

**DIRECTIVES**

**Event ID: 14259**

Dear UEG affiliated Member Federation,

The Gymnastics Federation of Portugal has the pleasure to invite your Federation to participate in the aforementioned official UEG International Event.

<b>DISCIPLINE</b>	Aerobic Gymnastics
<b>HOST FEDERATION</b>	Gymnastics Federation of Portugal Contact person: Paula Araújo Address: Estrada da Luz 30A, 1600-159 Lisboa, Portugal Tel. 00351 218 141 145 Fax. 00351 218 142 950 E-mail: <a href="mailto:eurobics2015@gympor.com">eurobics2015@gympor.com</a> <a href="http://www.eurobics2015.com">www.eurobics2015.com</a>
<b>LOCATION</b>	Elvas, Alentejo, Portugal
<b>DATE</b>	From 6 <sup>th</sup> to 8 <sup>th</sup> of November 2015
<b>VENUE</b>	Coliseu Comendador Rondão Almeida Avenida de Badajoz, Sítio do Morgadinho, Elvas, Portugal Tel. 00351 268 621 203 Email: <a href="mailto:coliseu@cm-elvas.pt">coliseu@cm-elvas.pt</a> <a href="http://www.cm-elvas.pt">www.cm-elvas.pt</a>
<b>APPARATUS SUPPLIER</b>	Manufacturer Supplier: Gymnova Color: wood matt surface Reference number: 6632 Cancun
<b>RULES AND REGULATIONS</b>	The event will be organized under the following UEG/FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives: <ul style="list-style-type: none"> <li>• FIG and UEG Statutes</li> <li>• FIG and UEG Technical Regulations</li> <li>• FIG Code of Points and relevant Newsletters</li> <li>• FIG General Judges' Rules</li> <li>• FIG Specific Judges' Rules</li> <li>• Doping Control Rules</li> <li>• UEG Medical Guidelines</li> <li>• FIG License Rules</li> <li>• UEG Media Rules</li> <li>• FIG Apparatus Norms</li> <li>• UEG Advertising and Publicity Rules</li> <li>• FIG Rules for Sanctioning (approval) of International Events</li> <li>• <i>and subsequent decisions of the UEG Executive Committee</i></li> </ul>
<b>FEDERATIONS INVITED</b>	The Organizing Member Federation / LOC will invite all UEG Member Federations, provided that their financial obligations to the UEG and the FIG are fulfilled. The competition registrations have to be made by the national federations.
<b>AGE LIMITS</b>	Junior: 15-17 and Senior: 18 years old or older - With valid FIG licence
<b>JUDGES AND JURIES</b>	A Federation participating with an insufficient number of judges or without judge will have to pay a fine to the UEG.

	All judges must have a current valid FIG brevet at the time of the event.	
<b>REGISTRATION DEADLINES</b>	Definitive registration:	6 <sup>th</sup> of August 2015
	Nominative registration	9 <sup>th</sup> of October 2015
<b>ENTRY FEES</b>	Euro 100,00 per gymnast (IW-IM-MP-TR-GR 5 gymnasts) Euro 600,00 per GR Dance / GR Step Senior (8 gymnasts)	
<b>ACCREDITATION</b>	The accreditation will take place at the "Coliseu Comendador Rondão Almeida" upon arrival to Elvas. The accreditations will only be handed out to the Head of Delegation. All delegations must deliver 2 music CD's for each routine, 2 difficulty elements list for each routine, national anthem and flag, insurance declaration in English writing (except for Judges and gymnasts), passports copy document of all members and FIG Licenses.	
<b>EVENT FORMAT</b>	<p>Each competitor can participate in all categories. Qualifications and finals will be carried out in each category and age group. The 8 best per category (max. 1 per federation for Groups, resp. 2 for Individual Men, 2 Individual Women, 2 Mixed Pairs and 2 Trios) may participate in the finals. The winners of the finals in each category are declared European Champions.</p> <p>In order to participate in the team competition, a federation must participate with at least one athlete in the qualifications in the following categories: Individual Men and/or Individual Women, Mixed Pair, Trio and Group. The team ranking list will be established by adding the 4 best rankings obtained during the qualifications in the following categories: Individual Men or Individual Women, Mixed Pair, Trio and Group. The Federation with the lowest total of ranking places will be declared European Team Champion. The FIG tie breaking rules in force are to be applied.</p>	
<b>PROVISIONAL SCHEDULE</b>	<p><b>Monday, 2<sup>nd</sup> of November</b> All day Official arrival day delegations accreditation, transfers to hotels</p> <p><b>Tuesday, 3<sup>rd</sup> of November</b> All day Training by nations as schedule 11h00-12h00 Orientation meeting (maximum 4 persons per federation)</p> <p><b>Wednesday, 4<sup>th</sup> of November</b> 08h30-20h30 Training by nations as schedule 12h00-13h00 Judges scoring system instruction 16h00-18h00 Judges briefing and instruction</p> <p><b>Thursday, 5<sup>th</sup> of November</b> 08h30-20h30 Training by nations as schedule 10h30-12h30 Judges briefing and instruction 14h30-16h30 Judges briefing and instruction</p> <p><b>Friday, 6<sup>th</sup> of November</b> 09h00-15h00 Senior Teams Training as schedule 08h00-09h00 Judges briefing, juniors draw for ECH Qualification 09h45-13h30 Junior ECH Qualification (IW/TR) 13h30-14h30 Break 14h30-17h30 Junior ECH Qualification (IM/MP/GR)</p> <p><b>Saturday 7<sup>th</sup> of November</b> 10h30-12h00 Judges briefing, Draw Seniors ECH Qualification 14h30-14h45 Official Opening Ceremony (compulsory) 14h45-17h00 Senior ECH Qualification (IW/TR) 17h00-17h15 Break 17h15-19h30 Senior ECH Qualification (IM/MP/GR &amp; AD/AS)</p> <p><b>Sunday, 8<sup>th</sup> of November</b> 08h00-08h25 Meeting UEG/AER TC 08h00-10h00 Training as per schedule 08h30-09h40 Judges briefing, Draw Junior ECH Final 09h45-09h55 European Championship Junior Finals 10h00-10h45 European Championship Junior Finals IW and IM 10h50-11h05 Medal Award Ceremony Junior Finals IW and IM 11h15-12h30 European Championship Junior Finals MP, TR and GR 12h35-13h00 Medal Award Ceremony Junior Finals MP, TR and GR</p>	

	<p>14h00-15h00 Judges briefing, Draw Senior ECH Final Judges room  15h15-15h29 European Championship Opening  15h30-16h15 European Championship Senior Finals IW and IM  16h15-16h30 Medal Award Ceremony Senior Finals IW and IM  16h35-17h55 European Championship Senior Finals MP, TR and GR &amp; AD/AS  18h00-18h30 Medal Award Ceremony Senior Finals MP, TR and GR &amp; AD/AS  20h00 Farewell Party  <b>Monday, 9<sup>th</sup> of November</b>  All day Departure of participants and the UEG/AER TC</p>
<b>EVENT MANAGER</b>	<p>João Paulo Rocha  Gymnastics Federation of Portugal  Adress: Estrada da Luz, n.º 30-A, 1600-159 Lisboa / Portugal  Tel.: 00351 21 814 11 45  Fax: 00351 21 814 29 50  E-mail: <a href="mailto:gympor@gympor.com">gympor@gympor.com</a></p>
<b>MEDICAL SERVICES</b>	<p>The Organizing Committee will provide first aid medical services. A physiotherapists and medical team will be present during the competitions and training. Medical support is also available at the city Hospital.</p>
<b>VISA</b>	<p>Please verify immediately with your travel agent or the Portugal Embassy or Consulate in your country if a visa is required for your travelling to Portugal. The LOC will be happy to assist each Delegation with an official invitation letter, provided that the request form is made before 9<sup>th</sup> October 2015 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 members as well as the city the visa application support letter must be sent to.</p>
<b>INSURANCE</b>	<p>The Host Federation, the LOC, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>The UEG and FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy in English writing). 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: 35,00 € per person/day.</p>
<b>INTERNATIONAL TRANSPORTATION</b>	<p>The invited participating federations must pay for the travel costs of their delegation members. The travel schedule form must be returned to the LOC until 9<sup>th</sup> October 2015.</p>
<b>LOCAL TRANSPORTATION</b>	<p>The LOC will organize free of charge, transports from BADAJOZ International airport to to Elvas accommodation official hotels and to the competition hall. There will be also LOC transport service from the LISBON International airport to the Elvas city accommodation official hotels and to the competition hall, with the cost of 60,00€ by person (Lisbon – Elvas – Lisbon). This transfer costs must be pay to the LOC until 9<sup>th</sup> October 2015.</p>
<b>ACCOMMODATION MEALS AND FINAL BANQUET</b>	<p><b>CATEGORY A **** (Full board)</b>  Single 153,00€ / Person / Night  Double 111,00€ / Person / Night  Triple 83,00€ / Person / Night</p> <p><b>CATEGORY B *** (Full board)</b>  Single 113,00€ / Person / Night  Double 88,00€ / Person / Night  Triple 74,00€ / Person / Night</p>

	<p><b>CATEGORY C *** (Full board)</b>  Single 103,00€ / Person / Night  Double 78,00€ / Person / Night  Triple 69,00€ / Person / Night</p> <p>The invited participating federations must pay for the accommodation expenses of their delegation members.  The prices charged for the hotel rooms will not exceed the usual hotel rates.  The Accommodation Form must be returned to the LOC by 6<sup>th</sup> August 2015 at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis. The costs for the accommodations must be 50% paid to the LOC until 6<sup>th</sup> August 2015 and the second 50% costs must be paid to the LOC until 9<sup>th</sup> of October 2015. There will be full reimbursement in case of cancellation, until 27<sup>th</sup> of August 2015. No reimbursement shall be made after this date.</p>																												
<b>EXTRA MEALS</b>	<p>The invited participating federations may have extra meals (<b>Lunch / Dinner</b>) at the Sports hall with the price: 17,50 € each meal.  The extra meals reserve form must be returned to the LOC until 9<sup>th</sup> October 2015, at the very latest, with 100% payment. No reimbursement shall be made after this date.</p>																												
<b>CANCELCATION POLICY</b>	<p>The accommodations, meals and transfer costs will have full reimbursement by cancellation until 27<sup>th</sup> of August 2015. No reimbursement shall be made after this date.</p>																												
<b>FINAL BANQUET EXTRA TICKETS</b>	<p>There will be extra tickets for the Final Banquet available at the entry cost of 25,00€/person. The tickets for the Final Banquet must be reserved and 100% paid to the LOC until 9<sup>th</sup> October 2015. No reimbursement shall be made after this date.</p>																												
<b>BANK ACCOUNT INFORMATION</b>	<p>All payments must be made by bank transfer:  The participating federation are responsible for covering all bank fees in connection with the bank transfers.  Bank: Montepio Geral  Address: Rua Áurea, nº 219 a 241 – Lisboa - Portugal  IBAN: PT50 0036 0052 99100294272 06  Swift Code: MPIOPTPL</p>																												
<b>MARKETING</b>	<p>UEG advertising and publicity norms must be respected.</p>																												
<b>MEDIA</b>	<p>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 LOC Media Office as soon as possible to have access to the media centre on the competition venue.  E-mail: <a href="mailto:comunicacao@gympor.com">comunicacao@gympor.com</a></p>																												
<b>SOCIAL MEDIA</b>	<p><a href="https://www.facebook.com/ginasticaportugal">https://www.facebook.com/ginasticaportugal</a>  <a href="http://www.gympor.com">www.gympor.com</a></p>																												
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Sincerely Yours,

Lisbon, 23<sup>rd</sup> April 2015



(President of the POR Federation)