

DIRECTIVES

Event ID: 12671

Dear FIG affiliated Member Federation,

The Gymnastics Federation of Portugal and the Academia CantanhedeGym, have the pleasure to invite your Federation to participate in the 5th Aerobic Gymnastics International Open Competition, to be held in Cantanhede, Portugal.

DISCIPLINE	Aerobic
HOST FEDERATION	<p>Gymnastics Federation of Portugal Contact Person: Paula Araújo Adress: 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: gypmor@gypmor.com / Website: http://www.fgp-ginastica.pt</p>
LOCAL ORGANIZING COMMITTEE	<p>Academia Cantanhedegym Contact Persons: João Dias or Vanda Dias Adress: Rua da Concórdia, Lote 12, 3060 – 149 Cantanhede / Portugal Mobile: +351 925123182 / +351 962366569 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com</p>
LOCATION	City of Cantanhede – Coimbra – Portugal
DATE	From February 27th – March 01st 2015
VENUE	<p>Pavilhão Marialvas Rua Luís de Camões, Nº 19, 3060 – 183 Cantanhede Portugal Tel: +351 231 422 101</p>
APPARATUS SUPPLIED	<p>Competition Hall: GYMNOVA - Aero Floor One, Ref. 6630 Training Hall: GYMNOVA - Aero Floor One, Ref. 6630</p>
RULES AND REGULATIONS	<p>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:</p> <ul style="list-style-type: none"> • Statutes • Technical Regulations • Code of Points and relevant Newsletters • Licenses Rules • General Judges Rules • Specific Judges' Rules for Aerobic Gymnastics • Medical Organization of the Official FIG Competitions • Doping Control Rules • Media Rules

	<ul style="list-style-type: none"> • Apparatus Norms • Advertising and Publicity Rules • Regulations for Awards Ceremonies <p>and subsequent decisions of the FIG Executive Committee</p>
PROVISIONAL SCHEDULE	<p>Day 1, February 25th Arrival of Delegations (All day)</p> <p>Day 2, February 26th Training (All day) Orientation meeting, judges meeting</p> <p>Day 3, February 27th Qualifications</p> <p>Day 4, February 28th Qualifications</p> <p>Day 5, March 01st Finals</p> <p>Day 6, March 02nd Departure of Delegations (All day)</p>
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.</p> <p>Participation in the finals: The top eight gymnasts per category and age group, will qualify for the Finals. In case of a tie in any place, the tie-breaking rules as set by FIG for the World Championships apply.</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 AG1 (12-14 Years), Juniors / AG2 (15-17 years) and Seniors gymnasts in good standing with the correct age and holding a valid FIG license 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>
AGE LIMITS	AG1: 12-14 Years / AG2-Juniors 15-17 years / Seniors 18 + years
CATEGORIES	IW / IM / Mix Pair / Trio / Group / Aerodance / Aerostep (all age limits)
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>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 Swiss Francs 2'000.- to be paid to the LOC until the Definitive Registration date (22-12-2014).</p> <p>All judges must have a current valid FIG brevet.</p>
REGISTRATION	Provisional, Definitive and Nominative Registrations must be completed by

DEADLINES	<p>sending the composition of the delegation to the LOC. Late entries will be considered as invalid and will be refused.</p> <table border="1" data-bbox="427 174 1471 315"> <tr> <td>Provisional registration</td> <td>October 29th 2014</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration</td> <td>December 22nd 2014</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>January 28th 2015</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	October 29 th 2014	(4 months prior to the event)	Definitive registration	December 22 nd 2014	(2 months prior to the event)	Nominative registration	January 28 th 2015	(4 weeks prior to the event)
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DRAWING OF LOTS	<p>The drawing of lots will take place at the Gymnastics Federation of Portugal Federation 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>									
ENTRY FEES	<p>The costs for the entry fees are: IW/IM: 20,00€ - MP: 30,00€ - TRIO:40,00€ - GROUP: 50,00€ - Aerostep / Aerodance Group: 50,00€</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>									
ACCOMMODATION	<p>The Organisers will arrange at a determined fee, accommodation and meals from the February 25th to March 2nd, see Entry Forms (see attached).</p> <p>- Marialva Park Hotel Address: Quinta de São Mateus - Lote 1 * 3060-209 Cantanhede - Portugal Website: www.marialvaparkhotel.pt The costs per person/night in this first Hotel are as follows:</p> <ul style="list-style-type: none"> • 70,00€ (single room, including breakfast) • 55,00€ (double room, including breakfast) • 45,00€ (triple room, including breakfast) <p>- Arcada Hotel Address: Av. D. João Garcia, Bacelar * 3064-908 Tocha – Portugal Website: www.a-arcada.com The costs per person/night in this second Hotel are as follows:</p> <ul style="list-style-type: none"> • 70,00€ (single room, including breakfast) • 55,00€ (double room, including breakfast) • 45,00€ (triple room, including breakfast) <p>All accommodation is subject to availability at the time of reservation. Reservations will be made on a first come first served basis. The costs for the accommodations must be paid to the LOC by 22, December, 2014.</p>									
MEALS	<p>The invited participating federations must pay for the meals expenses of their delegation members.</p> <ul style="list-style-type: none"> • Breakfast – at Hotel – free • Lunch – at Hotel or Hall (optional) – 18,00 Euros • Dinner – at Hotel – 18,00 Euros <p>The invited participating federations must pay for the meals expenses of their delegation members to LOC until 22nd of December of 2014.</p>									
FINAL BANQUET	<p>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 27/02/2015 (12h00). Tickets for the Final Banquet are not refundable.</p>									

INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the International travel costs of their delegation members.</p> <p>The Travel Schedule Form must be returned to the LOC by 22, December, 2014.</p>
LOCAL TRANSPORTATION	<p>The Organisers 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 per person are:</p> <ul style="list-style-type: none"> • Transportation from Oporto Airport to the competition venue or hotel and back – 50,00€ (fifty Euros). • Transportation from Lisbon Airport to the competition venue or hotel and back – 75,00€ (seventy five Euros). <p>The invited participating federations must pay for the transportation expenses of their delegation members until 22, December, 2014.</p>
VISA	<p>Please verify immediately with your travel agent or the Portuguese 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 December 22nd 2014 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 Local 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>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: 35,00 EUR per person/day.</p>
ACCREDITATION	<p>The accreditation will take place at the Pavilhão do Marialvas upon arrival to Cantanhede city. The accreditations will only be handed out to the Head of Delegation. All delegations must deliver 2 music CD's for each routine, difficulty elements list for each routine, national anthem and flag, insurance declaration, passports of all members and FIG License Card Check.</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>
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, Aerodance & Aerostep GR. Qualifications: Participation is not limited by nation / category / age group.</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</p> <p><u>Bank:</u> Crédito Agrícola</p>

	<p><u>Agency:</u> Cantanhede</p> <p><u>IBAN:</u> PT50004530204023223856527</p> <p><u>Swift code:</u> CCCMPTPL</p> <p><u>Reference:</u> CANTANHEDE AER International Open Competition 2015_(Country)</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																				
CANCELLATION POLICY	Full reimbursement until 27th December 2014 . No reimbursement shall be made after this date.																				
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.																				
EVENT MANAGER	<p>LOC: João Dias</p> <p>Rua da Concórdia, Lote 12, 3060-149 Cantanhede - Portugal</p> <p>Tel: + 351 925123182 / E-mail: academia.cantanhedegym@gmail.com</p>																				
MEDIA	<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.</p> <p>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.</p>																				
MEDICAL SERVICES	The LOC 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.																				
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	<p>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.</p>																				

Sincerely Yours,

Place and date

Lisbon, 18th of September 2014



FIGP

Signature of the Secretary General

Paula Araújo

(Paula Araújo)