



**2019 Acrobatic Gymnastics Pan American Club Cup
22 - 24 November, 2019 Monterrey, N.L., MEX**

DIRECTIVES

Dear PAGU/FIG affiliated Member Federations,

The Pan American Gymnastics Union (PAGU) through the Mexican Gymnastics Federation (MEX) has the pleasure to invite clubs from your Federation to participate in the afore mentioned official PAGU international competition.

DISCIPLINE	Acrobatic Gymnastics							
PAN AMERICAN GYMNASTICS UNION	Pan American Gymnastics Union Camino a Santa Teresa #482 Colonia Peña Pobre, Alcaldía de Tlalpan, C.P. 14060 Mexico City, Mexico Phone: +52 55 5927-5393 E-mail: info@upag-pagu.org							
HOST FEDERATION	Mexican Gymnastics Federation Camino a Santa Teresa #482 Colonia Peña Pobre, Alcaldía de Tlalpan, C.P. 14060 Mexico City, Mexico Phone: +52 55 5927-5393 E-mail: info@fmgimnasia.org.mx Website: www.fmgimnasia.org							
ORGANIZING COMMITTEE	Local Organizing Committee: panamclubcup.acro.2019@gmail.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">President</td> <td style="width: 33%;">Gustavo Salazar</td> <td style="width: 33%;">ii_guso@yahoo.com.mx</td> </tr> <tr> <td>Sport Manager</td> <td>Roberto Borrego</td> <td>borrego_roberto@yahoo.com</td> </tr> </table> <p>Tonya Case – PAGU ACRO Technical Committee President Email: trcase2@gmail.com</p>		President	Gustavo Salazar	ii_guso@yahoo.com.mx	Sport Manager	Roberto Borrego	borrego_roberto@yahoo.com
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LOCATION	Monterrey, Nuevo Leon, Mexico							
DATES	From 22 to 24 November 2019							
VENUE	Competition and training venue: Gimnasio Nuevo León Independiente Av. Manuel L Barragán 1000, Niños Héroes, Parque Niños Héroes Monterrey, Nuevo León, Mexico							
APPARATUS	Gymnova – Ref. 6775 “Montreal” with carpet Mats 20cm: Gymnova Ref. 1610							
RULES AND	The event will be organized according to the following FIG rules, as valid in							

REGULATIONS	<p>the year of the event, except for any exception mentioned in these directives or the PAGU Technical Regulations:</p> <ul style="list-style-type: none"> • Statutes • Technical Regulations • Code of Points and Newsletters • General Judges' Rules • Specific Judges' Rules • Accreditation Rules • Medical Organization of the Official FIG Competitions and Events • Media Rules • Apparatus Norms • Advertising and Publicity Rules <p><i>and subsequent decisions made by FIG and PAGU Executive Committee</i></p>									
INVITED FEDERATIONS	<p>The Pan American Gymnastics Union invites all clubs from Federations all affiliated to the FIG and which are up to date in their obligations.</p>									
AGES	<p>Seniors: Minimum age of 13 Junior: 11 – 20 years old Age Group 2: 10 – 19 years old Age Group 1: 9 – 17 years old Youth: No age requirements (See Youth Rules attached.) <i>*Age by December 31, 2019</i></p>									
JURY AND JUDGES	<p>Judges:</p> <p>At least 1 judge is mandatory for all delegations with 6 or more athletes at the international club competition.</p> <p>Judges nominated by clubs are not required to have a FIG brevet. But they should be well experienced national judges.</p> <p>Delegations with less than 10 competitors may combine with another <i>small</i> delegation to share the costs of a judge.</p> <p>Judges designated to judge at the PAGU Championships may also judge on behalf of a club during the club invitational.</p> <p>The fine for failing to participate with the required judges is USD\$1,000.00. This fine must be paid to PAGU by 27 September 2019 at the latest.</p>									
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ENTRIES	<p>The entry fee for this event is USD\$50.00 per gymnast and must be paid to the Local Organizing Committee by 27 September 2019 at the latest.</p> <p>Federations must send written approval for the clubs to enter the competition. Once official approval is received, entries, may be made by the Clubs directly to PAGU. Entries will be valid as long as they are sent to the PAGU and the corresponding proof of deposits are attached.</p>									

DELEGATION SIZE

Function	Seniors	Juniors 13-19	Age Group 12-18	Age Group 11-16
Gymnasts				
There is no limit to the number of P/G a club may bring. The same applies for specialists*	Open	Open	Open	Open
Coaches	Maximum of 5 per club.			
Judges (see section Judges and Juries above)	1-2		Judges drawn for CJP or DJ do not count in the quota.	
Medical personnel	1			
Physiotherapist	2			
Head of Delegation	1			
Team Manager	1 per 10 gymnasts			
Chaperone	1 per 10 gymnasts, at the charge of the Club			
Finals: Only 2 per club may enter a final				

**pair or group that participates in balance or dynamic only*

Accreditation cost for additional delegation members is **USD\$100.00** per person and must be paid to Local Organizing Committee by **27 September 2019** at the latest.

The accreditation will allow them to access areas according to their functions, as well as local transportation and farewell banquet.

Only the following people will be allowed to acquire an additional accreditation: Coach, Doctor, Physiotherapist, Chaperones and third judge (different from the PAGU TC Member)

The accreditation for the third judge has no additional cost.

REGISTRATION AND ACCREDITATION

Along with the Nominative Registration all Clubs must send a copy of the passport for each member of the delegation.

These documents shall be sent via email to:

info@upag-pagu.org

panamclubcup.acro.2019@gmail.com

These documents must be sent no later than **25 October 2019**.

In case of theft or loss of the accreditation, the Local Organizing Committee must be informed immediately so the accreditation can be cancelled.

The replacement of stolen or lost accreditation will cost **USD\$50.00** to be covered by the accreditation holder.

All participants must use their accreditation during all official activities.

Accreditation will be distributed upon arrival at the registration desk.

Additional information on the access zones for each accreditation will be given in the Work Plan.

<p>COMPETITION FORMAT</p>	<p>The Pan American Club Competition consists of two phases: Qualifications and Finals in all categories and age groups (except Youth). Unless otherwise noted differently in this document, the FIG Rules for the Age Group competition and Seniors will be followed.</p> <p>Qualifications Qualification for Balance and Dynamic Finals and to receive a ranking for All Around. Qualifications may be entered by all pairs or groups, including specialists, intending to qualify for Finals. And by all pairs and groups intending to receive a ranking for the All Around.</p> <p>Finals – Balance and Dynamic The number of pair/groups (P/G) in finals is determined by the total number of units based on the nominative entries as follows:</p> <table border="0"> <tr> <td>1 – 5 P/G</td> <td>No finals. Qualifications will be used to rank each P/G for Balance and Dynamic Medals</td> </tr> <tr> <td>6 – 8 P/G</td> <td>6 finalists</td> </tr> <tr> <td>9 – 15 P/G</td> <td>8 finalists</td> </tr> <tr> <td>16 – 20 P/G</td> <td>10 finalists</td> </tr> <tr> <td>20 + P/G</td> <td>12 finalists</td> </tr> </table> <p>Not more than 2 P/G (with highest score) per club may proceed to the final.</p> <p>All-around Final – Combined: Age Group 12-18, Juniors and Seniors (except for youth and 11-16)</p> <p>The event can be entered by all pairs and groups that have taken part in Qualifications. The total scores from the Qualifications and All Around will be used to rank the competitors.</p> <p>The Junior and Senior competitors with the highest total scores from Qualifications and Combined Final will be declared the winners of the Acro Club Pan American Cup.</p> <p>For Age Group 12-18, the pair/group with the highest total scores from Qualification and Combined Final will be declared the winners of the 12-18 Acro Club Pan American Cup.</p>	1 – 5 P/G	No finals. Qualifications will be used to rank each P/G for Balance and Dynamic Medals	6 – 8 P/G	6 finalists	9 – 15 P/G	8 finalists	16 – 20 P/G	10 finalists	20 + P/G	12 finalists
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<p>TIE-BREAKING RULES</p>	<p>In case of a tie in points at any place in Qualification, the ranking will be determined by the following criteria:</p> <ol style="list-style-type: none"> 1. The highest sum of the E-scores of the Balance and Dynamic exercises prevails. 2. The highest sum of the E and A scores of the Balance and Dynamic exercises prevails. 3. If there is still a tie, the tie will not be broken and the starting order for the finals will be decided by draw. <p>In the case of a tie in Age Group 11-16 Qualification into Balance and Dynamic Finals, it will be broken based on the following criteria in this order:</p> <ol style="list-style-type: none"> 1. The highest Execution score for the exercise. 2. If a tie still remains, both will go to the final. The starting order for finals will be determine by draw. 										

AWARDS	<p>The best 3 places in each category (Senior, Junior, AG2, AG1) will receive a medal and diploma. Ribbons will be awarded for places 4th – 6th.</p> <p>In the event of a tie, the medals, duplicate awards will be given and the next place will be skipped. I.E. in the case of a tie for 1st place, two sets of gold medals will be awarded. Second place will be skipped, and the bronze medal will be awarded to the next highest score.</p>
PROVISIONAL SCHEDULE	<p>18/November All day Arrival of PAGU authorities</p> <p>19/November All day Arrival of Delegations Delegations registration Limited trainings upon previous request</p> <p>20/November All day Delegates' Technical Meeting Trainings</p> <p>21/November Judges' Briefing Podium Training</p> <p>22/November Opening Ceremony Competition</p> <p>23/November Competition</p> <p>24/November Finals Competition Awards Ceremonies Farewell Party</p> <p>25/November All day Departure of Delegations and PAGU authorities</p>
DEFINITIVE SCHEDULE	<p>A detailed program of activities with the final schedule will be sent to registered clubs after the close of the definitive registration.</p>
MEDICAL SERVICE	<p>The Local Organizing Committee will provide first aid services at competition and training venues during the official activities.</p>
VISA	<p>Please verify immediately with your travel agency, Mexican Embassy or Consulate in your country if a visa is required for your travel to Mexico.</p> <p>The Local Organizing Committee will be happy to assist each member of the Delegation by sending an official invitation letter, provided that this request is made no later than <u>25 October 2019</u>.</p> <p>This request must include the function, full name, gender, date of birth, citizenship, passport number, passport's expiration date, arrival and departure dates of the Delegation's member, as well as the city the visa application support letter must be sent to.</p>

INSURANCE	<p>The Host Federation, the Local Organizing Committee (“LOC”), the PAGU and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>Gymnasts participating in the Club Cup will not be covered by the FIG insurance. However it is required by PAGU that all participating clubs are responsible for making 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 delegations (e.g. copy of insurance policy). Delegation members with insufficient insurance coverage must inform the LOC in advance, but no later than <u>25 October 2019</u>.</p> <p>The LOC will offer insurance to the Federations at a cost of USD\$30.00 per person for the official days of the event.</p>
INTERNATIONAL TRANSPORTATION	<p>The participating clubs must pay the international travel expenses of all their delegation members.</p> <p>Arrival International Airport General Mariano Escobedo (MTY)</p> <p>The Travel Itinerary Form must be returned to the LOC by <u>25 October 2019</u> at the latest.</p>
LOCAL TRANSPORTATION	<p>Local transportation will be offered to and from the airport, provided that the delegations stay in one of the official hotels and book their accommodation through the Local Organizing Committee.</p> <p>The Local Organizing Committee will provide local transportation from the airport to the hotel and vice versa, only on the official arrival day of Tuesday 19/November and on the official departure day of Monday 25/November (except for PAGU representatives arriving or departing on different days).</p> <p>Delegations arriving or departing in non-official days may contact the Local Organizing Committee (panamclubcup.acro.2019@gmail.com) no later than <u>25 October 2019</u> to arrange transportation to its hotel or to the airport at a cost of <u>USD\$25.00</u> per person per trip (airport-hotel or hotel-airport).</p> <p>The Local Organizing Committee will provide transportation from the official hotel to the competition and training facilities and vice versa, for all members of the delegation duly accredited and who booked their accommodation through the LOC according to the official program of activities.</p>

ACCOMMODATION AND MEALS

OFFICIAL HOTEL
HOTEL CROWN PLAZA
 Av. Constitución Oriente 300
 Col. Centro, C.P. 64000
 Monterrey, Nuevo León, México



Occupancy	Price per person/night	Included per person
Single	USD\$165.00	1 breakfast, 1 lunch, 1 dinner
	USD\$120.00	1 breakfast
	USD\$100.00	No meals
Double / Triple	USD\$110.00	1 breakfast, 1 lunch, 1 dinner
	USD\$70.00	1 breakfast
	USD\$50.00	No meals

The meals service starts with lunch on the arriving day and finishes with the breakfast on the departing day.

Prices charged for the hotel rooms will not exceed the usual hotel rates.

While the Accommodation Form must be returned to the Local Organizing Committee no later than **27 September 2019**, the hotel rooms will be distributed in the order in which the applications and payments are received.

The participating clubs must cover the accommodation and/or meals expenses of all members of their delegation.

The costs for the accommodation/meals must be paid to the LOC by **25 October 2019** at the latest.

Note: Rooms and prices cannot be guaranteed if requests and/or payments are received after the deadlines.

CANCELLATION POLICY

Cancellation policy: The PAGU and the Local Organizing Committee strongly recommend that each Federation / club take cancellation insurance for their accommodation and meals reservation.

Date of cancellation	Reimbursement for cancellation
Until October 25	100%
After October 25	No reimbursement

FAREWELL PARTY

The Farewell Party will be held on Sunday **24 November 2019** and there will be no additional cost for the accredited members of the participating delegations who stay in the official hotel and have made a reservation through the LOC.

Additional tickets for the Farewell Party may be requested to LOC by **25 October 2019**, at the time of booking the accommodation/meals packages.

The price of each additional ticket is **USD\$30.00**.

BANK INFORMATION	Once the definitive registration deadline has expired and the requests for additional accreditation, lodging, local transportation, farewell party or insurance application have been received, the Local Organizing Committee will send the bill of payment with the bank details for the respective payment. The participating club is responsible for covering all bank fees in connection with the bank transfers.																																
MARKETING	FIG advertising and publicity norms must be respected.																																
MEDIA	Clubs wishing to have a media representative or communication staff member to cover the event may apply for registration to the PAGU (info@upag-pagu.org) no later than 25 October 2019.																																
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**ADDITIONAL
INFORMATION**

ACRO Music

While the LOC guarantees respect for copyright and the dissemination of musical works, each club must verify that the music of its Acrobatic Gymnastics athletes does not infringe any copyright and may be disseminated in the media.

This confirmation must be done along with the nominal registration, no later than **25 October 2019**. Each club will be asked to report on the duration, composer, artist and title of the music to be used for each exercise.

Along with this information, the club must send via e-mail to the LOC the music (mp3 format) of each of the units, duly identified.

Example: MEX_SENIOR_MP_PEREZ, GOMEZ

The MP3 music and the music form must be sent to:
panamclubcup.acro.2019@gmail.com

During the registration the Heads of Delegation must:

- Check the correct names of their complete delegation.
- Present the passport of each member of the delegation
- Provide proof of medical coverage of all members of the delegation
- 1 USB with music for each routine labeled correctly. See above.
- Flag of the country.
- USB with the National Anthem

Sincerely yours,

Patricia Dieguez
PAGU Secretary General

Gustavo Salazar
President of the Mexican Gymnastics Federation



Mexico City, Mexico
5 July 2019