



**European
Gymnastics**

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15TH EUROPEAN TEAMGYM CHAMPIONSHIPS FOR SENIORS & JUNIORS

**BAKU (AZE)
16TH – 19TH OCTOBER 2024**



Work Plan

This work plan has been drawn up in accordance with the European Gymnastics regulations and is based upon the definitive registrations received by European Gymnastics office on 16.07.2024

EBU

OPERATING EUROVISION AND EURORADIO

SMARTSCORING

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Part 1 – Officials and Organising Committee

1.1 EUROPEAN GYMNASTICS

EUROPEAN GYMNASTICS OFFICIALS	
President	Dr. Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Dr. Edvard KOLAR
EC member (Member of the Appeal Jury)	Natalja INNO
Director	Lisa WORTHMANN
Head of Media	Tina GERETS
Sports Coordinator	Michael ALGER
Official Doctor	Dr. Gal DUBNOV RAZ

TEAMGYM TECHNICAL COMMITTEE	
President	Per SJÖSTRAND
Vice-President	Bianca FRANZOI
Secretary	Peter TRANCKLE
Member	Max ANDERSEN
Member	Pauline ANGE
Member	Heli LEMMETTY
Member	Inara ISRAFILBAYOVA

1.2 OFFICIAL EUROPEAN GYMNASTICS CONTACT ADDRESS

EUROPEAN GYMNASTICS

Michael Alger
Sports Coordinator
Avenue de la Gare 12
CH – 1003 Lausanne, Switzerland
Tel.: + 41 21 613.10.20
E-Mail: malger@europeangymnastics.com
Website: www.europeangymnastics.com



1.3 HOST FEDERATION & ORGANISING COMMITTEE

AZERBAIJAN GYMNASTICS FEDERATION

Contact Person: Ms. Nurlana Mammadzada
Address: 178, Heydar Aliyev Avenue
MGA – Milli Gimnastika Arenasi (National Gymnastics Arena)
AZ1029 Baku, Azerbaijan
Tel: +99412 493 30 11
Email: office@agf.az
Website: www.agf.az
Event website: TeamGym ECh Baku 2024



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/@azerbaijanygmnastics>
<https://t.me/azegymnastics>

1.4 LOCAL ORGANISING COMMITTEE

FUNCTION	PERSON
LOC President	Mehriban ALIYEVA
Vice-President	Altay HASANOV
Chairman	Mariana VASILEVA
Executive Director	Nurlana MAMMADZADA
Competition Director	Natalya BULANOVA
Venue Director	Emil MUSTAFAYEV
Administration & Delegation Services	Shafiga YOLCHUYEVA
Head of Finances	Viktoriya ABUSHOVA
Head of Accreditation & Responsible for the Technical Equipment	Fuad ABBASOV
Head of Secretariat	Elmira ALIYEVA
Medical Officer, Head of Security & Safeguarding	Namig BADIRKHANOV
Ceremonies Director	Kamil GULIYEV
Ceremonies Manager	Ruslan EYVAZOV
Responsible for the trainings	Surkhay GARAYEV
Judges Liaison	Diana HASANOVA
Responsible for the transport	Emin GANBAROV
Volunteer Manager	Murad BAGHIRZADA
Media Manager	Emil AHMADOV
Marketing manager	Farhad AHMADBAYLI Inara ISRAFILBAYOVA
Sport Presentation	Fatima SHAFIZADA Farid ISMAYILOV
International Relations Manager	Mehman ALIYEV

Part 2 – The competition

2.1 COMPETITION SCHEDULE

Sunday, October 13 th 2024			
<i>As announced</i>	<i>Official arrival day of European Gymnastics TC-TeamGym</i>		<i>Hotels</i>
Monday, October 14 th 2024			
<i>As announced</i>	<i>Official arrival day of Delegations</i>		<i>Hotels</i>
All day	Accreditation		MGA (LOC Room, -2)
All day	European Gymnastics TC-TeamGym meeting		MGA (TC Room, -2)
Tuesday, October 15 th 2024			
All day	Late accreditations		MGA (LOC Room, -2)
10:00 – 16:55	Official training for Junior Teams (see training schedule)		MGA (Warm-up & Training Hall, FoP, -2)
10:00 – 15:30	Judges' instruction meeting (part 1) and draw		MGA (Judges' Room, -2)
17:15 - 18:15	Medical Meeting		MGA (Athletes' Lounge, -2)
17:15 - 18:15	Mid-European Championships development meeting		MGA (Athletes' Lounge, -2)
19:00	Orientation meeting & Welcome reception		MGA (Rhythmic' Lounge, -2)
Wednesday, October 16 th 2024			
09:00 – 15:55	Official training for Senior Teams (see training schedule)		MGA (Warm-up & Training Hall, FoP, -2)
10:00 – 10:45	Head Judges' meeting		MGA (Judges' Room, -2)
11:00 – 15:00	Judges' instruction meeting (part 2) and panel meetings (incl. lunch break)		MGA (Judges' Room, -2)
16:00 – 16:30	Opening Ceremony		MGA (FoP, -2)
16:30 – 17:46	Juniors	Qualifications – Men	MGA (FoP, -2)
17:55 – 19:15		Qualifications – Mixed	
19:35 – 21:34		Qualifications – Women	
Thursday, October 17 th 2024			
09:00 – 12:00	Panel meetings Senior Qualifications (incl. lunch break)		MGA (Judges' Room, -2)
12:00 – 13:37	Seniors	Qualifications – Women	MGA (FoP, -2)
14:20 – 16:21		Qualifications – Mixed	
17:00 – 18:37		Qualifications – Men	
Friday, October 18 th 2024			
10:30 – 12:30	Panel meetings Junior Finals (incl. lunch break)		MGA (Judges' Room, -2)
13:00 – 14:16	Juniors	Finals – Men	MGA (FoP, -2)
14:22 – 14:37	Award Ceremony for Junior Men		MGA (FoP, -2)
15:00 – 16:19	Juniors	Finals – Mixed	MGA (FoP, -2)
16:25 – 16:40	Award Ceremony for Junior Mixed		MGA (FoP, -2)
17:00 – 18:19	Juniors	Finals – Women	MGA (FoP, -2)
18:25 – 18:40	Award Ceremony for Junior Women		MGA (FoP, -2)

Saturday, October 19 th 2024			
09:45 – 11:45	Panel meetings Senior Finals (incl. lunch break)		MGA (Judges` Room, -2)
12:00 – 13:19	Seniors	Finals – Women	MGA (FoP, -2)
13:25 – 13:40	Award Ceremony for Senior Women		MGA (FoP, -2)
14:00 – 15:19	Seniors	Finals – Mixed	MGA (FoP, -2)
15:25 – 15:40	Award Ceremony for Senior Mixed		MGA (FoP, -2)
16:00 – 17:19	Seniors	Finals – Men	MGA (FoP, -2)
17:22 – 17:37	SmartScoring Shooting Star Award		MGA (FoP, -2)
17:37 – 17:52	Award Ceremony for Senior Men		MGA (FoP, -2)
17:52 – 18:07	All Star Announcement		MGA (FoP, -2)
18:07 – 18:22	Closing Ceremony		MGA (FoP, -2)
20:30	Banquet		TBC
Sunday, October 20 th 2024			
<i>As announced</i>	<i>Official departure day of Delegations and European Gymnastics</i>		<i>Hotels</i>

2.2 COMPETITION HALL

MGA – Milli Gimnastika Arenasi
178 Heydar Aliyev Avenue
AZ1029 Baku, Azerbaijan



Competition Arena	Hall Capacity: 5'000 to 9'600 seats Length: 48 m Width: 32 m Ceiling height: 20 m
Joint Warm-up Hall & Training Hall	Length: 65 m Width: 44 m Ceiling height: 20 m

Reserved seating will be allocated for each delegation, i.e., for all gymnasts and officials not engaged in the competition.

2.3 COMPETITION EQUIPMENT

Delegations are asked to submit the Equipment Set Up Form for Trampet and Tumble (Appendix 3) at the accreditation.

The information submitted will ensure that the correct equipment is set up. The equipment will be adjusted by the competition technical staff in accordance with the submitted form. The coaches must check the equipment settings before team's performance and if necessary, ask the officials to change.

If any changes in the Equipment Set Up form are required after accreditation, the form must be re-submitted **no later than 18:00** the day before the competition at the Accreditation/LOC office.

Supplier of the event: **Euro Gymnastics Equipment Denmark**

All the below-mentioned apparatus on the field of play will be placed on a podium. Apparatus for warm-up/training is placed on a normal sports floor. The dimension of this podium is as follows:

Height: 0.80 m

Length: 48 m

Width: 32 m

Floor

Dimension of the competition area: 16 m x 14 m

Borderline: 5 cm white velcro

Colour: Light grey-blue colour

The Floor program is performed on 3.5 cm thick mat of carpet-bonded foam and made up of 8 mats, 14 m long and 2 m wide. The mats are connected with visible 10 cm velcro fasteners 14 m long. There will be borderline marking the 16 m x 14 m performance area.

Tumble

Run-up: 16 m x 1 m constructed in steel sections incl. 2.5 cm light grey felt mat on top. Level with the tumble track.

Tumble track: 15 m x 2 m Euro Gymnastic Equipment

Side safety strips: 3 m x 0.5 m on each side and level with the tumble track towards landing area.

Landing area: A total area of 4 m x 7 m level with the tumble track. The stability top mat has a marked landing zone in white colour of 1.5 m x 3 m. Base colour is blue. All mats are connected with velcro.

Additional safety mat: 1 mat will be provided for tumble consisting of a foam mat in blue colour of 2 m by 4 m and 10 cm thick. The safety mat shall include the same contrasting colour of the 1.5 m by 3 m landing zone (white).

Trampet

Run-up: Two separate roll mats (one for trampet using the vault and one for trampet without the vault). Each roll mat is 25 m x 1 m x 2.5 cm in light blue with anti-slip underneath.

Vaulting table: Model "Flying", colour blue PVC and dark blue leather, can be adjusted in height from 145 cm to 165 cm at an interval of 5 cm. The pillar is covered in foam protection. It has an adjustment leg spacer for the trampet.

The run-up mats and the vaulting table for training are provided by the LOC.

Trampets: "MD Super G36" with 36 springs and front protection, adjustable from 65-80 cm in increments of 5cm.

Trampets: "MD Super G40" with 40 springs and front protection, adjustable from 65-80 cm in increments of 5cm.

Landing area: 7 m x 7 m x 35 cm, covered in PVC, in blue colour, with two white landing areas of 1.5 m x 3 m. The landing area will be built in two layers, one is 29 cm, and the top is 6 cm.

Additional safety mat: 2 mats will be provided for trampet consisting of a foam mat in blue colour of 2 m by 4 m and 10 cm thick. The safety mat shall include the same contrasting colour of the 1.5 m by 3 m landing zone with 10 cm velcro to connect in front of the mat.

2.4 ACCESS TO THE COMPETITION AREA

The competition area (Field of Play) is accessible to members of the various juries, competing gymnasts and their accredited coaches, auxiliary personnel of the Jury, the official European Gymnastics doctor, the official LOC doctor, team doctors and medical staff. A team medical person is permitted to accompany the gymnasts and coaches during all Competitions.

The competition area is strictly forbidden to all other people.

2.5 THE USE OF ELECTRONIC DEVICES

During the official duration of official European Gymnastics competitions, judges on the field of play are prohibited from using cellular phones and any other kind of electronic communication devices. Other delegation members (gymnasts, coaches, medical staff) on the field of play are prohibited from using cellular phones and any other kind of electronic communication devices. However, gymnasts are allowed to listen to music (with earphones and on a sound level which is not observable for surrounding persons). It is also allowed to other delegation members to take photos (but no videos), without flash and not interrupting the running of the competition.

2.6 STARTING ORDER

The draw for the starting order in qualifications and finals took place on August 31st at 9.00 a.m. at the TeamGym TC meeting in Baku (AZE).

The starting orders can be found in Appendix 2.

If a team is withdrawn prior to the start of the championships, the starting order may be changed for a smooth running of the competition.

2.7 PARTICIPATING GYMNASTS

Participating gymnasts will be nominated by their national federation in the Nominative Entry.

A Name Declaration Form needs to be submitted at the Accreditation (Appendix 6), indicating which gymnasts are planned to compete and the reserves.

The maximum number of accredited gymnasts per team is 12, including the reserves.

All declared gymnasts must perform the floor routine.

2.8 ALTERATION OF THE GYMNASTS

Alterations of nominative lists of the gymnasts are possible no later than 24 hours prior to the start of the competition. For these Championships, the deadlines for alterations of gymnasts are as follows:

- Junior teams October 16th at 16:00
- Senior teams October 17th at 12:00

According to Art 2. of Technical Regulations – Specific Rules TeamGym: *“The actual gymnasts proposed to perform must be declared to the organisers at least ten minutes before the scheduled start of the team’s first discipline in the competition. This may be a minimum of 8 and a maximum of 10 gymnasts”*. If a team wishes to change the actual gymnasts performing, they shall resubmit the Name Declaration Form (Appendix 6) with revisions for Qualifications or the Finals to the LOC Office.

2.9 REPLACEMENT OF INJURED GYMNASTS

- European Gymnastics Technical Regulations – Specific rules for TeamGym (Edition 2024-2025, Art. 2) state that: *“All declared gymnasts must perform the floor. If a **gymnast is injured** during the competition **prior to the floor**, the following disposition will be applied: After the team declaration, reserves may only be used in case of injury or illness confirmed by the official doctor of the European Championships. The affected gymnast can then be replaced with an accredited reserve for this team. Gymnasts that are replaced may not participate further in the Championships”*.
- In case of an injury to a nominated gymnast, the coach must request an inspection by the LOC doctor.
- The coach must complete the Request to Replace an Injured Gymnast Form (Appendix 7) and hand it to the doctor during inspection of the injury and if acceptable he will sign the form. The LOC doctor will then take the Form to the Official European Gymnastics’ Doctor, who will confirm the withdrawal.
- The Coach will need to inform the LOC Office to amend the Name Declaration Form (Appendix 6) in time for the next discipline.

2.10 SPOTTING OF THE ATHLETES

Two (2) coaches are required to stand-in for trampet and one (1) for tumble.

A separate place on the Field of Play will be provided for the remainder of the team’s coaches and reserve gymnasts.

2.11 GYMNAST NUMBERS

- All gymnasts must have their competitor’s number on their competition attire (see CoP 4.2.5.). They are used to identify the gymnasts for the audience, the press and especially the All-Stars Team selection.
- Each gymnast of the team must choose one number from 1 to 20. The numbers must be announced in the nominative entry and at the accreditation.
- If the whole team has no numbers, the deduction is by the Superior Jury. If individuals are missing or have loose numbers the deduction is by the Head Judge (E1) in each apparatus.
- **Every team supply brings their own numbers and apply them according to the following guidelines:**
 - All numbers for each team must be the same size and font. The numbers must be clearly visible, from 8 mm to 10 mm thick and approximately 8 cm high.
 - Fastening of the numbers must be secure and tight.

Placing of the numbers:

- When wearing long trousers/leggings the numbers must be placed on both thighs, to the side, to the upper part of the thigh;
- When wearing shorts, the numbers must be placed on to both sides, as low as possible;

- When wearing only a leotard (no trousers/shorts/leggings) the numbers must be placed on both sides, above the hip bone.
- Numbers must differentiate clearly from the background (e.g., white numbers on black trousers)
- Numbers can be printed straight on to the trousers/shorts/leotard or on a separate piece of cloth (similar colour as the area where it will be fastened) which then must be sewn to the competition leotard.
- Also, stickers can be used but make sure that the numbers do not come loose during the competition.

2.12 TARIFF FORMS

The deadline for Tariffs upload is 7th October 2024 and for any corrections until midnight the day before the start of the qualifications/finals. Any changes after that will not be accepted. If there is a missing element that you need for tumble and trampet, please contact info@europeangymnastics.com as soon as possible.

At the accreditation coaches must check and sign the **floor** tariff of their team to make sure that all details are correct. If any changes are made to the floor tariff form after accreditation, the LOC Office must be informed and the updated tariff signed. Only tariff forms entered online is accepted.

We strongly suggest that you enter your information well in advance of the deadline.

Once tariffs are saved for the qualification, they are also saved by default for the final. After qualification tariffs for the final may be updated.

2.13 CLARIFICATIONS TO THE CODE OF POINTS

Clarifications to the TeamGym Code of Points were released in February 2024.

An information letter about the clarifications for floor was issued on February 7th, 2024.

The Code of Points, Revision A, February 2024, include the clarifications from February 2024.

Please note that section 2 in the information letter refers to all Standing balances under *Scale without help of hand* in row SBXX07. The upper body must for these elements be horizontal (body position is measured from the upper side of the torso, 15° tolerance). The upper body and the leg must stay in the frontal plane. The Leg separation defines the element (measured from the heel). The hip must be extended, upper body not twisted (15° tolerance).

There is also an FAQ document released in August 2024 containing answers to questions from coaches and judges.

The above documents are available on European Gymnastics webpage, see <https://www.europeangymnastics.com/page/rules>

2.14 MUSIC

The music has to be uploaded on <http://gyndata.online> in MP3 format not later than **October 07th**.

The name of each music file must contain the following information:

Junior or Senior_ Team (Mixed, Women or Men) Apparatus (Floor, Trampet or Tumble) Nation (POR). (Example: Senior_Men_Floor_POR.mp3).

The authorised sound level in the training and competition halls is limited to 80 dB resp. 1000 Hertz (Hz).

Teams are not allowed to bring their own music players into the Warm-up/Training Hall.

Personal music players with earphones are allowed.

2.15 WARM-UP & TRAINING

The training and warm-up halls are located in MGA – Milli Gimnastika Arenasi.

The official training for Juniors will be on Tuesday, October 15th, 2024.

The official training for Seniors will be on Wednesday, October 16th, 2024.

Access to the training halls is limited to the federations concerned and to the people being in possession of and wearing the accreditation at all times. The accreditation is personal and cannot be used by other people.

Teams are allowed to enter the warm-up hall 10 minutes before the start of their warm-up session.

Training and competition schedules can be found in the Appendix 4 and 5.

2.16 PICTURE OF THE TEAM

After their training session on **Tuesday, October 15th for Juniors and on Wednesday, October 16th for Seniors** each team must take an official picture for the sport presentation during the qualifications and finals.

Athletes must wear their competition leotard.

The pictures will be taken at the “Green room” close the LOC office for seniors at the entrance to the competition hall after the Podium training sessions.

2.17 CEREMONIES

Opening ceremony

The opening ceremony will take place on **Wednesday, October 16th** at 16:00 – 16:30

One gymnast of each NF will participate. The gymnast must wear the official tracksuit.

Award ceremonies

All award ceremonies will take place after each session of finals. It will be carried out in accordance with the European Gymnastics Regulations for Award Ceremonies.

Please ensure that your Federation’s medallists are in time for the line-up prior to the ceremonies. For health and safety, Gymnasts who are unable to walk and stand without assistance and visibly injured will not be permitted to participate in the ceremony. Medals will be awarded after the ceremony for any affected gymnasts. In the interests of fairness exceptions are not made for this rule.

All gymnasts must wear the competition attire. No national flag.

On the podium, the medals will be presented to the gymnasts, reserve gymnasts and coaches (max. allowed: 12 gymnasts and 3 coaches)

SmartScoring Shooting Star Award

The SmartScoring Shooting Star Award will take place on **Saturday, October 19th**, at 17:20 in MGA – Milli Gimnastika Arenasi.

Closing ceremony

The closing ceremony will take place on **Saturday, October 19th** after the last awarding ceremony and the All-Star Announcement.

2.18 ALL-STARS TEAM

The All-Stars team recognises outstanding achievements from individual TeamGym gymnasts across all competing teams from the European Championships. From the inaugural All-Star Team at the 2014 Championships in Reykjavík, recognition and inclusion in this honour roll has become a source of great pride for gymnasts and nations alike.

The All-Stars Team consists of two male and two females on floor, tumble and trampet, (12 in total) all identified and awarded for their respective skill and performance demonstrated in the qualification round. Qualification is used in order to ensure every gymnast from every competing nation has an opportunity to be seen.

Over the years, gymnasts from Azerbaijan, Denmark, Finland, France, Great Britain, Iceland, Norway and Sweden have achieved places on the All-Stars team. Each nation can nominate gymnasts from the competition for each gender and piece of apparatus. The TeamGym Technical Committee then review the nominations and examine the performances to determine the All-Stars Team. The All-Stars team is presented on October 19th after the senior finals.

Further information about the nomination process and a link to submit nominations will be sent to all participating NFs.

2.19 MEDICAL

Doping control

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/European Gymnastics regulations.

Therapeutic Use Exemption (TUE)

Gymnasts with a documented medical condition requiring the use of a Prohibited Substance must provide a valid Therapeutic Use Exemption (TUE) from their National Anti-Doping Organisation, to be given at the accreditation.

Medical certificate – official doctor

Only the official doctor or his representatives are authorised to establish the necessary medical certificate.

Official doctor of European Gymnastics: Dr. Gal DUBNOV RAZ

Part 3 – The Jury

3.1 SUPERIOR JURY

The Superior Jury is formed of three members of the TeamGym TC. The TC President Mr. Per Sjöstrand functions as President of the Superior Jury.

3.2 JURY OF APPEAL

The Jury of Appeal is composed of 2 members of European Gymnastics' Executive Committee (one of them acting as President) and a member of the LOC who was not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned.

President	Dr. Edvard KOLAR
Member	Mrs. Natalja INNO
Member	Mr. Rauf ALIYEV

3.3 JUDGES' INSTRUCTION, DRAW OF LOTS & PANEL MEETINGS

The initial meetings with draw and practice judging, which are compulsory for all participating judges, will take place at MGA – Milli Gimnastika Arenasi on Tuesday, October 15th, at 10:00 and continue on Wednesday, 16th October, at 10:00 a.m. For the other dates and times of the meetings, please see the schedule of this Work Plan. The judges' instruction will be held in English ONLY.

The judges' oath will be carried out during the judges' meeting by one judge of the host federation.

The panel meetings prior to the competition will take place in the judges' room.

3.4 CODE OF ETHICS

Any close family relative to a competitive gymnast may not judge that gymnast or this team at this European Gymnastics sanctioned event. If a conflict should or could appear, the European Gymnastics TC-President is to be informed at the start of the first judges' instruction meeting, so appropriate action can be taken.

3.5 SCORING & DISTRIBUTION OF RESULTS

SmartScoring will provide the official scoring service and management of the start lists, scores and results.

The scores of the different exercises will be published on a board indicating the teams and the final note.

The results will be provided by email after each competition.

At the end of the competition all delegations will be received a complete set of results including the judges' individual scores for all competitions.

3.6 CONTROL VIDEOS

Control videos will be available for the Superior Jury.

3.7 INQUIRY PROCEDURE

Inquiries for the difficulty scores are only allowed, provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following team. For the last team of a session, this limit is **one minute** after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure. Only the team's accredited coaches will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a team from another federation.

The inquiry will have to be confirmed as soon as possible in writing, but within **4 minutes** at the latest after the verbal inquiry and will require an agreement of payment of:

- EUR 300.- for the first inquiry
- EUR 500.- for the second inquiry and
- EUR 1'000.- for the third inquiry.

Should the inquiry not be confirmed in writing within 4 minutes, then the procedure will become obsolete.

Should the final score be higher, this sum will **not** be invoiced by European Gymnastics to the Federation. However, if after review of the routine the score is unchanged or lower, the inquiry is considered as rejected

and the amount will be invoiced by European Gymnastics.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken. The detailed procedure is laid down in the European Gymnastics and FIG Technical Regulations.

Part 4 – The organisation of the event

4.1 TRANSPORTATION

International transportation

The international transportation costs are covered by the participating delegations. European Gymnastics and the LOC strongly recommend that each Federation takes cancellation insurance for their international transportation.

Accredited delegations who filled in the travel schedule form for arrivals and departures on <http://gyndata.online> by September 18th will be provided with local transport from Baku International to the Accreditation Centre and to the hotels and back.

Local transportation

The shuttle buses will be available every half an hour between the hotels and the venue.

The timetables will be provided at the accreditation.

4.2 SIZE OF THE DELEGATIONS

The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per European Gymnastics Rules for Accreditation is as follows:

Function	Seniors	Juniors	Total
Gymnasts – Women's team	12	12	24
Gymnasts – Mixed team	12	12	24
Gymnasts – Men's team	12	12	24
Coaches – Women's team	3	3	6
Coaches – Mixed team	3	3	6
Coaches – Men's team	3	3	6
Paramedical staff – Women's team**	1	1	2
Paramedical staff – Mixed team**	1	1	2
Paramedical staff – Men's team**	1	1	2
Head of Delegation	1		1
Team Manager	2	2	4
Doctor**	1		1
Judges	3		3
Chaperon* (1 per 10 gymnasts under 18 years)	4		4
Guest*	No limits		
VIP-Guest*	No limits		

* Accreditation at the charge of the Federation

** The paramedical staff & doctor of the team must have a valid FIG licence

Additional accreditations for Chaperon, Guest and VIP-Guest may be delivered, with the costs identified on the next table (to be paid to the LOC):

Additional accreditations	Price
Chaperon	EUR 180.-
Guest	EUR 180.-
VIP-Guest	EUR 200.-

4.3 ACCREDITATION

Accreditation will be held at the competition venue on Monday, October 14th, from 08:30 to 20:00, following the schedule made by the LOC. If needed, accreditation will be possible on Tuesday, October 15th.

Each delegation (Head of Delegation + 1 person) will have a specific schedule for accreditation according to their arrival travel plan.

The following items will be checked:

The passport or national identity card (which clearly shows the nationality of the holder) for all members of the delegation:

- Proof of the fulfilment of all financial obligations to the LOC;
- Written declaration for use of medication (i.e., asthma medicine on the doping list);
- Equipment set-up form (Appendix 3);
- Name declaration form signed (Appendix 6);
- Departure confirmation
- HoD e-mail address and WhatsApp number for official information

The accreditation card must always be visible in the Venue. In case of losing the accreditation card, a new one will be issued for a fee of EUR 180.-

All NF have to upload at delegation.gymdata a photo of each member of the delegation

Requirements for each identity colour photo:

- Identity: country code - function - First name – Last name
- Example: POR_Team Manager_TiagoHorta
- File format: .jpg or .jpeg
- Dimensions 350 mm x 450 mm or 276 pixels wide x 354 pixels high

4.4 TRANSFERABLE ACCESS CARDS (TAC) FOR WARM-UP & COMPETITION HALL

The transferable access cards will be given to each HoD at the accreditation according to the size of the delegation (see European Gymnastics accreditation rules art. 1.11). Such cards may only be used by people already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the NF's official delegation and appropriate function.

4.5 ORIENTATION MEETING

The orientation meeting for the Heads of Delegation will take place on **Tuesday, October 15th** at 19:00 at MGA – Milli Gimnastika Arenasi.

- The presence of the participating National Federations at the orientation meeting is mandatory.

Unjustified failure by a federation to attend will result in a sanction of EUR 1000.- to be paid to European Gymnastics.

- A maximum of 2 persons are allowed per delegation; in case you want to add more participants, please inform the LOC (performance@agf.az). At this meeting, the LOC and the TC-TeamGym will give practical information on the organisation and the running of the competition.

This Orientation meeting will be held in English only.

4.6 LOC OFFICE

The information desk will serve for the exchange of training/competition information between the organisers and delegations.

It will be located at the accreditation and the following changes in the performance of teams can be handled:

Name Changes (revised order) in case of replacing gymnasts due to injury or other reasons at the latest 10 minutes prior to the Team's first discipline.

Tariff form changes if any changes are made to the tariff forms after accreditation, the LOC Office must be informed.

Equipment Set-Up in case of any changes at the latest 1 day before the Finals.

4.7 INFORMATION DISTRIBUTION

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution. All the necessary information will be communicated via email and WhatsApp group (email addresses and mobile phone numbers of HoD/responsible person will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotels' lobby.

All STARTING ORDERS, FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

Moreover, by scanning the QR Code placed on the Accreditation card, all necessary information about the competition will be available.

Free internet is available at the competition hall so the HoD will have access to the information.

If needed, a printed copy of the information will be available at the LOC office upon request.

4.8 ACCOMMODATION

All the information regarding the hotels is listed in the Directives.

4.9 MEALS

Breakfast will be served at the hotels.

For lunch and dinner options, please see the Directives with all the details.

The Meal Request must be submitted to the LOC via delegation.gymdata by **September 18th** at the very latest.

Meal schedule for the delegations who have booked meals at hotels is as follows:

Location	Breakfast <i>only in the hotel</i>	Lunch <i>Hotel & competition venue</i>	Dinner <i>only in the hotel</i>
Baku Marriott Hotel Boulevard	06:00 - 10:00	13:00 - 16:00	19:00 - 22:00
Courtyard Baku by Marriott	06:00 - 10:00	13:00 - 16:00	19:00 - 22:00
Sport Plaza Hotel & Apartments	06:00 - 10:00	13:00 - 16:00	19:00 - 22:00
MGA – Competition Venue	06:00 - 10:00	13:00 - 16:00	19:00 - 22:00

*On Wednesday, until 23:00

On the competition days, the judges will be provided with lunches free of charge.

4.10 SAFEGUARDING

A safe environment for all participants is a top priority at the 2024 European Championships!

In case you experience or see any form of non-accidental violence, harassment and abuse please contact Lisa Worthmann (lworthmann@europeangymnastics.com).

Security screening upon entering the arena may be performed as a point of good practice.

The members of European Gymnastics EC and TC will handle unforeseen incidents or events that might occur during these championships.

This event will be organised under the FIG/European Gymnastics rules as listed in the Directives.

Part 5 – Appendix

- Appendix 1: Venue Layout
- Appendix 2: Draw
- Appendix 3: Equipment set-up for Trampet and Tumble
- Appendix 4: Training schedules
- Appendix 5: Qualification and final schedules
- Appendix 6: Name declaration form
- Appendix 7: Request form to replace an injured gymnast
- Appendix 8: Inquiry form

Kind reminder for important deadlines:

For European Gymnastics	Deadline
Nominative Registration – Gyndata	September 18 th 2024
Payment of the European Gymnastics Registration Fees	
Media accreditation	October 3 rd 2024

For the LOC (Forms / Accommodation)	Deadline
Visa Request – delegation.gymdata	September 18 th 2024
Travel Schedule – delegation.gymdata	
Photos & passports for Accreditation – delegation.gymdata	
Accommodation costs (last 50%)	
Extra meals (100%)	
Music – delegation.gymdata	October 7 th 2024
Tariff forms – Gyndata	October 7 th 2024



Per SJÖSTRAND
President of European Gymnastics TC-TeamGym

Lausanne, September 2024