



**FIG CANTANHEDE WORLD CUP – AEROBIC GYMNASTICS
PORTUGAL 2018
23RD TO 25TH MARCH
B CATEGORY**



DIRECTIVES

Event ID: 15416
Updated 17.10.2017
Floor information

Dear affiliated Member Federation,

Following the decision of the FIG Presidential Commission, the Gymnastics Federation of Portugal has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person : Alexandre Cola 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 18 Fax: +41 (0) 21 321 55 19 / Sport department +41 (0) 21 321 55 29 e-mail : acola@fig-gymnastics.org website: http://www.fig-gymnastics.com
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Paula Araújo Estrada da Luz, n.º 30-A 1600-159 Lisboa / Portugal Tel: (+351) 21 814 11 45 Fax: (+351) 21 814 29 50 e-mail: gympor@gympor.com web site: http://www.fgp-ginastica.pt
LOCAL ORGANIZING COMMITTEE	Academia Cantanhedegym Rua da Concórdia, Lote 12 3060 – 149 Cantanhede / Portugal Contact Person: João Dias Mobile: +351 925123182 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
LOCATION	City of Cantanhede – Coimbra – Portugal
DATE	From 23 rd to 25 th March, 2018
VENUE	Sports Hall “Os Marialvas” Rua Luís de Camões, nº19 3060 – 183 Cantanhede Portugal

	<p>Tel: +351 231 422 101 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com</p>
APPARATUS SUPPLIED	<p>Competition Hall: GYMNOVA - Ref. 6632 "Cancun" Training Hall: GYMNOVA - Ref. 6632 "Cancun"</p>
PROVISIONAL SCHEDULE	<p>- Day 1, 21st March: Arrival of Delegations (All day) - Day 2, 22nd March: Training (All day) Orientation meeting, judges meeting - Day 3, 23rd March: Qualifications - Day 4, 24th March: Qualifications - Day 5, 25th March: Finals - Day 6, 26th March: Departure of Delegations (All day)</p>
PARTICIPATION	<p>The World Cup Competitions consist of Qualifications and Finals in all 5 categories.</p> <p><u>Participation in the Qualifications:</u></p> <ul style="list-style-type: none"> • All competitors must take part in the qualifications. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with same final score will receive the same World Cup points. <p><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top eight scores per category from the qualifications qualify for the Finals. • In addition, if the Organizing Member Federation has not qualified in any category, it may nominate one participation in max. 1 category of its choice. • Maximum participation in the finals is therefore 8+1 participants in one category and 8 in the other four categories. • Such "Wild Card Participant" must have participated in the respective category in the qualification. • "Wild Card Participants" will receive medals and prize money, but they will not receive any World Cup Points. • If there are less than 4 units participating in a category, no medals, prize money and World Cup Points will be awarded. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p>The Organizing Member Federation may cancel the competition in the respective category if at the time of the definitive entry, there are less than 4 units registered in a category. In case of such a cancelation, the Organizing Member Federation must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations.</p> <p><u>World Cup Competitions may exceptionally be combined with other Competition provided those are clearly separated in the competition schedule.</u></p>
"HORS CONCOURS" GYMNASTS	<p>The Organizing Member Federation is allowed to add only for the qualifications "hors concours" competitors. These competitors are in addition to the official participants of the Organizing Member Federation's competitors, they must be named at the time of the closing of the nominative registration and cannot qualify for the final. They will have to start first, they are not eligible to receive World Cup Points and prize money and they must not appear on the official results lists.</p> <p>The Organizing Member Federation is allowed to name 1 Individual Men, 1 Individual Woman, 1 Mixed pair, 1 Trio and 1 Group as "hors concours" competitors.</p>
FEDERATIONS	<p>The Organizing Member Federation must invite all FIG Member Federations who have</p>

INVITED	paid their annual membership fee for Aerobic Gymnastics.																																	
SIZE OF DELEGATION AND FIG LICENSE	<p>The participation is limited to 2 units per NF in each category.</p> <p>Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.</p> <p>The Organizing Member Federation may limit the participation with criterias to be defined by the Organizing Member Federation. Those criteria must be approved by the FIG.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1" data-bbox="497 474 1426 864"> <tr> <td>Head of delegation</td> <td></td> <td>1</td> </tr> <tr> <td>Team Manager</td> <td>(if 4 and more units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 8 and more units)</td> <td>2</td> </tr> <tr> <td>Coaches</td> <td>(if 1 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 2 to 7 units)</td> <td>2</td> </tr> <tr> <td></td> <td>(if 8 and more units)</td> <td>3</td> </tr> <tr> <td>Gymnasts</td> <td>(2 per category)</td> <td>26</td> </tr> <tr> <td>Medical Doctor</td> <td></td> <td>1</td> </tr> <tr> <td>Paramedical staff</td> <td>(if 1 to 3 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 4 and more units)</td> <td>2</td> </tr> <tr> <td>Judges</td> <td></td> <td>2</td> </tr> </table> <p>A unit being an individual gymnast, a pair, a trio or a group.</p>	Head of delegation		1	Team Manager	(if 4 and more units)	1		(if 8 and more units)	2	Coaches	(if 1 units)	1		(if 2 to 7 units)	2		(if 8 and more units)	3	Gymnasts	(2 per category)	26	Medical Doctor		1	Paramedical staff	(if 1 to 3 units)	1		(if 4 and more units)	2	Judges		2
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AGE LIMITS	Age limit: 18 years (born in 2000 or before)																																	
JUDGES AND JURIES	<p>The number of Juries (judges' panels) may be decided by the Organizing Member Federation depending on the number of participating competitors and judges.</p> <p>The Juries are set up by a draw - directed by the FIG Technical Delegate - from the judges present at the event. Priority will be given to the judges of the highest category.</p> <p>A jury must consist of one Chair of Judges' Panel, 4 Artistic, 4 Execution and 2 Difficulty judges.</p> <p>A federation may not have a judge on both the execution and artistic panels. The Chair of Judges' Panel and the difficulty judges should also be from different federations. Only in exceptional situations can the Technical Delegate make the decision to deviate from this.</p> <p>The CJP must be of Cat. 1. The Difficulty Judges must be Cat. 1 or 2. The Execution and Artistic judges must be Cat. 1, 2 or 3.</p> <p>If, on the day of the competition, there are no sufficient number of judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event.</p> <p>Each participating federation must provide minimum one judge Cat. 1, 2 or 3*. Failure to do so, or if a participating Federation sends a judge with a Cat. 4 (instead of Cat. 1, 2 or 3) will result in a fine of CHF 2'000.- to be paid to the Organizing Member Federation. *Member Federations who have only Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge only.</p> <p>The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation.</p>																																	

	Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.															
FIG TECHNICAL DELEGATE AND EC MEMBER	The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG. The FIG Technical Delegate will serve as President of the Superior Jury.															
REGISTRATION DEADLINES	Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the FIG database . These registrations will only be accepted from FIG Gymnastics Member Federations. <table border="1" data-bbox="379 383 1540 591"> <tr> <td>Provisional registration</td> <td>21, November, 2017 (12:00 GMT)</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration</td> <td>21, January, 2018 (12:00 GMT)</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>21, February, 2018 (12:00 GMT)</td> <td>(4 weeks prior to the event)</td> </tr> </table> <p>Last registrations are subject to fines as follows:</p> <table border="1" data-bbox="379 692 1540 857"> <tr> <td>Fine for missing or late Provisional registration (if any)</td> <td>CHF 500.-</td> </tr> <tr> <td>Fine for missing or late Definitive registration</td> <td>CHF 750.-</td> </tr> <tr> <td>Fine for missing or late Nominative registration</td> <td>CHF 500.-</td> </tr> </table> <p>Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegation members concerned will not be authorized to participate.</p>	Provisional registration	21, November, 2017 (12:00 GMT)	(4 months prior to the event)	Definitive registration	21, January, 2018 (12:00 GMT)	(2 months prior to the event)	Nominative registration	21, February, 2018 (12:00 GMT)	(4 weeks prior to the event)	Fine for missing or late Provisional registration (if any)	CHF 500.-	Fine for missing or late Definitive registration	CHF 750.-	Fine for missing or late Nominative registration	CHF 500.-
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Fine for missing or late Provisional registration (if any)	CHF 500.-															
Fine for missing or late Definitive registration	CHF 750.-															
Fine for missing or late Nominative registration	CHF 500.-															
DRAWING OF LOTS	The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration. After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website															
ENTRY FEES	The entry fees, if any, have to be approved by FIG. The non-reimbursable cost for the Entry Fee is: IW/IM: 25,00€ - MP: 40,00€ - TRIO:50,00€ - GROUP: 60,00€															
ACCOMMODATION	The Organisers will arrange at a determined fee, accommodation and meals from the 19 th to 26 th of March, see Entry Forms (see attached) as follows: Marialva Park Hotel: - Quinta de São Mateus - Lote 1 * 3060-209 Cantanhede - (+315) 231410220 - e-mail: info@marialvaparkhotel.pt - web site: www.marialvaparkhotel.pt The costs per person/night in this first Hotel are as follows: <ul style="list-style-type: none"> • 75,00€ (single room, including breakfast) • 60,00€ (double room, including breakfast) • 50,00€ (triple room, including breakfast) Hotel Quinta da Lagoa: - Quinta da Lagoa * 3070-150 Mira - (+351) 231458688 - e-mail: hotelquintadalagoa@sapo.pt - web site: www.hotelquintadalagoa.pt The costs per person/night in this second Hotel are as follows: <ul style="list-style-type: none"> • 75,00€ (single room, including breakfast) • 60,00€ (double room, including breakfast) • 50,00€ (triple room, including breakfast) 															

Herdade Lago Real:

- Rua das Palmeiras * 3070-153 Mira
- (+351) 231488269
- e-mail: geral@lagoareal.pt
- web site: www.lagoareal.pt

The costs per person/night in this second Hotel are as follows:

- 75,00€ (single room, including breakfast)
- 60,00€ (double room, including breakfast)
- 50,00€ (triple room, including breakfast)

Hotel Miravillas:

- Aldeamento Miravillas, Rua das Rosas * 3070-746 Praia de Mira
- (+351) 231470100
- e-mail: hotel@miravillas.com
- web site: www.miravillas.com

The costs per person/night in this second Hotel are as follows:

- 75,00€ (single room, including breakfast)
- 60,00€ (double room, including breakfast)
- 50,00€ (triple room, including breakfast)

The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the LOC by 21, January, 2018 at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.

The invited participating federations must pay for the accommodation expenses of their delegation members.

The costs for the accommodations must be paid to the LOC by 21, January, 2018.

MEALS

The invited participating federations must pay for the meals expenses of their delegation members.

Lunch – at Marialva Park Hotel – 18,00€

Dinner – at the Hotel of Accommodation – 18,00€

While the Meals Form must be returned to the LOC by 21, January, 2018 at the very latest.

The costs for the meals must be paid to the LOC by 21, January, 2018.

FINAL BANQUET

There will be tickets for the Final Banquet available at the entry cost of 22,00€/person. The tickets for the Final Banquet must be paid to the LOC until 21, January, 2018.

Tickets for the Final Banquet are not refundable.

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 21, January, 2018.

LOCAL TRANSPORTATION

The Organizers will arrange at a determined fee, the transport service from the LISBON International airport and OPORTO International airport to the accommodation place in Cantanhede and to the competition hall

The costs are per person.

Transportation from Oporto Airport to the competition venue or hotel and back – 55€ (fifty five Euros).

Transportation from Lisbon Airport to the competition venue or hotel and back – 80€ (eighty Euros).

The LOC only ensure the Local Transportation between the hotels and the hall of the competition to the participants who booked the accommodation by the LOC.

The invited participating federations must pay for the transportation expenses of their

	delegation members until 21, January, 2018.								
VISA	Please verify immediately with your travel agent or the Portugal Embassy or Consulate in your country if a visa is required for your travel to Portugal . The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before 21, January, 2018 to the LOC. 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.								
INSURANCE	The Host Federation, the Organizing Committee 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. 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. The LOC will subsequently offer insurance at the Federations own charge as follows: 40€ (forty euros) per person/day.								
ACCREDITATION	The accreditation will take place at the Sports Hall “Os Marialvas“ upon arrival to Cantanhede. The accreditations will only be handed out to the Head of Delegation. All delegations must deliver 2 music CD’s for each routine, national anthem and flag, insurance declaration, passports of all members and FIG Licenses.								
FINANCIAL OBLIGATIONS	Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) will not be allowed to participate in these World Cups. Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.								
BANK ACCOUNT INFORMATION	Each participating member Federation is kindly requested to integrate the payment’s purpose as follows: <u>Account Name:</u> ACADEMIA CANTANHEDEGYM <u>Bank:</u> Crédito Agrícola <u>Agency:</u> Cantanhede <u>IBAN:</u> PT50004530204023223856527 <u>Swift code:</u> CCCMPTPL <u>Reference:</u> CANTANHEDE AER FIG World Cup 2018_(Country) The participating federation is responsible for covering all bank fees in connection with the bank transfers.								
CANCELLATION POLICY	The Organizing Committee may fix the deadline for non-reimbursement payments. In this case the deadline for non-reimbursement accommodation, meals and banquet, must be 3 (three) days after the deadline for Definitive Registrations, at the very earliest. 50% of Accommodation cost shall be reimbursed if the cancelation occurs up to 1 month (February 21, 23:59 GMT) prior to the event. After, no reimbursement will be made. 50% of meals cost shall be reimbursed if the cancellation occurs up to 1 month (February 21, 23:59 GMT) prior to the event. After no reimbursement will be made.								
TIE BREAKING RULES	In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. The gymnasts with same final score will receive the same World Cup points.								
PRIZE MONEY	The Organizing Member Federation must pay a minimum prize money per medallist as follows: B- Tournaments : Total minimum 8’950.- (Swiss Francs): The Prize Money, free of any deductible taxes, will be distributed in Euros as follows: <table border="0"> <tr> <td colspan="2"><u>For Tournaments Category B:</u></td> <td><u>Total</u></td> <td><u>CHF 8’950.-</u></td> </tr> <tr> <td>Individual Men</td> <td>Gold</td> <td>500.-</td> <td>7 x 850.- 5’950.-</td> </tr> </table>	<u>For Tournaments Category B:</u>		<u>Total</u>	<u>CHF 8’950.-</u>	Individual Men	Gold	500.-	7 x 850.- 5’950.-
<u>For Tournaments Category B:</u>		<u>Total</u>	<u>CHF 8’950.-</u>						
Individual Men	Gold	500.-	7 x 850.- 5’950.-						

Individual Women	Silver	250.-		
Mixed Pairs	Bronze	100.-		
Trios				
Groups	Gold	300.-	5 x 600.-	3'000.-
	Silver	200.-		
	Bronze	100.-		

In case of a tie, the prize money will be added and divided by the number of gymnasts:
 1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2)
 1, 2, 2 (prize money for rank 2 and 3 is added and divided by 2)

No prize money, and no medals will be given, if there are less than 4 participating Member Federations per category
 "Wild Card Participants" will receive medals and prize money.
 "Hors concours competitors" will not receive prize money.

ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST

In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation "Hors concours competitors" must not appear on the official results lists.

Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Men Individual
- Women Individual
- Mixed Pairs
- Trio
- Groups

For Individual competitors, World Cup Points are assigned to the competitor **by name**.

Mixed Pairs are listed **by name**, but considered **as an entity**.
 In case of change of partner, the Mixed Pair is considered as a new Pair.

Trios are listed **by name**, but considered **as an entity**.
 One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio.

Groups are listed **by Federation**. The World Cup Points are assigned to the Federation.

If more than one Group per Federation starts at an event, only the better result will be considered.

The World Cup Points are assigned to the competitors as follows:

Finals: ranking from 1st to 8th place
Qualifications: ranking from 9th to 16th place

Ranking	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12

8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied (see 2017 FIG Technical Regulations Section 6, Art 3.3).

If there are less than four (4) countries participating in a category no World Cup Points will be awarded.

“Wild Card Participants” will not receive any World Cup Points.

“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE ANNUAL WORLD CUP

The winner of the annual World Cup per category is the individual gymnast / pair / trio / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:

In case of a tie at any place in the World Cup Series Ranking Lists after the last competition of the year, the tie will not be broken.

A special award ceremony will be held at the last World Cup Competition of the year in which the World Cup winner will receive the World Cup.

EVENT MANAGER

Mrs. COSTA, Sofia
Estrada da Luz, n.º 30-A
1600-159 Lisboa / Portugal
Tel: (+351) 21 814 11 45
Fax: (+351) 21 814 29 50
e-mail: aer@gympor.com

MEDIA

Only journalists and photographers holding an official and valid press card recognized by international press agencies such as the AIPS and official Sports Journalists Associations / National Federations will be accredited.

All media representatives (journalists, photographers, TV) must request an accreditation from the O.C. Media Office as soon as possible to have access to the media centre on the competition venue.

E-mail: comunicacao@gympor.com

SOCIAL MEDIA

Gymnastics Federation of Portugal official Facebook page:

www.facebook.com/ginasticaportugal

MEDICAL SERVICES

The Local Organizing Committee will provide first aid medical services. A physiotherapist will be present during the competitions as well members of the Portuguese Red Cross specialized in first aids. Medical support is also available at 5min. distance.

OFFICIAL HOSPITAL

Hospital Arcebispo João Crisóstomo
R. Padre Américo, Apartado 61 * 3061-909 CANTANHEDE
Phone number: +351 231 419 210

DOPING CONTROLS

For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls at its own charge.

Failure to do so will result in the deposit being lost in full.

MARKETING

FIG advertising and publicity norms must be respected.

VIDEO CONTROL SYSTEM

High Definition Camcorders

RULES AND REGULATIONS

The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:

- Statutes

- Code of ethics
- Technical Regulations
- Code of Points and relevant Newsletters
- Licenses Rules
- World Cup Rules for Aerobic Gymnastics
- General Judges Rules
- Specific Judges' Rules for Aerobic Gymnastics
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Media Rules
- Apparatus Norms
- Advertising and Publicity Rules
- Regulations for Awards Ceremonies and subsequent decisions of the FIG Executive Committee

DEADLINES SUMMARY	Provisional Registration (on line)	21, November, 2017
	Definitive Registration (on line)	21, January, 2018
	Nominative Registration (on line)	21, February, 2018
	Accommodation Form	21, January, 2018
	Travel Schedule Form	21, January, 2018
	Visa Request Form	21, January, 2018
	Meals Form	21 January, 2018
	Payment of the Entry Fee	21, January, 2018
	Payment of the Accommodation Costs	21, January, 2018
	Payment of the local transportation	21, January, 2018
	Payment of the Meals	21, January, 2018
	Payment of the Final Banquet	21, January, 2018
	Payment of the fine for missing judge	21, January, 2018

ADDITIONAL INFORMATION

Sincerely Yours,

Lisbon, 29th June 2017



Paulo Araújo

Signature of the President or Secretary General of the FIG affiliated NF