LICENSE	Online registrations will only be accepted from eligible FIG Member Federations. Only senior gymnasts in good standing with the correct age and holding a valid FIG Licence at the time of registration until the end of the competitions may participate. The maximum size of each delegation is as per FIG Rules for Accreditation.
AGE LIMITS	16 years in the year of the competition.

JUDGES AND JUDGES' PANELS

For the composition of the Judges' Panels, please, refer to the Code of Points in force at the time of the event.

For the Judges' categories, please, refer to the General Judges' rules in force at the time of the event. Not more than one judge per Federation per panel will be permitted. Priority will be given to the highest categories.

The Judges' Panels are set up by a draw from the judges present at the event. The draw will be directed by the FIG Technical Delegate.

The participating Member Federations must send minimum one qualified judge if they participate with Individual gymnast(s) and one qualified judge if they participate with a Group. It can also be the same judge.

The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate valid category of brevet for their function. Should there not be sufficient judges as per the FIG on-line nominative registration, or not sufficient cat. 1 and 2 judges, the Organizing Member Federation must propose to the FIG for prior approval of the Technical Delegate the name of neutral additional judges to complete the panels (plus 2 reserves). These judges, once approved, have to be invited at the cost of the Organizing Member Federation.

Such invitation must be made through the respective Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG Office in consultation with the Technical Delegate concerned will invite such judges at the cost of the Organizing Member Federation.

The Organizing Member Federation will apply a fine of CHF 2'000 per missing judge to be paid to the LOC should a Federation fail to bring the required number of judge(s).

Important note for judges
The Judges' Instruction material will be available on the STS platform well in advance of the event. The publication date will be communicated to the participating Federations in due time.
Each judge registered to this World Cup will be required to log in to this platform by using his/her own username and password and to study the material before the official arrival day of the delegations at the very latest. This will be verified and judges who did not respect this requirement will not be allowed to judge.

COACHES

No coaches will be accepted in this World Cup without a valid coach-sport profile at the deadline of the Nominative Registration - Step 1. In order to be considered, the coach-sport profile (including all relevant documents) must be submitted in the FIG Coaches database on **27 February 2025** (to be completed by FIG) at the very latest.

FIG TECHNICAL DELEGATE

The FIG Technical Delegate and EC member (if any) will be designated by the FIG. The Technical Delegate will serve as President of the Superior Jury.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the FIG online registration platform as follows:

Provisional registration	13 December, 2024 – 23:59 CET
Definitive registration:	13 January 2025 – 23:59 CET
Nominative registration - Step 1	13 March, 2025 – 23:59 CET
Nominative registration - Step 2 *	03 April 2025 – 23:59 CET

No gymnasts will be accepted without a valid FIG Licence at the deadline of the Nominative Registration – Step 1.

	*The FIG online registration platform will reopen from 14 March 2025 until 03 April 2025 to allow the participating Federations to submit their modifications online (if any) such as changes of name (gymnasts and officials), of function etc. Past this deadline, changes will have to be sent by e-mail to the FIG by using the official changes of names paper Forms. Late registrations 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 (Step 1) — CHF 500.-
DRAWING OF LOTS	The gymnasts' drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) on Monday **20 January 2025**, at 10:00 am (Swiss time). Registrations made after the gymnasts' drawing of lots will not be accepted and the Delegation members will not be authorized to participate.
ENTRY FEES	The non-reimbursable cost for the Entry Fee is: • 50 EUR per gymnast (both individual and group gymnasts) • At the time of the Nominative registration (by **13 March 2025**), the participating federations must pay 100% of the entry fee to the LOC.
ACCOMMODATION	The participating federations must pay for the accommodation expenses of their delegation members except for the below mentioned gymnasts for whom accommodation will be paid by the LOC (from the official arrival day to the official departure day): • The top three (3) gymnasts in the All-Around ranking from the Paris 2024 Olympic Games present at the event • The top three (3) Groups in the All-Around ranking from the Paris 2024 Olympic Games present at the event The Organizing member Federation shall determine the hotel at its discretion, but may not choose the "low cost" category hotel for these gymnasts. The LOC is delighted to provide the official delegation members with the below selection of hotels. The FIG and the LOC strongly recommend that the NFs book their accommodation through the LOC. **Baku Marriott Hotel Boulevard 5*** Address: Khagani Rustamov street 4C, Khatai District, Baku AZ1010 Tel: +99412 310 00 10 The costs **per room** at Baku Marriott Hotel Boulevard are as follows: **165 EUR** – single room, including breakfast) **225 EUR** – (twin room, including breakfast) Distances Airport – 25 km (28 min. drive) Training/competition venue – 9 km (13 min. drive) **Courtyard Baku by Marriott 4*** Address: 300-303 quarter, intersection of M. Fuzuli and A. Topchubashov streets, Nasimi district, Baku, AZ1009 Tel: +99412 310 40 40 The costs **per room** at Courtyard Baku by Marriott Hotel are as follows: **145 EUR** – (single room, including breakfast) **195 EUR** – (twin room, including breakfast)

	Distances Airport – 26,6 km (32 min. drive) Training/competition venue – 10,5 km (17 min. drive) **Sport Plaza Hotel & Apartments 3* (low cost)** 115 Heydar Aliyev Avenue, Building 187 C, Baku AZ1029 Tel: +99412 565 05 55 This sport hotel located within the area of the Athletes` Village used during the Baku 2015 First European Games, offers rooms like at the standard Olympic Village with single and twin occupancy with separate and shared bathroom. It is just opposite the MGA. The costs **per room** at Sport Plaza hotel are as follows: **75 EUR** – (single room, including breakfast) **100 EUR** – (twin room with shared bathroom, including breakfast) **110 EUR** – (twin room with separate bathroom, including breakfast) Distances Airport – 17,5 km (18 min. drive) Training/competition venue – 4,7 km (6 min. drive) The prices charged for the hotel rooms cannot exceed the usual hotel rates. While the Accommodation Form must be returned to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by **13 February 2025** at the very latest, the Hotel rooms will be allocated on a "first come, first served" basis. Appropriate access code will be sent to each participating Federation after the deadline of the Provisional Registration. ***Note: the above-mentioned hotel prices are valid before the accommodation deadline which is 13 February 2025. The hotel prices will increase automatically by €5 per person per night at all the official hotels after the accommodation deadline.** 100% of the total accommodation payment shall be transferred to the LOC bank account (see bank account section) by **13 March 2025.**
MEALS	**Baku Marriott Hotel Boulevard** Lunch – 40 EUR (each) Dinner – 40 EUR (each) **Courtyard Baku by Marriott** Lunch – 35 EUR (each) Dinner – 35 EUR (each) **Sport Plaza & Apartments** Lunch – 17 EUR (each) Dinner – 17 EUR (each) **MGA (competition venue)** Lunch – 25 EUR (each) The participating Federations must pay for the meal expenses of their delegation members except for the below mentioned gymnasts for whom meals will be paid by the LOC (from the official arrival day to the official departure day): • The top three (3) gymnasts in the All-Around ranking from the Paris 2024 Olympic Games present at the event

	• The top three (3) Groups in the All-Around ranking from the Paris 2024 Olympic Games present at the event The Meal Request must be submitted to the LOC via SmartScoring Digital Platform (https://gymdata.online/) by **13 March 2025** at the very latest. 100% of the costs for the meals must be paid to the LOC by **13 March 2025.**
FINAL BANQUET	The Organization of Farewell Banquet is planned to be held **on 20 April 2025**. All accredited participants will be invited to the Banquet.
INTERNATIONAL TRANSPORTATION	The invited participating federations must pay for the 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, provided that their accommodation was booked through the Organizing Committee. The Travel Details must be submitted to the LOC via SmartScoring Digital Platform (https://gymdata.online/), access code will be sent to each participating Federation after the deadline of the Provisional Registration) **by 13 March 2025**.
LOCAL TRANSPORTATION	The LOC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back.
VISA	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 LOC will be happy to assist each Delegation member with an official letter of invitation, provided that the request is made to the LOC online via SmartScoring Digital Platform system by **13 March 2025**. The log-in details to access the LOC online system will be sent after the provisional entry deadline. More information on visa can be obtained from the LOC's following e-mail: administration@agf.az.
INSURANCE	The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), 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 repatriation for all the members of their Delegation. Please click here for additional information regarding the FIG IMSSA insurance for Athletes and Judges. The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). The insurance must be valid at least starting from the arrival day of the delegations and must last for the delegations' entire stay. Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: **5 EUR** per person/day.
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 all members of the delegations • Fulfilment of all financial obligations • Transport – Departure • The medical insurance for the members of the delegations • 2 sets of USB of the music • 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.) onto the SmartScoring Digital Platform (https://gymdata.online/). The deadline for the photos upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is **13 March 2025**. Please clearly indicate the corresponding full name (with correct spelling) in the file title. Uploading of photos in due time will prevent the delegations from waiting at the accreditation centre. In addition, the LOC will distribute information regarding gymnasts' safeguarding plan.
MUSIC	The LOC is responsible to comply with the local laws of music copyright, to obtain the broadcast and online rights, and to secure and retain all clearances required with respect to any and all music or sounds displayed during any phase of the event. The ClickNClear system will be used at all World Cups 2025 to upload the music of all gymnasts and group routines, to inform on the music data, and to assist the National Federations (NFs) to ensure that the music is appropriately licensed for use in competition. While the Appendix 1 of these Directives (i.e., the ClickNClear "How To" document) will guide Federations, the procedure to be completed 10 days before the start of the competition, can be summarized as follows: • The link to access the ClickNClear platform will be sent by e-mail to the participating NFs after the closing date of the definitive registrations • NFs will be required to create an account and add their RG gymnasts/groups • NFs will be asked to upload the music for their RG gymnasts/groups • NFs will be able to provide a music license agreement and supporting information for each of their RG gymnasts/groups • Information will be given to check whether the RG gymnasts/groups' music has been properly licensed. The usual Music Form (excel) will therefore no longer be used for this event. Those who were not able to attend the live webinar organised by FIG and ClickNClear on 06 February 2024 can click here to follow it. For technical support, contact support@clicknclear.com. During Podium training, NFs will be able to verify that the music for their gymnasts/group units is correctly played.
FINANCIAL OBLIGATIONS	Member Federations which have not fulfilled their financial obligations towards the LOC by the given deadlines mentioned in these Directives may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.

	Member Federations which have not fulfilled their financial obligations towards the Organising Member federations upon arrival will not be accredited.
BANK ACCOUNT INFORMATION	Beneficiary: Azerbaijan Gymnastics Federation Beneficiary's account: AZ75PAHA38190EURHC0190012035 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 Rhythmic Gymnastics World Cup AGF Trophy 2025**. The participating federation is responsible for covering all bank fees in connection with the bank transfers.
CANCELLATION POLICY	**Accommodation** Rooms cancelled between **February 13, 2025 and March 13, 2025** will be subject to a cancellation fee of 20% of the total accommodation payment. Rooms cancelled after **13 March 2025** 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 **07 April 2025** will be subject to a cancellation fee of 100% of the total meal cost.
TIE BREAKING RULES	In case of a tie at any place, the tie breaking rules for the RG World Championships as outlined in the current FIG Technical Regulations Section 3 shall be applied. After application, if there is still a tie: For participation in the Apparatus Finals: • The tied Individual gymnasts / Groups will proceed to the final For Prize money: • The prize money of the tied ranks will be added and divided by the number of ties For World Cup Points: • The World Cup points of the tied ranks will be added and divided by the number of ties For Yearly winner: • The number of ranks of the three counting competitions achieved by the respective Individual gymnast / Group will be added and the Individual gymnast / Group with the lowest total will prevail • If there is still a tie, the total score of the counting routines will be added and the Individual gymnast / Group with the highest total will prevail • If there is still a tie, the total execution score of the counting routines will be added and the Individual gymnast / Group with the highest total execution score will prevail.
PRIZE MONEY	The Organizing Member Federation will pay the prize money (free of any deductible taxes) in **CHF** according to the requirement mentioned in the 2025-2028 RG World Cup Rules.

The LOC will not be responsible for any local taxes payable in the beneficiary's residence country.

The prize money will be paid to the bank account provided by the National Federations concerned after the completion of event.

Competition	Total of CHF 29'500
Individual All-Around	6'000-
Individual Apparatus per apparatus	3'250-
Group All-Around	3'500-
Group Final Routine per routine	3'500-

Individuals All Around:

Ranking	Total of CHF 6'000.-
1	2'000.-
2	1'500.-
3	1'000.-
4	500.-
5	400.-
6	300.-
7	200.-
8	100.-

Individuals – per apparatus:

Ranking	Total of CHF 3'250.-
1	1'000.-
2	750.-
3	500.-
4	300.-
5	250.-
6	200.-
7	150.-
8	100.-

Groups All Around:

Ranking	Total of CHF 3'500.-
1	2'000.-
2	1'000.-
3	500.-

Groups – per routine (5 and 3+2) each:

Ranking	Total of CHF 3'500.-
1	2'000.-
2	1'000.-
3	500.-

Should less than 4 federations participate in the World Cup competition (Individual Gymnasts and/or Groups), no prize money will be paid.

ADDITIONAL PRIZE MONEY

Soon after the last World Cup of the Series, FIG will pay by bank transfer an additional prize money to the best ranked Individual gymnast / Group of the 2025 FIG World Cup Series as follows:

Individuals All Around:

Ranking	Total of CHF 10'000.-
1	5'000.-
2	3'000.-
3	2'000.-

Group All Around:

Ranking	Total of CHF 15'000.-
1	7'000.-
2	5'000.-
3	3'000.-

ASSIGNMENT OF WORLD CUP POINTS FOR THE RANKING LIST

In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG website within 24 hours after the end of the respective competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation.

Separate World Cup Ranking Lists are established for:

- Individual All-Around
- Individual per apparatus
- Group All-Around
- Group Routine

beginning with the first World Cup of the year and ending with the last World Cup event of the year.

For the Individual All-Around and Apparatus Ranking Lists, World Cup Points are assigned to the competitors by name.

For the Group All-Around and Routine Ranking Lists, World Cup Points are assigned to the Federations. The Groups are listed by Federation only.

Rank	**Points**	
	Individual	Group
1	50	50
2	45	45
3	40	40
4	35	35
5	30	30
6	25	25
7	20	20
8	18	15
9	16	10
10	14	5

	11	12	4
	12	10	3
	13	9	-
	14	8	-
	15	6	-
	16	4	-
	17	2	-
	18	1	-

Should less than 4 Federations participate per apparatus or per category in the World Cup competition (Individual gymnasts and/or Groups), no World Cup Points will be given.

WINNER OF THE ANNUAL WORD CUP	The yearly winner of the World Cup Series is the Individual gymnasts / Groups with the highest number of points of each of the World Cup Series Ranking List of the respective year after the last event of the Series, counting the best results (maximum 3**,** regardless of the number of competitions the gymnast participated in). A special award ceremony will be held at the last World Cup Competition of the year in which the winning Individual gymnasts / Groups shall receive a Cup.
EVENT MANAGER	Natalya Bulanova Tel: +994 12 493 30 11 E-mail: td@agf.az
MEDIA OFFICER	Communication policy is planned to be implemented via the Federation's official website, Facebook page and twitter account. Press Officer: Aysel Ibrahimova Tel: +99455 799 59 35 / E-mail: press@agf.az Media are requested to contact the LOC Media Officer for accreditation requests and other media services.
SOCIAL MEDIA	https://www.facebook.com/azegymnastics https://www.youtube.com/c/AzerbaijanGymnasticsFederation https://twitter.com/azegymnastics https://www.instagram.com/azegymnastics/ https://www.tiktok.com/@azerbaijangymnastics https://t.me/azegymnastics
MEDICAL SERVICES	The Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.
OFFICIAL HOSPITAL	Central Clinic Hospital 76 Parliament Avenue, Baku, Azerbaijan Tel: +99412 492 10 92
ANTI-DOPING	**Doping controls** Doping controls will be organised by the International Testing Agency (ITA) on behalf of the FIG and according to the World Anti-Doping Code (WADC), the international standards enacted by the World Anti-doping Agency (WADA) and FIG Anti-Doping Rules. Appropriate medical premises will be provided to carry out the required number of doping controls by AMADA (Azerbaijan National Anti-Doping Agency) according to the WADA regulations.

	Host federation WADC compliance The exploitation of any rights related to the hosting of an event is subject, at all times, to the compliance with the WADC and the international standards enacted by WADA. Regardless of whether the event has already been allocated or not, the FIG may terminate any collaboration with the host federation or the LOC, immediately and without paying any penalty and/or compensation or incurring liability of any kind, under the following circumstances: (i) if the National Anti-Doping Organisation (NADO) in charge in the concerned country is declared non-compliant by WADA (ii) if the relevant country has been ruled ineligible to host the event. In such cases, the FIG is entitled to reassign the event to any other host federation in another country where the WADC and the WADA international standards are fully respected.
SAFEGUARDING	From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable. In addition, posters of the "10 Golden Rules of Gymnastics", the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones. The information regarding the LOC Safeguarding Officer will also be communicated upon arrival of the delegations and at the Orientation meeting.
MARKETING	FIG advertising and publicity norms will be respected.
TELEVISION	The Organizing Member Federation must guarantee the production of a basic feed. The name of the Host Broadcaster and the person in charge of the TV production will be the following: Host Broadcaster – AzTV Idman (Sports Channel of Azerbaijan Television and Radio Broadcasting Closed Joint-Stock Company) Contact person – Murad Jafarov International Sports & Events Coordinator E-mail: sport.sat@aztv.az / Mob.: +994 77 277 54 06
SCORING, RESULT SERVICE AND VIDEO CONTROL	The Organising Member Federation must provide a scoring and result service with outputs as provided by the official scoring/data handling provider at FIG World Championships, including a high-quality video system which allows the recording, storage and provision of compilation of the recorded images for the President of the Superior Jury (FIG Technical Delegate). The videos with music integrated must be sent to the FIG Offices within one week after the competition. Throughout the competition, the system must be able to redisplay in real time, normal speed, slow motion or fixed image, the different sequences and the registered scores of every exercise performed for the President of the Superior Jury. The scoring and result system must include a TV graphics generator. The presentation of the TV graphics on the international signal must be identical to those used at the FIG World Championships. Name: SmartScoring Company Contact person: Kamran Ramazanov E-mail: kramazanov@smartscoring.com
RULES AND REGULATIONS	The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:

	• Statutes • Code of Ethics • Code of Conduct • Code of Discipline • Technical Regulations • Licence Rules • Code of Points • General Judges' Rules • Specific Judges' Rules for Rhythmic Gymnastics • Medical Organisation of the FIG Competitions and Events • Anti-Doping Rules • FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events • Media Guidelines • Apparatus Norms • Rules for Competition Clothing and Advertising • Accreditation Rules • Rules for Awards Ceremonies • World Cup Rules for Rhythmic Gymnastics and subsequent decisions of the FIG Executive Committee.
DEADLINES SUMMARY	**For the FIG – FIG online registration platform** Provisional Registration: 13 December 2024 Definitive Registration: 13 February 2025 Coach-sport profile registration: 27 February 2025 Nominative Registration step 1: 13 March 2025 Nominative Registration step 2: 03 April 2025 **For the LOC** Accommodation online: 13 February 2025 Travel Schedule online: 13 March 2025 Visa Request online: 13 March 2025 Meals online: 13 March 2025 Upload of photos to accelerate accreditation process (online, LOC): 13 March 2025 Payment of 100% Entry Fee: 13 March 2025 Payment of 100% of Accommodation Costs: 13 March 2025 Payment of 100% of Meals costs: 13 March 2025 Payment of the fine for missing judge: 13 March 2025

Sincerely Yours,

Baku, 24.06.2024

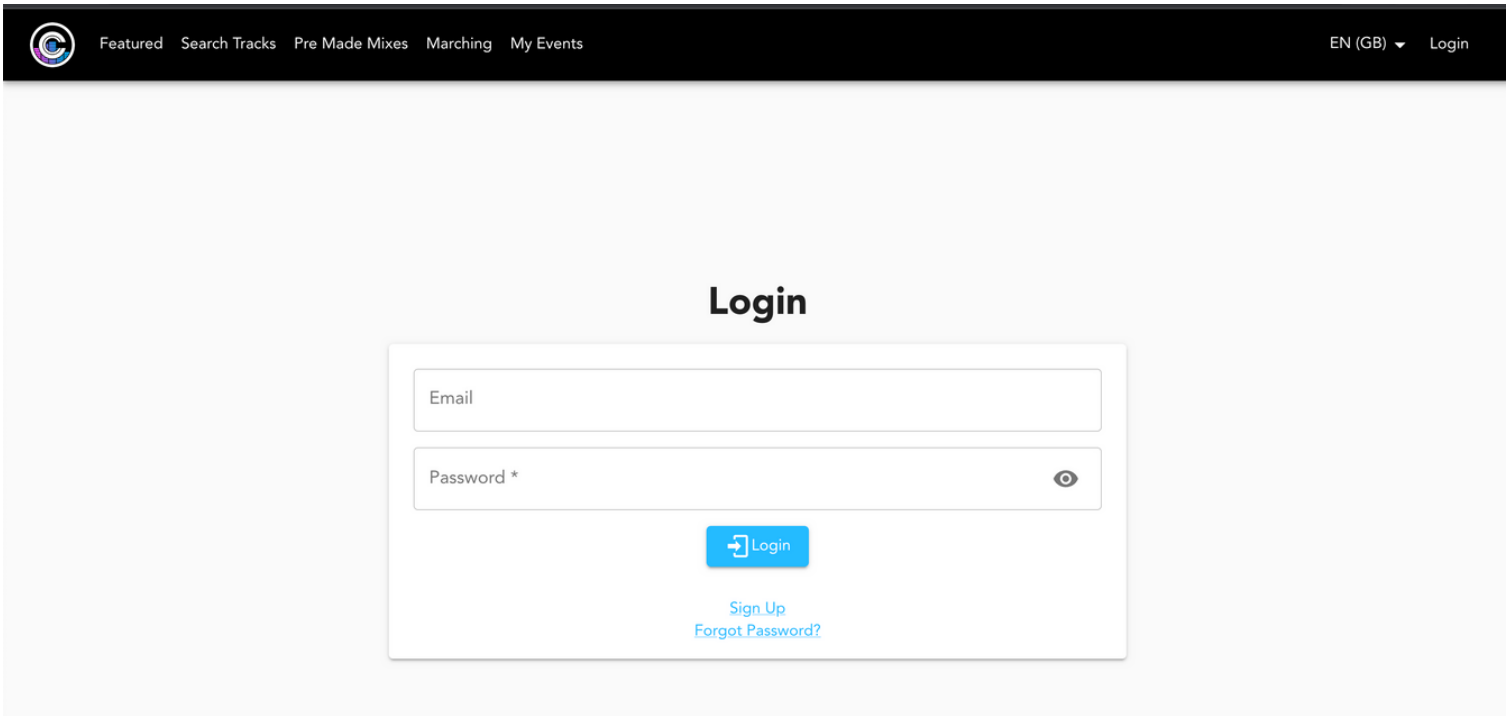
Nurlana Mammadzada
AGF Secretary General

Appendix 1: ClickNClear Instructions

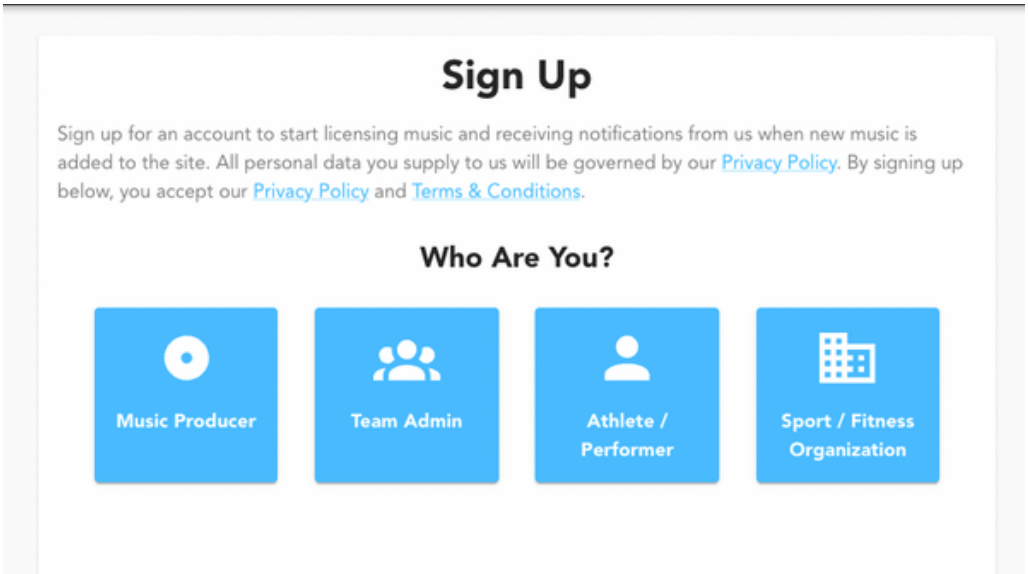
LICENSE VERIFICATION SYSTEM HOW TO'S (TEAMS / ATHLETES)

SIGNUP

The Event Organiser will send you a sign-up link.
Once you click the link you'll be taken to the log in page. If you have an account already, please log in, otherwise click 'Sign Up'.

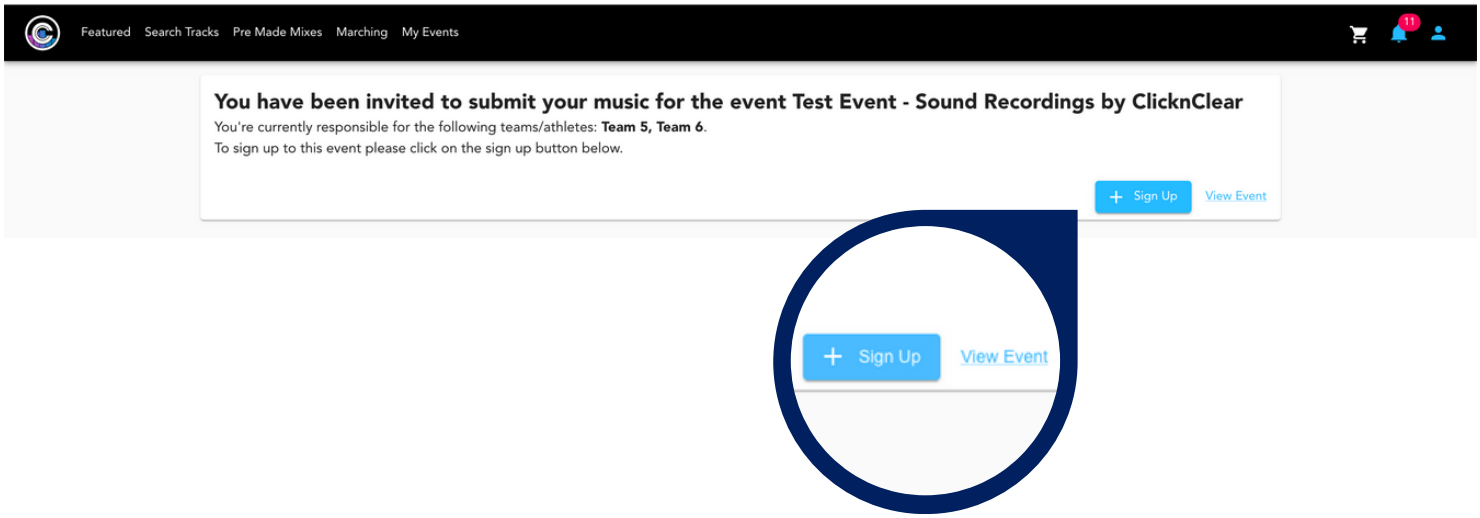


If you are a manager of a Team/Athlete/Group, please select Team Admin.
If you are an individual athlete/performer, please select Athlete/Performer.
Complete the sign-up process, then, Log In.

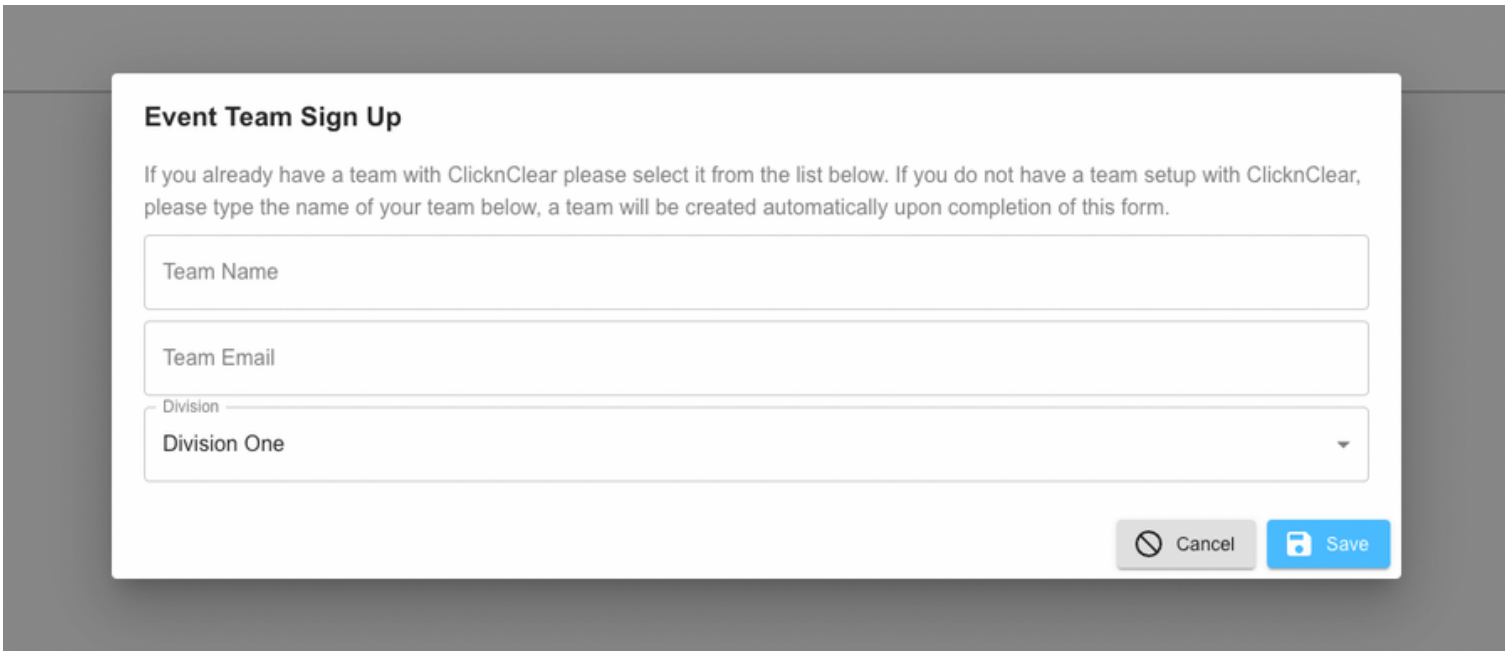


ADDING TEAMS / ATHLETES

Once logged in you'll see the invitation to the Event you have been invited to. Click 'Sign Up'.



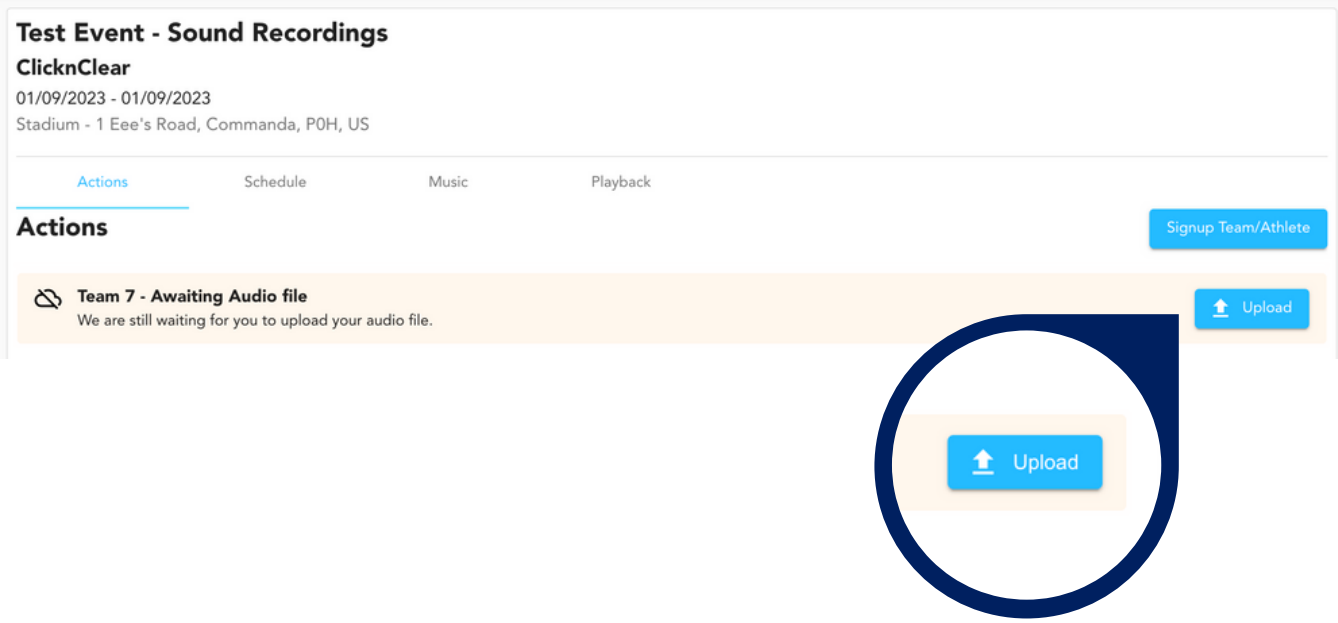
A pop-up box will appear requesting for information about the Team/Athlete you are entering for the event. Fill in this information and click 'Save'
If you need to add additional Teams/Athletes, click 'Sign Up' again and keep repeating the process until all are added.

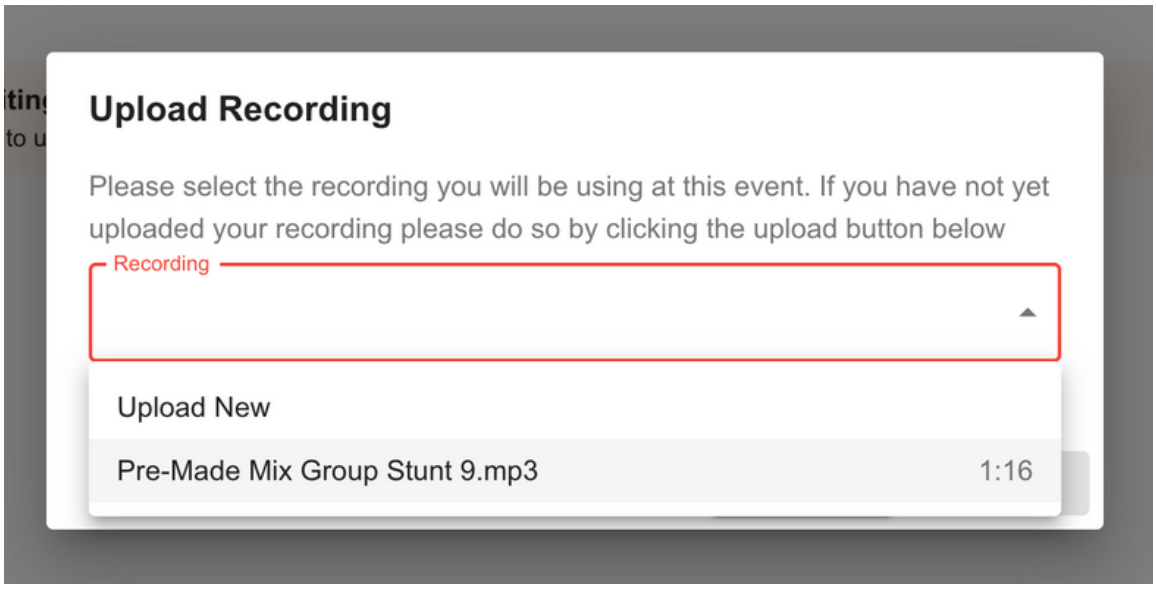


Once saved, click 'View Event'. You will be able to see all of the Teams/Athletes you have entered for the event and any actions you need to take.

UPLOAD AUDIO / SUBMIT LICENSE

This is the Event Page where you can see a list of the Teams/Athletes you have signed up to the event.
Click 'Upload' to open the audio uploader





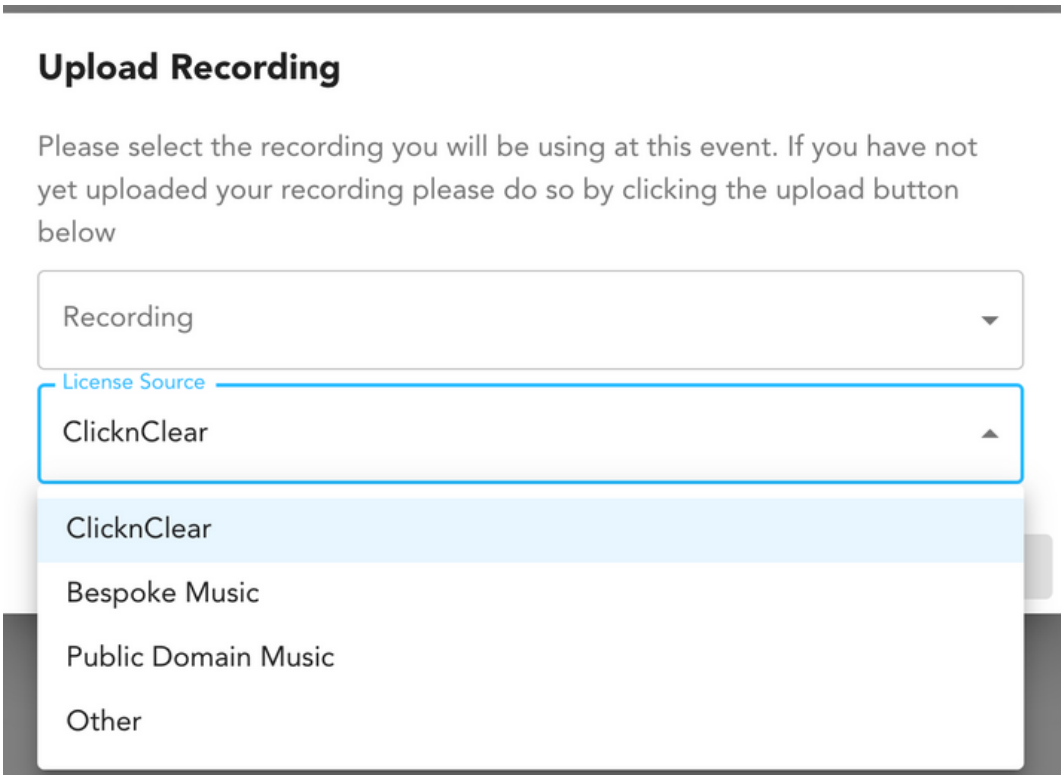
If you have recordings already uploaded, you can select them from the dropdown, if not, select 'Upload New'.

Once your music is uploaded, you must select the License Source (where you got your license, if any).

The options are:

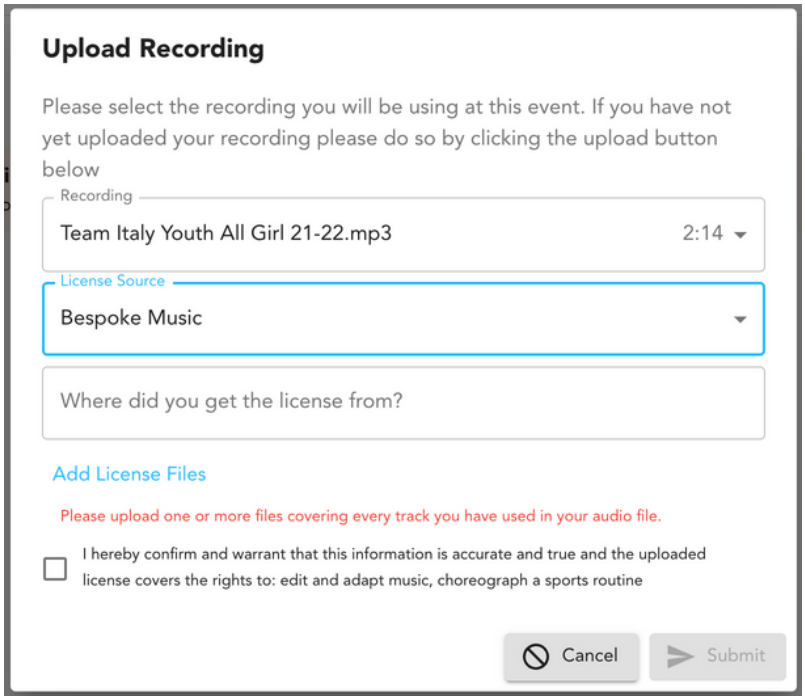
(1) ClicknClear - from our licensing platform at music.clicknclear.com *Recommended*
If you select ClicknClear, you can click 'Submit' and do not need to show proof, as our system will check for your license in our database.

1



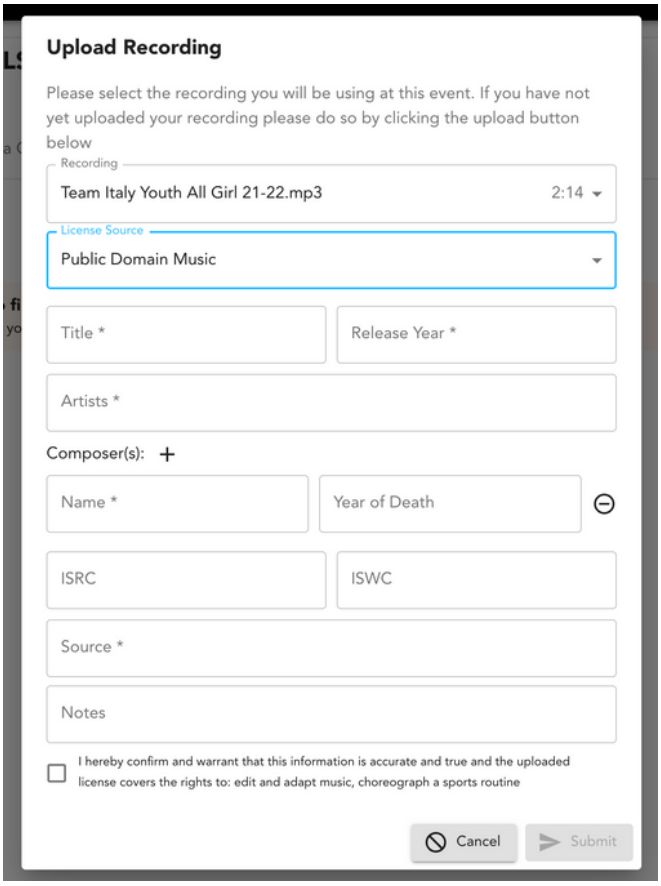
(2) Bespoke Music - music that has been custom made for you, containing no 3rd party owned music (including production music).
If you Select Bespoke Music, you will need to upload proof of license. Select Upload New, enter the License Name, where you received the license and upload your proof of license document.

2



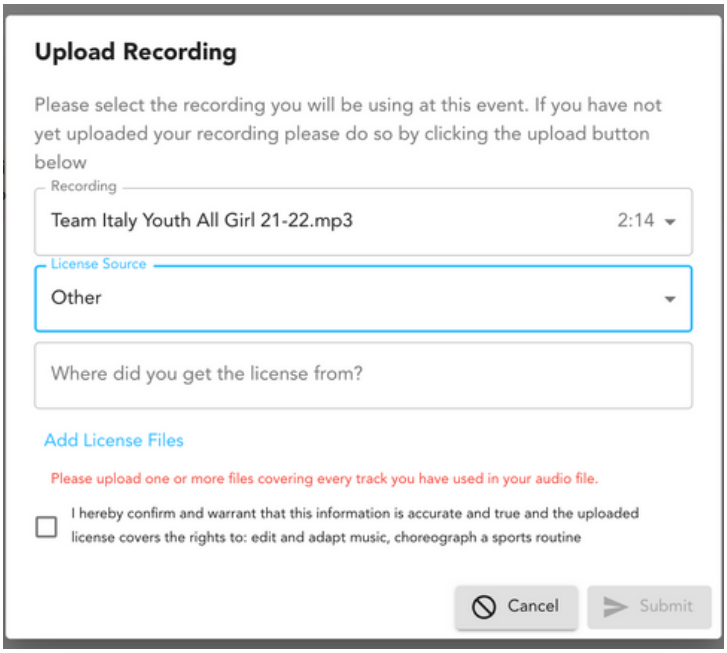
(3) Public Domain Music - music that is out of copyright. For more information, please see: https://www.clicknclear.com/what-is-copyright and go to 'Public Domain Music'.
If using Public Domain Music, you need to ensure that the recording and publishing rights meet the requirements in your country.
If you select Public Domain Music, you need to fill in the form with the required information.

3



(4) Other - Any other way you have received a license for the music.
If you select Other, you will need to upload proof of your license. Select Upload New, enter the License Name, where you received the license and upload your proof of license document.

4



MUSIC RIGHTS

The specific rights needed are:

Edit and adapt a song

Choreograph a routine

Copy for training

Perform a routine

For each song, the license(s) must:

- be from a valid source
- have been issued to the correct ensemble
- cover 100% of both the songwriting / composition owners for the above rights
- be current (i.e. validly entered into, and not expired)
- be valid for the territory in which your events take place

LVS requires you to:

- Upload the audio file
- Select the License Source
- Upload License proof

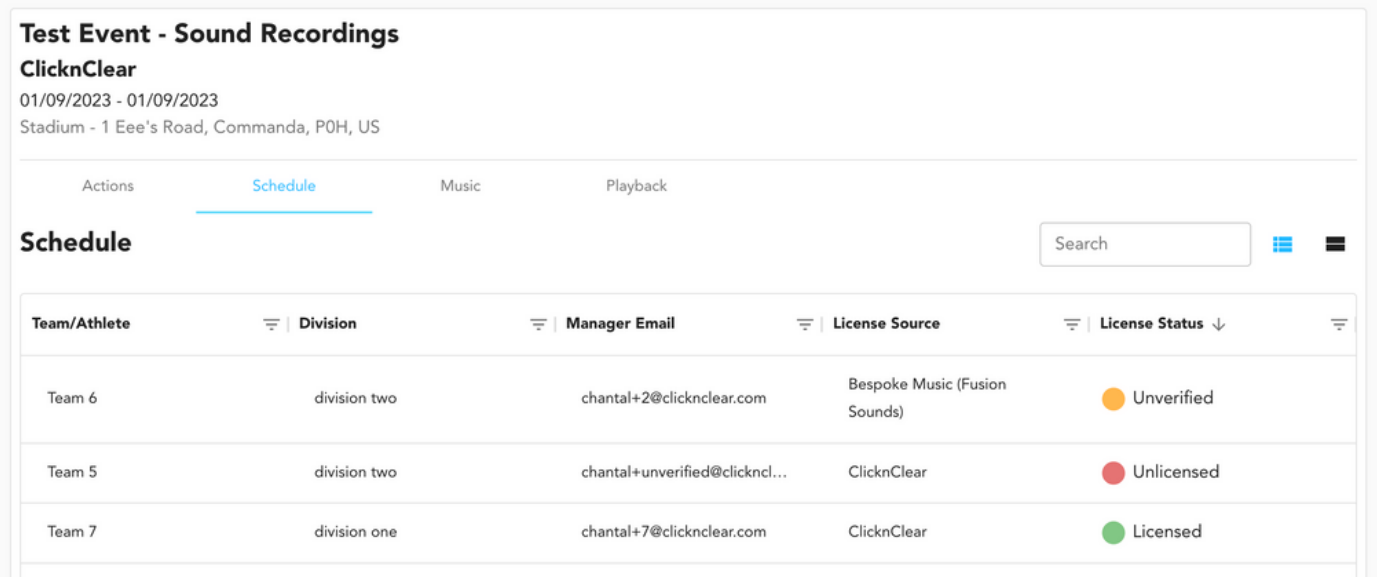
VERIFICATION RESULTS

Your music will either be:

- Licensed - the music has been recognised and matched against a valid license.
- Unverified - the music has been recognised but the Event Organiser needs to review your submission.
- Unlicensed - the music has been recognised but does not include the rights needed.

If the Event Organiser approves the submission, the status will change to 'Manually Approved'

Please note, if the music is Unlicensed or Unverified, and you selected ClicknClear as the license source, you will be able to “License Missing Tracks’. This will take you immediately to checkout on our Licensing Platform with the items that are available, already in your cart. Follow the steps to license music and our system will automatically update the verification status.

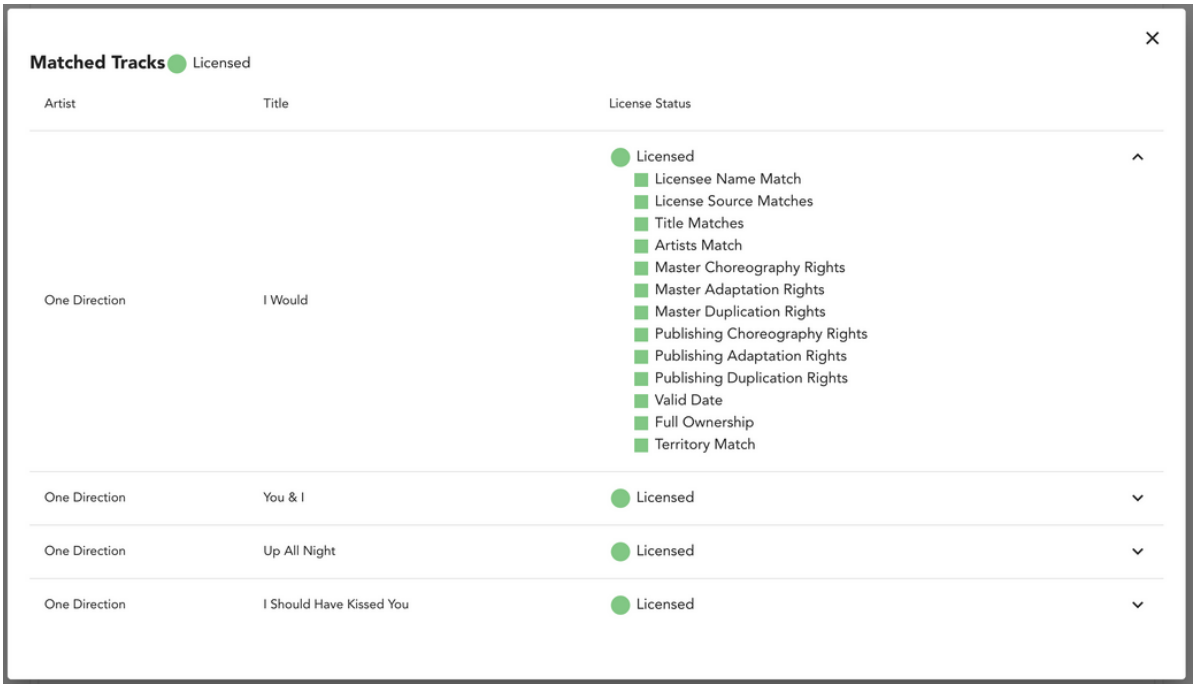


VERIFICATION RESULTS VIEW

Click on the license status for each team/athlete to view the verification breakdown for their music.

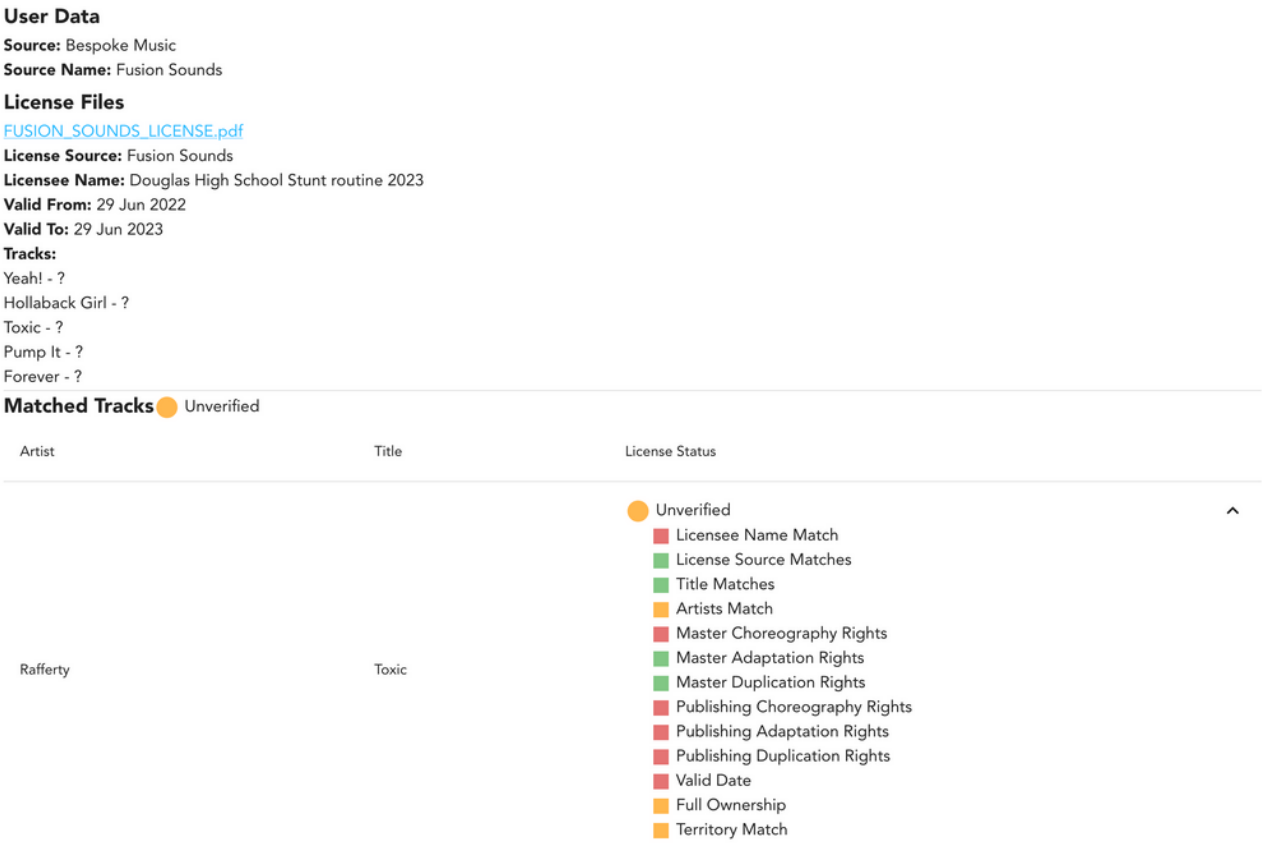
Licensed

This example shows that the music has been licensed and has all required rights.



Unverified

This example shows that the music needs to be verified by the Event Organiser because some of the required rights have not been obtained or can not be verified.



Unlicensed

This example shows that the music does not match a license agreement and therefore the rights can not be verified.