

**MASTER CLASS
IN RHYTHMIC GYMNASTICS
BAKU, AZERBAIJAN
AUGUST 21-23, 2018**




DIRECTIVES

Dear Friends,

Azerbaijan Gymnastics Federation has the pleasure to invite you to the Mater Class in rhythmic gymnastics.

Revised: 21.04.2018

HOST FEDERATION	<p>Azerbaijan Gymnastics Federation Contact Person: Fatima Shafizada MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 108 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 493 30 11 Mob: +994558248612 Fax: +99412 493 95 00 E-mail: administration@agf.az Website: www.agf.az</p>
LOCATION	Baku, Azerbaijan
DATE	August 21-23, 2018
VENUE	<p>MGA – Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 566 9699 Fax: +99412 566 9694 Website: www.mga.az</p>  <p>The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted the 30th Rhythmic Gymnastics European Championships (2014), the 1st WTF World Cadet Taekwondo Championships (2014), as well as 2015 NN Table Tennis Club ITTF-Europe Top 16 CUP”, Open Joint Azerbaijan Championships in Gymnastics Disciplines (held as a Test Event for the 1st European Games (2015), Competitions in 6 Gymnastics Disciplines of the 1st European Games (2015), the FIG Artistic Gymnastics World Challenge Cup AGF Trophy (2016), the FIG Trampoline Gymnastics World Cup AGF Trophy (2016 & 2017), the FIG Rhythmic Gymnastics World Cup AGF Trophy (2016 & 2017), the</p>

	<p>Opening Ceremony of the 42nd Chess Olympiad (2016), the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (2017), events in 3 gymnastics events of the 4th Islamic Solidarity Games (2017), 2017 CEV U16 Volleyball European Championship among Women, the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (2018).</p> <p>The Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favourite training camp venue of many gymnasts all over the world.</p> <p>During the given tournament, Training and Warm-up facilities will be located within the MGA.</p>	
HOTEL	<p>Holiday Inn Baku Hotel**** Address: Keykab Khanim, AZ1000, Baku, Azerbaijan Tel.: +994 12 599 1100 Website: https://www.ihg.com/holidayinn/hotels/ru/ru/baku/bakhi/hoteldetail</p>	
MASTER CLASS SCHEDULE	<p>August 22: Arrival of delegations & Sightseeing tour August 21: Master class, day 1 August 22: Master class, day 2 August 23: Master class, day 3 August 24: Departure of delegations</p> <p>Detailed schedule of the competitions will be provided upon arrival.</p>	
AGE LIMITS	<p>Babies: born in 2011-2013 Youngsters: born in 2008-2010 Pre-juniors: born in 2006-2007 Juniors: born in 2003-2005</p>	
REGISTRATION DEADLINES	<p>Definitive entry form</p> <p>Nominative entry form</p>	<p>June 16, 2018</p> <p>July 16, 2018</p>
	<p>The entry forms shall be sent to the following e-mail address: administration@agf.az</p>	
FINANCE	<p>The participating federations shall pay for the expenses of their delegation members.</p> <p><u>Gymnasts</u> The participation fee for each gymnast is 900 EUR in a single occupation while it is 700 in a twin occupation. The fee includes full board accommodation, local transportation & master class fee.</p> <p><u>Coaches</u> The total cost for each coach is 850 EUR in a single occupation while it is 750 in a twin occupation. The fee includes full board accommodation, local transportation & master class fee.</p> <p>The choice of room occupation should be clearly indicated in the nominative entry form (administration@agf.az) to be sent to the LOC by July 16, 2018 at the latest. 100% of the costs must be transferred to the LOC's bank account by August 1, 2018 at latest.</p> <p>The delegations may also pay participation fees by cash upon arrival.</p>	
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the International travel costs of their Delegation members. The LOC will meet and see of the official members of the delegations at Heydar Aliyev International Airport (GYD), bus or railway station in Baku. The Travel Details must be sent to the LOC (administration@agf.az) at latest by July 16, 2018 at the latest.</p>	
LOCAL TRANSPORTATION	<p>The LOC will organize shuttle buses from Official Hotels to the Venue and back. The LOC will organize buses for sightseeing tour.</p>	

VISA	<p>lease 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 assist you with a visa support letter provided that the participating delegations have sent the visa request form by July 16, 2018 at the latest.</p> <p>More information about the visa can be obtained on the following links:</p> <ol style="list-style-type: none"> 1) http://www.mfa.gov.az/?language=en&options=content&id=184 2) http://mfa.gov.az/?language=en&options=content&id=277 3) http://mfa.gov.az/files/file/visa%20fees.pdf 4) www.evisa.gov.az <p>The more information on visa can be obtained from the LOC's following e-mail: office@agf.az</p>
INSURANCE	<p>The Host Federation and the LOC will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>The 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> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>Delegation members with insufficient insurance cover must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations own charge as follows: 15 EUR per person/day.</p>
ACCREDITATION	<p>Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations.</p> <p>The following items will be checked there with the Heads of delegations:</p> <ul style="list-style-type: none"> • The passport of gymnasts and all members of the delegations • Transport – Departure • The medical insurance for the members of the delegations <p>In order to accelerate the process of the accreditation, each participants is kindly requested to send photos and passport copy of each member of its delegation (gymnasts, head of delegation, judges, coaches and etc.) to the following email: administration@agf.az</p> <p>The deadline for the photos send (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is July 16, 2018. Please clearly indicate the corresponding full name (with correct spelling) in the file title. Sending of photos in due time will prevent the delegations from waiting at the accreditation centre.</p>
BANK AACCOUNT INFORMATION	<p>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</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: "Master Class 2018".</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>
ADMINISTRATIVE SUPPORT	<p>Contact Person: Fatima Shafizada Tel: +99412 493 30 11 Mob: +994558248612 Fax: +99412 493 95 00 E-mail: administration@agf.az</p>

MEDICAL SERVICES	The Local Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.	
DEADLINES SUMMARY	Definitive Registration	June 16, 2018
	Nominative Registration	July 16, 2018
	Travel Details' Submission	July 16, 2018
	Visa Request Form	July 16, 2018
	Send photos to accelerate accreditation	July 16, 2018
	Payment of the Accommodation & Meals Costs by bank transfer	August 1, 2018

Sincerely Yours,

Baku, April 21, 2018



Nurlana Mammadzada
Secretary General
Azerbaijan Gymnastics Federation