



**CZECH AEROBIC OPEN 2020
PRAGUE, CZECH REPUBLIC
20th March - 22nd March, 2020**



DIRECTIVES

Event ID: 16425

Dear FIG affiliated Member Federation,

The Czech Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official FIG International Event.

DISCIPLINE	Aerobic Gymnastics
HOST FEDERATION	Czech Gymnastics Federation Zatopkova 100/2, 160 17 Praha 6 Contact person: Mr. Roman Slavík Phone: +420 242 429 260, Mobil: +420 739 300 960 Email: slavik@gymfed.cz Website: http://www.gymfed.cz
LOCAL ORGANIZING COMMITTEE	Czech Gymnastics Federation Zatopkova 100/2, 160 17 Praha 6 Contact person: Mrs. Eliška Strakošová Phone: +420 774 962 942 Email: estrakosova@centrum.cz Website: http://www.gymfed.cz
LOCATION	PRAGUE, the Czech Republic
DATE	From 20th March to 22th March, 2020
VENUE	WELNESS HOTEL STEP Sport's Hall Malletova 1141/4, 19000 Praha 9 Phone: +420 296 786 100 Email: kongresmanager@hotelstep.cz Website: http://www.wellness-hotel-step.cz
APPARATUS SUPPLIER	GYMNOVA (Aero Floor One, Ref. 6632)
RULES AND REGULATIONS	The event will be organized under the following FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives: <ul style="list-style-type: none">• Statutes• Code of Ethics• Technical Regulations• Code of Points and relevant Newsletters / Helpdesk• General Judges' Rules• Specific Judges' Rules• Anti-Doping Control Rules• Medical Organisation of FIG Competitions and Event• Framework for Safeguarding during Events• Licence rules• Media Rules• Apparatus Norms• FIG Rules for Sanctioning (approval) of International Events• Advertising and Publicity Rules

	<ul style="list-style-type: none"> Regulations for Award Ceremonies Accreditations Rules <p><i>and subsequent decisions of the FIG Executive Committee</i></p>						
FEDERATIONS INVITED	The Organizing Member Federation will invite all FIG Member Federations in good standing.						
AGE LIMITS	<p>Aerobic Gymnastic, G1: 12-14 years, AG2: 15-17 years, Seniors: 18 year and older</p> <p>All gymnasts in good standing with the correct age and holding a valid FIG licence until the end of the event, may participate.</p> <p>The LOC will be responsible for checking the validity of all gymnasts Licences.</p> <p>No gymnasts will be accepted without a valid License at the deadline of the Nominative Registration.</p>						
CATEGORIES	AG1, AG2, Seniors: IW / IM / MP / TR / GR						
JUDGES AND JURIES	<p>All judges must have a current valid FIG brevet at the time of the event, for the respective discipline.</p> <p>Each participating federation must send at least 1 judge Cat. 1, Cat. 2, Cat. 3 or Cat. 4. Failure to do so, will result in a fine of 500 € to be paid to the LOC until the Nominative Reagistration (28th February 2020).</p> <p>The number of Judge's panels may be decided by the Organizing Member Federation depending on the number of participating competitors and judges.</p> <p>The Juries will be set by a draw fro the judges present at the event. The priority will be given to the judges of the highest category.</p>						
REGISTRATION DEADLINES	<table border="1"> <tr> <td>Definitive registration:</td> <td>31st January, 2020</td> <td>7 weeks prior to the event</td> </tr> <tr> <td>Nominative registration:</td> <td>28st February, 2019</td> <td>3 weeks prior to the event</td> </tr> </table>	Definitive registration:	31st January, 2020	7 weeks prior to the event	Nominative registration:	28st February, 2019	3 weeks prior to the event
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ENTRY FEES	<p>The Entry fees for the different categories in each Age Group are as follows: IW & IM: 20 € / MP 30 € / TR: 50 € / GR: 60 €</p> <p>100% of the Entry fee must be paid to the bank account of the Czech Gymnastics Federation on 31st January, 2020 at the latest (the deadline for the Definitive Entry).</p>						
ACCREDITATION	<p>The accreditation will take place at the venue "Wellnes Hotel Step" upon arrival of the delegations. The accreditations will be handed to the Head of delegation. Detailed information about the accreditation procedure will be given with the Work Plan that will be distributed to all participating Federations on 9th March, 2020 at the latest.</p> <p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>						
EVENT FORMAT	<p>The competition consists of Qualifications and Finals in Age Groups (SEN, AG2, AG1) and all categories. There will be no qualification if less than 8 units in categories.</p> <p>QUALIFICATIONS: There is no limit on the number of participants per category and nation in the Qualifications.</p> <p>FINALS: The top 8 (eight) competitors from the Qualification in each Age Groups (SEN, AG2, AG1) and category (IW, IM, MP, TR, GR) will take part in the Finals (maximum two per category and nation) plus 3 (three) competitors from organizing Federation in each category if their not qualified to the finals.</p>						
PROVISIONAL SCHEDULE	<p>Thursday, 19th March 2019 - Arrival, Accreditation</p> <p>Friday, 20th March 2020</p>						

	<ul style="list-style-type: none"> - <i>Training possibility, Orientation Meeting, Judges Meeting,</i> - Saturday, 21th March 2020 - <i>Training possibility, Judges Meeting</i> - <i>Competition in category</i> - <i>Qualifications in category AG1, AG2 & SEN (IW, IM, MP, TR, GR)</i> Sunday, 22th March 2020 - <i>Training possibility, Judges Meeting</i> - <i>Finals in category AG1, AG2 & SEN (IW, IM, MP, TR, GR)</i> Monday, 23th March 2020 - <i>Departure</i>
EVENT MANAGER	Mrs. Eliška Strakošová Phone: +420 774 962 942, Email: estrakosova@centrum.cz
MEDICAL SERVICES	During all days (training and competition) official medical persons will be present in the training and competition halls.
VISA	<p>Please verify immediately with your travel agent or the Czech Republic Embassy or Consulate in your country if a visa is required for your travel to the Czech Republic. The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before 21st February, 2020 to the Czech Gymnastics Federation.</p> <p>The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.</p>
INSURANCE	<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.</p> <p>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> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance.</p> <p>The LOC will subsequently offer insurance at the Federations own charge. Information about the cost of the insurance will be given with the Work plan.</p>
INTERNATIONAL TRANSPORTATION	The invited participating federations must pay for the travel costs of their delegation members. The Travel Schedule Form must be returned to the LOC by 28th February 2020 . If person from one delegation/Federations are arriving and departing with different flights, please fill in separate travel forms for each group of persons and indicate on the travel form the exact number of persons.
LOCAL TRANSPORTATION	The LOC may provide transportation free of charge to all delegation members, who have booked their accommodation through the LOC, from the Prague Václav Havel Airport, Prague Railway Stations and Prague Florenc Bus Station to the their hotel and back on the official arrival and departure days.
ACCOMMODATION	<p>Wellnes Hotel Step**** Malletova1141/4, 190 00 Praha 9 Web site: http://www.wellness-hotel-step.cz/</p> <p>The costs per room /night are as follows: 75 € (Single room, including breakfast) 85 € (Double room, including breakfast) 110 € (Triple room, including breakfast)</p> <p>Relax Inn **** Novovysocanska 163/254, 190 00 Praha 9 Web site: http://www.relaxinn.cz/</p> <p>The costs per room /night are as follows: 80 € (Single room, including breakfast) 95 € (Double room, including breakfast)</p>

	<p>110 € (Triple room, including breakfast)</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Provisional Accommodation Form must be returned to the LOC by 31st January, 2020 at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.</p> <p>The invited participating federations must pay for the accommodation expenses of their delegation members.</p> <p>The costs for the accommodations must be paid to the LOC as follows: 50% of the payment - 31st January 2020 100% of the payment - 28th February 2020</p>																		
MEALS	<p>During the competition lunch and dinner are available at the Wellness Hotel Step (Mallatova 1141/4, 19000 Praha 9) close to the competition hall.</p> <p>Lunch 15 € Dinner 15 €</p> <p>The invited participating federations must pay for the meals expenses of their delegation members.</p> <p>The 100% costs for the meals must be paid to the LOC by 28th February 2020.</p>																		
CANCELATION POLICY	<p>In case of room cancellations until 7th February 2020, the LOC will refund 100% of the amount of annulled rooms.</p> <p>In case of room cancellations until 28th February 2020, the LOC will refund 50% of the amount of annulled rooms.</p> <p>In case of room and meals cancellations after 28th February 2020, no claims of refunds will be accepted.</p>																		
BANK ACCOUNT INFORMATION	<p>Account Name: CESKA GYMNASTICKA FEDERACE Bank Name: MONETA MONEY BANK a.s. Bank Address: Vitezne namesti 577/2, 160 00 Praha 6 Account Nr.: 1724809504/0600 IBAN: CZ64 0600 0000 0017 2480 9504 BIC: AGBACZPP</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: CZECH AER OPEN</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																		
MARKETING MEDIA	<p>FIG advertising and publicity norms must be respected.</p> <p>The Media Officer of the Czech Gymnastics Federation will be present. Email: cgf@gymfed.cz</p> <p>The national and local media will report the event. TV broadcast will be provided as well. More information at www.gymfed.cz</p>																		
SOCIAL MEDIA	<p>https://www.facebook.com/CeskaGymnastickaFederace</p>																		
DEADLINES SUMMARY	<p>The forms should be sent to the LOC and the Czech Gymnastics Federation as specified below within the respective deadlines.</p> <p>The LOC and the Czech Gymnastics Federation: cgf@gymfed.cz</p> <table border="1"> <tr> <td>Definitive Registration</td> <td>31st January, 2020</td> </tr> <tr> <td>Nominative Registration</td> <td>28th February, 2020</td> </tr> <tr> <td>Provisional Accommodation Form</td> <td>31st January, 2020</td> </tr> <tr> <td>Nominative Accommodation Form</td> <td>28th February, 2020</td> </tr> <tr> <td>Meals Form</td> <td>28th February, 2020</td> </tr> <tr> <td>Travel Schedule Form</td> <td>28th February, 2020</td> </tr> <tr> <td>Visa Request Form</td> <td>21st February, 2020</td> </tr> <tr> <td>Payment of the 50% Accommodation Costs</td> <td>31st January, 2020</td> </tr> <tr> <td>Payment of the 100% Accommodation Costs</td> <td>28th February, 2020</td> </tr> </table>	Definitive Registration	31st January, 2020	Nominative Registration	28th February, 2020	Provisional Accommodation Form	31st January, 2020	Nominative Accommodation Form	28th February, 2020	Meals Form	28th February, 2020	Travel Schedule Form	28th February, 2020	Visa Request Form	21st February, 2020	Payment of the 50% Accommodation Costs	31st January, 2020	Payment of the 100% Accommodation Costs	28th February, 2020
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	Payment of the Meals Costs	28th February, 2020
	Payment of the Entry Fee	31st January, 2020
	Payment of the fine for missing judge	28th February, 2020
ADDITIONAL INFORMATION	<p>Detailed information about the program, schedules and organization of the event will be given to the Work Plan and will be send to all participating Federations after the nominative registration deadline, on 9th March, 2020 at the latest.</p> <p>The Draw for the Qualifications and Finals will be done by the LOC until 17th February, 2020 according to the received Definitive Entries. The Start list will be distributed to all participating Federations together with the Work Plan.</p>	

If you have any questions, please don't hesitate to contact us.

Looking forward to welcome you to the **Czech Aerobic Open 2020**.

Sincerely Yours,

Prague, 10.01.2020



Signature of the President
of the Czech Gymnastics Federation