



**12th CANTANHEDE INTERNATIONAL OPEN COMPETITION
AEROBIC GYMNASTICS – AGE GROUPS & SENIORS
Cantanhede -PORTUGAL
20th TO 24th MARCH, 2024**



DIRECTIVES

Event ID: 17608

Dear affiliated Member Federation,

The Gymnastics Federation of Portugal and the Academia CantanhedeGym, have the pleasure to invite your Federation to participate in the 12th Aerobic Gymnastics International Open Competition, to be held in Cantanhede, Portugal.

DISCIPLINE	Aerobic Gymnastics
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Teresa LOUREIRO Address: 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: federacao@ginastica.org / Website: http://www.ginastica.org
LOCAL ORGANIZING COMMITTEE	Academia CantanhedeGym Contact Person: João DIAS Address: Rua da Concórdia, Lote 12, 3060 – 149 Cantanhede / Portugal Mobile: +351 925123182 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
LOCATION	City of Cantanhede – Coimbra – Portugal
DATE	From 20th to 24th March, 2024
VENUE	Pavilhão Marialvas Rua Luís de Camões, Nº 19, 3060 – 183 Cantanhede Portugal Tel: +351 231 422 101
APPARATUS SUPPLIED	Please refer to the attached apparatus list Minimum 2 competition floors of the same manufacturer and product will be available.
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: <ul style="list-style-type: none">• Statutes• Code of Ethics• Code of Conduct• Technical Regulations• Code of Discipline• Code of Points and relevant Newsletters• General Judges' Rules• Specific Judges' Rules• Anti-Doping Rules• Medical Organisation of FIG Competitions and Events• Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events• License Rules• Media Rules• Apparatus Norms• FIG Rules for Sanctioning (approval) of International Events

	<ul style="list-style-type: none"> Advertising and Publicity Rules Regulations for Award Ceremonies Accreditation Rules <p>and subsequent decisions of the FIG Executive Committee</p>									
AGE LIMITS	Age Group Juniors Seniors									
JUDGES & 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>All judges must have a current valid FIG brevet.</p> <p>The Juries are set up by a draw and directed by the Technical Delegate from the judges present at the event. Priority will be given to the judges of the highest category. If, on the day of the competition, there are no sufficient numbers of judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event. Each participating federation must provide minimum one judge Cat. 1, 2, 3 or 4 with current valid brevet. Failure to do so, will result in a fine of CHF 2'000.- to be paid to the LOC until the Definitive Registration date (17-01-2024).</p>									
REGISTRATION DEADLINES	<p>Provisional, Definitive and Nominative Registrations must be completed by sending the composition of the delegation to the LOC. Late entries will be considered as invalid and will be refused.</p> <table border="1"> <tr> <td>Provisional registration</td> <td>22, November, 2023</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration</td> <td>17, January, 2024</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>21, February, 2024</td> <td>(4 weeks prior to the event)</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	22, November, 2023	(4 months prior to the event)	Definitive registration	17, January, 2024	(2 months prior to the event)	Nominative registration	21, February, 2024	(4 weeks prior to the event)
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ENTRY FEES	<p>The costs for the entry fees are: IW/IM: 40,00€ - MP: 60,00€ - TRIO:70,00€ - GROUP: 80,00€ - Aerodance Group: 90,00€</p> <p>The invited participating federations must pay for all entry fees. At the time of the Definitive entry (2 months prior to the event) 100% of the entry fee must be paid to the LOC. All the entry fees are not refundable.</p>									
EVENT FORMAT	<p>The Aerobic Gymnastics International Open Competition will have Qualifications, and Finals in all categories. Aerobic Gymnastics Categories: IW, IM, MP, TR, GR / AD.</p> <p>Qualifications: participation is not limited by nation / category / age group.</p> <p>The participation in the semi-finals is limited to 3 units per country in each category.</p> <p>The participation in the finals is limited to 2 units per country in each category.</p>									
ACCREDITATION	<p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p> <p>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.</p> <p>All delegations must deliver 2 memory sticks with the musics of all routines, national anthem and flag, SPORTIVE INSURANCE declaration, passports of all members and FIG Licenses.</p> <p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>									

PROVISIONAL SCHEDULE	<ul style="list-style-type: none"> - Day 1, 18th March: Arrival of Delegations/Training Sessions (Depending of the number of participants) - Day 2, 19th March: Training Sessions (Depending of the number of participants) - Day 3, 20th March: Depending of the number of participants Qualifications Orientation meeting, judges meeting (IOC & Youth Competition) - Day 4, 21st March: Qualifications / Semi-Finals - Day 5, 22nd March: Qualifications - Day 6, 23rd March: Finals - Day 7, 24th March: Finals - Day 8, 25th March: Departure of Delegations (All day)
PARTICIPATION	<p>The International Open Competition consists of qualifications and finals. There will be qualifications only for the categories and age groups with more than 9 participants. In case of a tie in any place, the tie-breaking rules are as set by FIG.</p> <p>The categories with more than 40 units will have a semi-final. Will be qualified for the semi-final the top 24 units (maximum of 3 per country).</p> <p>Participation in the finals: The top eight units per category and age group will qualify for the Finals. In case of a tie at any place, the tie-breaking rules are the FIG World Championships Rules.</p> <p>The LOC may cancel the competition in the respective category if at the time of the definitive entry, there are less than 3 countries registered in a category. In case of such a cancelation, the LOC must reimburse, in full, the entry fee and payments made for accommodation.</p> <p>Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations.</p>
SIZE OF THE DELEGATION AND FIG LICENSE	<p>The number of participants by nation, category and age group is not limited. All Age Groups, Juniors and Seniors gymnasts ingood standing with the correct age and holding a valid FIG license until the end of the event, may participate.</p> <p>The LOC will be responsible for checking the validity of all gymnasts Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.</p>
CATEGORIES	<p>IW / IM / Mixed Pair / Trio / Group / Aerodance (all age limits).</p>
DRAWING OF LOTS	<p>The drawing of lots will take place at the Gymnastics Federation of Portugal two weeks after the closing date of the nominative registration. After publication of the draw to all participating federations there will be an opportunity to modify the position of the gymnasts' starting order within 3 days by using the official document.</p>
MEDICAL SERVICES	<p>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 5 min. distance.</p>
COVID 19	<p>The LOC should follow local guidelines in management of COVID-19. The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.</p>
VISA	<p>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 18, January, 2023 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.</p>

INSURANCE	<p>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.</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>Basic insurance (sickness, accident and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance. Please also refer to https://www.gymnastics.sport/site/pages/medical-insurance.php for additional information regarding the FIG IMSSA insurance for Athletes and Judges.</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. The LOC will subsequently offer insurance at the Federations own charge as follows: 45 EUR per person/day.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The Travel Schedule Form must be returned to the LOC by 17, January, 2024.</p>
LOCAL TRANSPORTATION	<p>It is mandatory for all delegations to book their local transportation through the LOC.</p> <p>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</p> <p>The costs are per person.</p> <p>Transportation from Oporto Airport to the competition venue or hotel and back – 70€ (seventy Euros).</p> <p>Transportation from Lisbon Airport to the competition venue or hotel and back – 95€ (ninety-five Euros).</p> <p>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.</p> <p>The invited participating federations must pay for the transportation expenses of their delegation members until 17th, January, 2024.</p>
ACCOMMODATION	<p>It is mandatory for all delegations to book their accommodation through the LOC.</p> <p>The Organizers will arrange at a determined fee, accommodation and meals from the 18th March to 25th March, see Entry Forms (see attached) as follows:</p> <p>B&B Hotels Cantanhede / Coimbra:</p> <ul style="list-style-type: none"> - Av. Comandante Xavier Gomes Gama, 1 * 3060-209 Cantanhede - (+315) 231410220 - e-mail: hotel.cantanhedecoimbra@hotelbb.com - web site: www.hotel-bb.es <p>The costs per person/night in this first Hotel are as follows:</p> <ul style="list-style-type: none"> • 95,00 EUR (single room, including breakfast) • 75,00 EUR (double room, including breakfast) <p>Hotel Quinta da Lagoa:</p> <ul style="list-style-type: none"> - Quinta da Lagoa * 3070-150 Mira - (+351) 231458688 - e-mail: hotelquintadalagoa@sapo.pt - web site: www.hotelquintadalagoa.pt <p>The costs per person/night in this second Hotel are as follows:</p> <ul style="list-style-type: none"> • 95,00 EUR (single room, including breakfast) • 75,00 EUR (double room, including breakfast)

	<ul style="list-style-type: none"> • 60,00 EUR (triple room, including breakfast) <p>Herdade Lago Real: - Rua das Palmeiras * 3070-153 Mira - (+351) 231488269 - e-mail: geral@lagoareal.pt - web site: www.lagoareal.pt</p> <p>The costs per person/night in this second Hotel are as follows:</p> <ul style="list-style-type: none"> • 95,00 EUR (single room, including breakfast) • 75,00 EUR (double room, including breakfast) • 60,00 EUR (triple room, including breakfast) <p>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 17, January, 2024 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 by 17, January, 2024.</p>
MEALS	<p>The invited participating federations must pay for the meals expenses of their delegation members.</p> <p>Lunch – at B&B Hotels Cantanhede / ETPC – 22,00€ Dinner – at the Hotel of Accommodation – 22,00€</p> <p>While the Meals Form must be returned to the LOC by 17, January, 2024 at the very latest.</p> <p>The costs for the meals must be paid to the LOC by 17, January, 2024.</p>
FINAL BANQUET	<p>There will be tickets for the Final Banquet available at the entry cost of 26,00 EUR/person. The tickets for the Final Banquet must be paid to the LOC until 17, January, 2024.</p> <p>Tickets for the Final Banquet are not refundable.</p>
FINANCIAL OBLIGATIONS	<p>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 Competitions.</p> <p>Federations which have not fulfilled their financial obligations towards the Local Organizing Committee 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.</p>
BANK ACCOUNT INFORMATION	<p>All payments must be made in euros, through bank transfer to the following account:</p> <p><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 International Open Competition 2024_(Country)</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>
CANCELLATION POLICY	<p>Full reimbursement until 17th January 2024. No reimbursement shall be made after this date.</p>
TIE BREAKING RULES	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</p>
EVENT MANAGER	<p>LOC: João Dias Rua da Concórdia, Lote 12, 3060-149 Cantanhede - Portugal Tel: + 351 925123182 / E-mail: academia.cantanhedegym@gmail.com</p>

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.																						
MARKETING	FIG advertising and publicity norms must be respected.																						
VIDEO CONTROL SYSTEM	The exact name of the system used will be communicated later.																						
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ADDITIONAL INFORMATION	Federations which have not fulfilled their financial obligations towards the FIG and LOC (e.g. annual membership fees, insurance, missing payments in previous editions, etc.) will not be allowed to participate in the International Tournament. All participating Federations must commit themselves to respect the Statutes and all FIG rules and regulations.																						

Sincerely Yours,

Lisbon, 10/10/2023



Executive Director of the
POR affiliated NF