

RHYTHMIC GYMNASTICS



LISBON INTERNATIONAL TOURNAMENT



WORKPLAN

March 16th to 20th - 2016

Lisboa - Portugal





1. ADMINISTRATION

1.1. FOREWORD

The present Work Plan has been developed in accordance with the following FIG rules and regulations:

- Statutes 2015
- Technical Regulations 2016
- International Events Rules
- RG General and Specific Judges Rules
- Apparatus Norms
- Rules for Advertising
- Accreditation Rules 2015 - update July 2015
- Medical Organization of the FIG Competitions
- Anti-Doping Rules
- Media Rules
- RG Code of Points (2015)
- 11th Bullet: RG Code of Points (2015) and relevant Help Desk
- Licenses Rules
- Medal Ceremony Rules

And subsequent FIG decisions.

All participating Federations commit to respect the Statutes and all FIG Regulations, especially with regards to the license, the age and nationality of the gymnasts, as well as the respective regulations concerning “Insurance” (FIG Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG and the Local Organizing Committee will not be allowed to participate in those Lisbon RG Competitions 2016.

1.2. ORGANIZING COMMITTEE

PORTUGUESE GYMNASTICS FEDERATION

Contact Person	Mrs. ARAÚJO, Paula (General Secretary)
Address	Estrada da Luz, nº 30 – A 1600-159 Lisboa, Portugal
Tel.	+351 218 141 145
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E.mail	gympor@gympor.com
Website	www.fgp-ginastica.pt



LOC OFFICIALS

President	Mr. ROCHA, João Paulo
Executive Director	Mrs. LOUREIRO, Teresa
Local Technical Director	Mrs. SANCHES, Andreia
Secretariat Management	Mrs. SOUSA, Susana
Head of Personnel for Equipment	Mr. SANTOS, João
Head of Scoring Office	Ms. CHAMBEL, Isabel ; Mr. PEDRO, Alexandre
Responsible for Juries Matters	Mrs. CARDOSO, Ana
Medical Services Doping Control Manager	Mrs. PALMEIRA, Maria João
Official Doctor	Mr. CAMACHO, Tiago
MKT and PRESS Coordinator	Ms. ROSCA, Elena
Hotels and Meals Coordinator	Mrs. CRUZ, Josefina
Transportation Coordinator	Mr. OLIVEIRA, Carlos
Ceremonies and “Gala” Coordinator	Mr. Costa, Sofia
Protocol and Awards Program Manager	Mrs. LOUREIRO, Teresa
Volunteers Manager	Mrs. JORGE, Patrícia
Designer	Mr. CANILHAS, Paulo
Co-Organization	Lisbon City Hall
Support	Associação de Ginástica de Lisboa Escola Secundária D. Dinis
Hospital	Hospital da CUF Descobertas

1.3.FIG – INTERNACIONAL GYMNASTICS FEDERATION

FIG COORDINATOR

Contact	Mrs. MARTINET, Sylvie
Address	Avenue de la Gare 12 – Case Postale 630 CH – 1001 Lausanne
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Website	www.fig-gymnastics.com

2. COMPETITIONS

2.1. PROGRAM

14.03 (Monday)	During all the day		IT Delegations Arrival
15.03 (Tuesday)	19:30 - 20:00	30'	IT - Orientation Meeting (at Competition Hall)
16.03 (Wednesday)	09:00 - 09:45	45'	Judges Meeting
	10:00 - 11:15	75'	IT SEN- Gr. A: <i>Hoop; Ball</i>
	11:30 - 12:45	75'	IT SEN- Gr. B: <i>Hoop; Ball</i>
	14:30 - 15:15	45'	Judges Meeting
	15:30 - 17:00	90'	IT JUN - Gr. A: <i>Rope; Hoop</i>
	17:15 - 18:45	90'	IT JUN - Gr. B: <i>Rope; Hoop</i>
17.03 (Thursday)	09:00 - 09:45	45'	Judges Meeting
	10:00 - 11:15	75'	IT SEN- Gr. B: <i>Clubs; Ribbon</i>
	11:30 - 12:45	75'	IT SEN- Gr. A: <i>Clubs; Ribbon</i>
	12:45	15'	IT SEN - Awards Ceremonie
18.03 (Friday)	09:00 - 09:45	45'	Judges Meeting
	10:00 - 11:30	90'	IT JUN - Gr. B: <i>Ball; Clubs</i>
	11:45 - 13:15	90'	IT JUN - Gr. A: <i>Ball; Clubs</i>
	13:15	15'	IT JUN - Awards Ceremony
19.03 (Saturday)	19:00 - 19:45	45'	Opening Ceremony
	13:00 - 13:45	45'	Judges Meeting
	14:00 - 15:30	90'	IT SEN- Finals - <i>Hoop; Ball; Clubs; Ribbon</i>
20.03 (Sunday)	15:30	15'	IT SEN - Awards Ceremony
	10:15 - 11:00	45'	Judges Meeting
	11:15 - 12:45	90'	IT JUN- Finals - <i>Rope; Hoop; Ball; Clubs</i>
	12:45	15'	IT JUN - Awards Ceremony
	19:00 - 19:45	45'	"Gala" and Closing Ceremony
	21:00 - 00:00	3h	Dinner and Farewell Party

2.2. VENUE and TRAINING HALL

- **Competition and Official Training Hall**

Pavilhão do Complexo Desportivo Municipal do Casal Vistoso

Rua João da Silva

1900-271 Lisboa

<http://www.cm-lisboa.pt/equipamentos/equipamento/info/pavilhao-desportivo-do-complexo-desportivo-municipal-casal-vistoso>

- **Non Oficial Training Hall - School**

Pavilhão da Escola Secundária D. Dinis

Rua Manuel Teixeira Gomes

1950 Lisboa

<http://aeddinislisboa.wix.com/aeddinis#!d-dinis/c1gu1>



2.3 TRAINING FORMAT

Training Facilities

According with the FIG Technical Regulations:

- Minimum of 2 hours per day for federations participating in a single competition;
- Minimum of 3 hours per day for federations participating in two competitions.

Official Training Schedules

The training will start on the 15th March for all competitors, according to the flight time arrivals (ETA). Delegations must respect the designated training times and the allocated training carpets. Access to the competition hall and to the training locations will be given only to the members of the delegation wearing their accreditation card and only during their respective training times.

The training schedules will be given to the Delegations at arrival or accreditation.

2.4. CEREMONIES

- **Opening Ceremony**

The opening ceremony will take place on the 18th of March at 19h00 in the Competition Hall. Each Delegation must present to the parade 1 gymnast (minimum) or 2 (maximum).

- **Awards Ceremonies**

All awards ceremonies will take place immediately after the end of each competition. On the podium, awards will only be presented to the medal winners:

17th March	12h45	Seniors AA	Senior Gymnasts ranked 1 st to 3 rd
18th March	13h15	Juniors - Teams	Junior Teams ranked 1st to 3rd
19th March	15h30	Seniors Apparatus Finals	Senior Gymnasts ranked 1 st to 3 rd in each apparatus
20th March	12h45	Juniors Apparatus Finals	Junior Gymnasts ranked 1st to 3rd in each apparatus

- **GALA – Closing Ceremony**

The Gala will take place in the Competition Hall after the last medal award ceremony on the 20th of March, from 19h00 to 19h45.

Any gymnast that is interested is allowed to participate at the “Gala”. This is a free participation.



The ones that are interested in the “Gala” performance must fulfil the respective form, and wait for the LOC confirmation of participation, because of the schedule for presentations. The registration form for Gala Presentation must be handed to the LOC, by the Head of Delegation, during the Orientation Meeting. The presentation will be confirmed on the 20th of March at the LOC office.

2.5. ORIENTATION MEETING

The Orientation Meeting for the Heads of Delegation will take place on the 15th of March by 19h30 at the Competition Hall – Judges Room.

This is where the LOC will give practical information on the running of the competitions.

This is the last moment for the Heads of Delegations to hand to the LOC:

- The “Gala” registration form
- The music’s forms.

2.6. OTHER INFORMATIONS

- Competition results/scores will be informed at each Hotel help desk. A full results book will be given to all delegations, at the 20th of March, after the competitions - Dinner and Farewell Party;
- After each competition the results will be posted on different places of the Competition Hall. We will not provide copy of the results after competition to delegations.
- Mail boxes: each delegation has a mail box at the entrance of the LOC/Accreditation Office, at the Competition Hall;
- Reserved seating: for Heads of Delegations; Judges and participants (gymnasts, coaches and other members);
- Bottles of water are at gymnasts disposal, but in Lisbon we can drink piped water.

3. OPERATIONAL AREAS

3.1. ACCREDITATION

The accreditation will take place upon arrival of the delegations, **by schedule**, in “Complexo Desportivo Municipal do Casal Vistoso” – Sports Hall.

Passports and FIG Licences will be checked during accreditation.

Music CD’s (2 per gymnast/routine) and the music form, national flags and national anthems (1 CD) have to be handed out at the Accreditation Office.

Heads of Delegations have to present valid medical and accident insurance policies written in English language for all members of the delegation. Any outstanding payments have to be made by the head of delegation.



At the Accreditation Office, Heads of Delegations have to present the forms with the “D values” of the gymnasts (2 copies), and as well fill the Music forms (if not sent in advance).

Any missing photo will be taken upon arrival and the Delegation will be charged extra in 10€ for each photo – the accreditation card will only be available 24hrs later – being provided a temporary access pass.

If any of these steps is not dully fulfilled participation in the RG Lisbon 2016 events will not be possible!

Accreditation card must always be visible in the venue. In case of losing the accreditation card, a new one will be issued for a cost of 100€.

3.2. TRANSPORTATION

For all Delegations, a transfer service will be organised, from the Lisbon International Airport to the Hotels and back.

For Competition and trainings, there will be dedicated transportation for Delegations members, at the respective Hotels and Competition or training places.

3.3. MEALS

A catering service for lunch and dinner will be organised for participants at the Competition Hall. A “meals card” must be showed to the access control.

Those “meals card” will be provided at the LOC/Accreditation Office, during accreditation procedures.

Timetable:

Lunch – from 12h00 to 15h00.

Dinner – from 18h00 to 21h00.

3.4. DINNER AND FAREWELL PARTY

On the 20th of March, at the Official Hotel, free for all the participants that have paid the inscription fee. The other members must pay for this dinner according to the Directives (<http://www.fig-gymnastics.com/site/competition/view?id=14431>).