

# FEDERATION INTERNATIONALE DE GYMNASTIQUE



FIG-affiliated National Federations

## DIRECTIVES AND INVITATION LETTER XIV CYCLE (2017-2020) RG INTERNATIONAL JUDGES' COURSE 25 January 2017 – 31 January 2017 Baku (AZE)

Dear President,

We are pleased to invite your **RG** judge(s) to participate in the International Judges' Course of the XIV cycle which will be held in **Baku** (AZE).

This course will be conducted by the designated Experts and will be organized in accordance with the following FIG rules:

- RG Code of Points 2017 - 2020
- RG Code of Points Errata 2017 - 2020
- FIG General Judges' Rules Cycle 2017 - 2020
- FIG RG Specific Judges' Rules Cycle 2017 - 2020
- FIG Statutes 2017
- FIG Technical Regulations 2017

<b>FIG</b>	FIG – Fédération Internationale de Gymnastique Contact Person: Sylvie Martinet Avenue de la Gare 12 Case Postale 630 CH - 1001 Lausanne - Switzerland Tel: +41 (0)21 321 55 10 / Direct: +41 (0)21 321 55 15 Fax: +41 (0)21 321 55 29 Email: <a href="mailto:smartinet@fig-gymnastics.org">smartinet@fig-gymnastics.org</a> Website: <a href="http://www.fig-gymnastics.com">www.fig-gymnastics.com</a>
<b>HOST FEDERATION</b>	Azerbaijan Gymnastics Federation Contact Person: Nurlana Mammadzada 108 Heydar Aliyev Avenue Milli Gimnastika Arenası (MGA, National Gymnastics Arena) AZ-1029 Baku - Azerbaijan Tel: +99412 493 30 11 Direct: +99412 598 4082 / Mob: +99450 385 3969 Fax: +99412 493 9500 E-mail: <a href="mailto:office@agf.az">office@agf.az</a> website: <a href="http://www.agf.az">www.agf.az</a>
<b>DATES</b>	From <b>25 January</b> 2017 (arrival day) to <b>31 January</b> 2017 (departure day)
<b>HOTEL AND COURSE VENUE</b>	Boulevard Hotel Baku White City Tel: +99 412 310 00 10 Fax: +99 412 310 00 11 Baku - Azerbaijan website: <a href="http://www.boulevardhotelbaku.com">www.boulevardhotelbaku.com</a>
<b>CLOSEST AIRPORT</b>	Heydar Aliyev International Airport Baku
<b>INTERNATIONAL TRANSPORTATION</b>	The costs for International transportation are at the participant's/National Federation's own expense. The arrival and departure information must be uploaded onto FIG portal as soon as possible but by no later <b>14 December 2016</b> .


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<b>VISA</b>	<p>The delegations members who need a visa to enter Azerbaijan have to obtain their visas at the Embassy of Azerbaijan of the corresponding country beforehand (before arrival). Only the citizens of the countries where there is no Embassy of Azerbaijan will be issued a visa upon their arrival at Heydar Aliyev International Airport. If this is the case, the LOC will send the Federations concerned authorization from the Migration Service of the Ministry of Foreign Affairs of the Azerbaijan Republic enabling them to get their visas at the airport, provided that the request is made in due time.</p> <p>Please check with the Embassy of your country if a visa is required for you. In case you need a visa for AZE please upload all requested information on FIG Portal by no later than <b>14 December 2016</b>.</p> <p>Participants who need a visa are also kindly requested to send the passport copy to the LOC's e-mail address (<a href="mailto:office@aqf.az">office@aqf.az</a>) <b>by the same deadline of 14 December 2016</b>.</p> <p>The further details regarding the visa (documents required both for getting the visa at the Embassies of Azerbaijan abroad and Heydar Aliyev Airport) and visa fees can be found at the following links:</p> <ol style="list-style-type: none"> <li>1) <a href="http://www.mfa.gov.az/?language=en&amp;options=content&amp;id=184">http://www.mfa.gov.az/?language=en&amp;options=content&amp;id=184</a></li> <li>2) <a href="http://mfa.gov.az/?language=en&amp;options=content&amp;id=277">http://mfa.gov.az/?language=en&amp;options=content&amp;id=277</a></li> <li>3) <a href="http://mfa.gov.az/files/file/visa%20fees.pdf">http://mfa.gov.az/files/file/visa%20fees.pdf</a></li> </ol>
<b>PARTICIPANTS</b>	<p>Judges with Category 1, 2, 3, 4 and judges with the highest national brevet may participate. The number of judges is limited to 10 judges per Federation per course. Should places be available after the registration deadline, additional judges (up to 10) may be accepted among the judges registered by their federation as "reserves".</p> <p>Judges who are under the effect of a sanction as per FIG Statutes Art. 43.2 except point a) cannot participate in the International Judges' Course.</p> <p>The newly elected and current TC Members, along with the RG Continental Union TC Presidents, are in addition to these quota.</p>
<b>REGISTRATION</b>	<p>Entries for judges can only be made by FIG affiliated National Federations in good standing, via FIG online database system as soon as possible but by no later than <b>14 December 2016</b>. To register please click <a href="#">here</a>, then Rhythmic Gymnastics, and FIG International Judges' Course 2017 Baku (AZE).</p> <p>In addition, Federations will also be requested to complete and submit for each participant by <b>14 December 2016</b> the Course's services details such as the participant's identification, transportation, accommodation, visa, and others. Please click <a href="#">here</a> to access the questionnaire.</p> <p><b>Registrations will be considered on a "first come first served" basis once the Directives of the Course are published on FIG website. The registrations will no longer be open once the total participant quota is reached.</b></p> <p><b><u>The federations are not entitled to send their personal interpreter.</u></b></p> <p><b><u>Important Note</u></b> With the start of this new cycle, the profile status of all judges will automatically be changed into "pending" in FIG data base. Each FIG affiliated National Federation will therefore be responsible for checking the accuracy of the information included in the profile of each judge (including the valid passport, passport photo, <b>preferred surname, and preferred given name</b>) and for <b>SAVING</b> the information by <b>30 November 2016 at the latest</b> (i.e. two weeks prior to the deadline for nominative registration). It is essential that the <b>SAVE</b> button be pushed, even if all details in the judge's profile are accurate or remain unchanged.</p>

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	<p>FIG office will then evaluate each profile and confirm it, only if valid, before the deadline of the Nominative Entry. <b><u>No judges will be accepted without an “active” profile at the deadline of the Nominative Registration on 14 December 2016 and no exceptions will be made.</u></b></p> <p>Please note also that your Federation must send via e-mail to FIG contact person a copy of each participant's log book <b>exclusively in .pdf format</b> for the XIII cycle (2013-2016) by <b>14 December 2016</b>. Clear indication must be made on the copy sent (<b>only one file per log book</b>) regarding the log book holder (Country_ID#_Name_current category). The participants are also requested to bring their log book to the course.</p>						
<b>TRANSLATIONS</b>	<p>The course will be held in <b>English</b>.</p> <p>Please mention in FIG portal in which language each of your participant wants to receive the written examination papers.</p>						
<b>EXAMINATION</b>	<p>According to the 2017-2020 FIG General and RG Specific Judges Rules, the Brevet Category will depend on the results of the examinations and the competition requirements.</p> <p> <b>NEW:</b> according to the RG Specific Judges Course valid beginning 01 January 2017 there will be 2 different Brevets:</p> <ul style="list-style-type: none"> <li>- 1 Brevet for Individual (RGI)</li> <li>- 1 Brevet for Group (RGG)</li> </ul> <p>A judge may take the exam for the Individual Brevet, the Group Brevet, or both.</p> <p>Judges who opt to take both exams will receive two brevet category rankings, corresponding with the results of each examination. It is therefore possible for a judge to hold a category 4 brevet in Individual and a category 2 brevet in Group, for example.</p> <p>Therefore the examinations consist of:</p> <ul style="list-style-type: none"> <li>- Theoretical examination (50 questions common to both brevets, 50 for Individual, 50 for Group)</li> <li>- Practical examination for <b>Individual</b>: Difficulty and Execution</li> <li>- Practical examination for <b>Groups</b>: Difficulty and Execution</li> </ul>						
<b>RESULTS</b>	<p><b>No results will be communicated at the end of the course.</b></p> <p>Upon FIG approval, all results of the examinations and Brevet Categories for the XIV Cycle (2017 – 2020), including the respective documents, will be sent by FIG to the participating National Member Federations concerned as soon as possible.</p>						
<b>PROGRAMME</b>	<p>Arrival: 25 January 2017  Course: 26, 27, 28 January 2017  Examinations: 29 January 2017 (Theory) and 30 January 2017 (Practical)  Departure: 31 January 2017</p>						
<b>POSSIBLE EXCURSION</b>	<p>The host Federation offers to all participants a half day excursion free of charge. The registration for this excursion will be collected in Baku.</p>						
<b>INSURANCE</b>	<p>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 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.</p>						
<b>FINANCIAL PROVISIONS</b>	<p>The costs per participant including accommodation with full board for 6 nights, and all course's costs are:</p> <table border="0"> <tr> <td>In single room</td><td>USD\$ 1'012.-</td></tr> <tr> <td>In double/twin room</td><td>USD\$ 812.-</td></tr> <tr> <td>FIG Entry fee (in addition to accommodation costs)</td><td>USD \$ 150.- per participant, not refundable</td></tr> </table>	In single room	USD\$ 1'012.-	In double/twin room	USD\$ 812.-	FIG Entry fee (in addition to accommodation costs)	USD \$ 150.- per participant, not refundable
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	<p>The FIG will issue an invoice based on the judges' registration and accommodation request. The total amount has to be paid within 30 days after the invoice date.</p> <p>Delegations arriving earlier or departing later than the official dates have to mention the exact dates of arrival and departure on FIG portal and pay directly to the hosting Federation the additional nights of USD 140.- per person and per night, breakfast included.</p>														
<b>PAYMENT AND BANK ACCOUNT INFORMATION</b>	<p>The Beneficiary name, Bank name and address, Account number, IBAN and BIC will appear on FIG invoice.</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: <b>RG International Judges' Course 2017 - Baku – AZE – Invoice #.</b></p> <p>For payment by credit card, please contact directly the FIG Finance Manager, Mr. Jürgen Kolb (jkolb@fig-gymnastics.org).</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>														
<b>DEADLINES SUMMARY</b>	<table> <tr> <td>Update of judges' profile on FIG database</td><td>30 November 2016</td></tr> <tr> <td>Online registration</td><td>14 December 2016</td></tr> <tr> <td>Log Book</td><td>14 December 2016</td></tr> <tr> <td>Accommodation Portal</td><td>14 December 2016</td></tr> <tr> <td>Travel Portal</td><td>14 December 2016</td></tr> <tr> <td>Visa Request and passport copy</td><td>14 December 2016</td></tr> <tr> <td>Payment</td><td>30 days after the date of the invoice</td></tr> </table>	Update of judges' profile on FIG database	30 November 2016	Online registration	14 December 2016	Log Book	14 December 2016	Accommodation Portal	14 December 2016	Travel Portal	14 December 2016	Visa Request and passport copy	14 December 2016	Payment	30 days after the date of the invoice
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André GUEISBUHLER  
Secretary General