



12th International Open Competition

WORLD CUP

9th

20 - 24
March
2024



CANTANHEDE | PORTUGAL
Pavilhão "Os Marialvas"

WORKPLAN FIG WORLD CUP

Dear Friends,

The Gymnastics Federation of Portugal as the honour to welcome all participating Federations to the Aerobic Gymnastics FIG World Cup, Category B Event, that will be held in Cantanhede, Portugal, from 22nd to 24th of March 2024.

This work plan has been developed in accordance with the FIG Rules as valid in 2024 governing the World Cup Series, to provide all necessary information concerning the participation of the national federations, at the above-mentioned event.

1 - Participating Federations: Australia, Azerbaijan, Brazil, Chequia, Chinese Taipei, Finland, France, Germany, Hungary, Italy, Japan, Lithuania, Mexico, New Zealand, Peru, Portugal, Romania, Slovakia, Spain, Ukraine.

2 - Host Federation: Gymnastics Federation of Portugal

Contact Person: Bruna Coelho

Address: Estrada da Luz, 30A, 1600-159 Lisbon, Portugal

Tel: +315218141145 / E-mail: federacao@ginastica.org / Website: www.ginastica.org

3 - Competition Venue: Pavilhão Marialvas

Address: Rua Luís de Camões, nº19, 3060 – 183 Cantanhede, Portugal

Tel: +351231422101 / E-mail: academia.cantanhedegym@gmail.com / Website: www.cantanhedegym.com

4 - Competition Dates

Qualifications: Friday 22nd and Saturday 23rd March

Finals: Sunday 24th of March

5 - Local Organising Committee: Academia Cantanhedegym

Address: Rua da Concórdia, Lote 12, 3060 – 149 Cantanhede / Portugal

Contact Person: João Dias

Mobile: +351925123182 / E-mail: academia.cantanhedegym@gmail.com

Website: www.cantanhedegym.com

6 - Organising Committee

President	Luís Arrais
VP and Executive Director	João Dias
Local Technical Director	Bruna Coelho
Judges Liaison	Nancy Almeida
Financial Director	Agostinho Moura
Local Technical Coordinator	Vanda Dias
Volunteers	Sérgio Morais
Protocol & Social Programme	Miguel Almeida
Communication & Marketing	Márcia Sobral / Pedro Lopes
Facilities	Paulo Pessoa
Security	David Pratas
Safeguarding Officer	Maria Dias
Transports & Accommodations	António Pereira
Secretary	Daniel Santos
Scoring System	Bernardo Curras
Photography	Carlos Alberto Matos
Logistics	Ruben Pereira
Speaker	Pedro Canilhas

7 - Technical 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
 - 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
 - FIG Anti-doping Rules as it is WADA requirements
 - Accreditation Rules
 - Medical Organization of the Official FIG Competitions and Events
 - Media Rules
 - Apparatus Norms
 - Advertising and Publicity Rules
 - Regulations for Awards Ceremonies
- and subsequent decisions of the FIG Executive Committee

All participating Federations commit to respect the Statutes and all FIG Regulations, especially with regards to the license, the age and the nationality of the gymnasts, as well as the respective Regulations concerning "Insurance".

8 - FIG Official Representative

The official representative appointed by the FIG for the competition, to act as Technical Delegate and President of the Superior Jury is Mrs. Maria Eduarda Poli, Member of the FIG Aerobic Gymnastics Technical Committee.

9 - Competition jury

The number of Juries (judges' panels) will be decided by the Technical Delegate/FIG depending on the number of participating competitors and judges. 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.

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.

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.

If, on the day of the competition, there are not enough judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event.

10 – Floor supplier

Gymnova, FIG ID 158 (wood matt surface).

11 – Age Group and Categories

Age limit: Senior

Categories: IM, IW, MP, TR and GR

12 – Participation

The World Cup Competitions consist of Qualifications and Finals in all 5 categories.

Participation in the Qualifications:

- 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.

Participation in the Finals:

- The top eight scores per category from the qualifications qualify for the Finals.
- In addition, if the Organizing Member Federation has not any qualification 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.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

The participation is limited to 2 units per country in each category. Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnast’ Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration. The Organising Member Federation (OMF) may limit the participation with criteria to be defined by the OMF. Those criteria must be approved by the FIG.

13 - Detailed Schedule:

Wednesday,	20/03/2024	All day: Arrival of Delegations and accreditation at Pavilhão Marialvas
Thursday,	21/03/2024	Training sessions by schedule (during the morning)
	09.30-10:00	Orientation Meeting for all Head of Delegations and Coaches (Pavilhão Marialvas)
	10:00-12:30	Judges Instruction Meeting & Draw (Pavilhão Marialvas)
	20:30-21.30	Rehearsal of the Official Opening/Closing Ceremony (COMPULSORY FOR ALL NATIONS with maximum 10 gymnasts by nation)
Friday,	22/03/2024	Training sessions by schedule (during the morning)
	10.30-12.00	Judges Meeting & Draw
	17.15-17.30	Official Opening Ceremony
	17.30-18.10	Qualifications (MP)
Saturday,	23/03/2024	
	14.30-15.15	Judges Meeting & Draw
	15.30-19.00	Qualifications (IM - IW - TR - GR)
Sunday,	24/03/2024	
	13.00-14.00	Judges Meeting & Draw
	14.15-14.30	Opening Ceremony
	14.30-14.40	Presentation of the Finalists
	14.40-16:10	Finals (IM - IW - TR)
	16:20-16:30	Award Ceremony
	16.55-17.05	Presentation of the Finalists
	17.05-18.00	Finals (MP - GR)
	18.10-18.30	Award Ceremony
	18.30-18.55	Closing Ceremony
	20.00-23:00	Final Banquet (Hotel Quinta da Lagoa)
Monday,	25/03/2024	All day: Departure of the delegations

14 - Training and competition areas

- At the accreditation desk, all delegations will receive the final detailed training schedule.
 - General warm-up: This area can be used by each nation team for 1 hour.
 - Specific warm-up: This area will have a competition floor, with music for each routine for 2 minutes. The coaches and gymnasts should bring their own training extra flash drive.
 - Podium / Competition area: This area will be at the main competition hall with official floor at the podium / stage, using the routine music previously send by e-mail to the LOC.

- b) The Opening Ceremony rehearsal is compulsory for all nations with the presence of the Head of Delegation, Coaches, and maximum participation of 10 gymnasts by nation. The nations will present a 2 x 8 counts with music.

15 - Music procedure

To simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee wishes to reduce the variety of the various musical supports and use only the numerical support. Each music will be classified and indexed in a file on the computers of wiring for sound by respecting the flow schedule to be able to use them quickly and effectively.

All the music used must be send to LOC by the following email: aer.fig.wc.ioc.acg.musics@gmail.com, until **06th March 2024**, in WAV or MP3 format. It is also necessary to send the attached Music Release form. Each music will have to contain following information:

- The name of the competition (WC)
- The name of the nation (official abbreviation of the country)
- The last and first name of all competitor/s
- The category (IM, IW, MP, TR, GR, AD) & Country/Team # ID

Example: WC_POR_PEREIRA_Carla_IW1.wav or mp3

****Although, all teams should bring their own flash/pendrive for each routine with the identification of the Nation, Gymnasts Names, Category, Age group, music time.***

16 – Awards

The organising member federation must pay a minimum prize money per medallist as follows:

B - Tournaments: Total minimum 8'950.- (Swiss Francs - CHF):

The Prize Money, free of any deductible taxes, will be distributed in EURO¹ by the LOC, equivalent to the following:

For Tournaments Category B (in CHF):

Individual Men	Gold	500.-
Individual Women	Silver	250.-
Mixed Pairs	Bronze	100.-
Trios		
Groups	Gold	300.-
	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, World Cup points neither medal.

¹ Currency conversion according to the information from Banco de Portugal, on the day the competition starts.

17 – Accommodation

The official Hotel B&B Hotels Cantanhede is located between 5 minutes walking from the Competition Hall. The Hotel Quinta da Lagoa and Herdade Lago Real are 20 minutes from the Competition Hall (by bus, provided by the LOC).

All participating federations must pay for their accommodation and meals costs to the LOC. Entries without payment will be considered as invalid and will be refused.

18 - Meals

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 07:00 to 10:00 *
- Lunch – at ETPC – from 12:00 to 14:30 *
- Dinner – at the Hotel of Accommodation – from 19:00 to 22:00 *

* Another schedule might be arranged if the request is duly presented and justified, at least 24h before, at the Accreditation Center.

Farewell Dinner / Party - The transportation of the participants will be from / to the Hotels of accommodation. The schedule will be informed in the Orientation Meeting.

19 - Transportation

Delegations must cover by themselves the costs for their international transportation.

The LOC will arrange at a determined fee, the transfer service from the OPORTO/LISBON International airport to the accommodation place in Cantanhede and to the competition hall. Transportation from Oporto Airport to the competition venue or hotel and back is 70€ (seventy Euros). Transportation from Lisbon Airport to the competition venue or hotel and back is 95€ (ninety-five Euros).

20 - Medical services and Insurance

The Host Federation, the Local 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**.

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.

The LOC will verify the insurance declaration in English writing upon arrival of the delegation members (All delegation) (e.g. cover note or photocopy of the valid policy). These 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 EURO per person/day.

21 - Accreditation

Each delegation will be taken to the accreditation desk in the competition venue upon arrival. The accreditation procedures will run at Pavilhão Marialvas.

For the accreditation procedures, all delegation members must send to LOC by the following email: aer.fig.wc.ioc.acg.photos@gmail.com, the pictures identified, in jpeg format, until **06th March 2024**. Each photo taken in the accreditation will have an extra fee of 10 euros.

Example: WC_POR_MENDES_Luisa_SNR

The Head of Delegation has to be ready to present the following documents:

- Passports of each member of the delegation.
- Insurance declaration in English, **for all the members of their Delegation** (see nº 20)
- National Flag and Anthem.
- A flash/pendrive with all the routines music's, identified with the Category and Names of the competitor/s.
- Fill a list for the order of your competitors during the time for the trainings.

The accreditation cards will be given to the participants if all the necessary requirements are fulfilled. In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.

During the Orientation Meeting detailed and updated information will be given to all nations. If you need some more information in advance, please do not hesitate to contact us.

22 – Safeguarding Officer

From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable.

LOC Safeguarding Officer:

- Ms. Maria DIAS | +351 914 190 990 | safeguarding.acg@gmail.com

In addition, posters of the “10 Golden Rules of Gymnastics”, the FIG campaign to raise awareness about youth protection in Gymnastics, are displayed in several locations, including training and warm-up halls and public zones.

23 – Doping Control

Anti-doping control will be organized by the International Testing Agency (ITA) on behalf of the FIG and according to the WADA Code, Standards and FIG Anti-Doping Rules.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

Looking forward to welcome you all in Cantanhede!