FEDERATION INTERNATIONALE DE GYMNASTIQUE

AEROBIC GYMNASTICS FIG WORLD CUP
CANTANHEDE – PORTUGAL 2015
FEBRUARY 27TH TO MARCH 1ST
B CATEGORY

DIRECTIVES

Event ID: 12085

Dear affiliated Member Federation,

Following the decision of the FIG Presidential Commission, the Gymnastics Federation of Portugal has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person : Alexandre Cola 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 18 Fax: +41 (0) 21 321 55 19 / Sport department +41 (0) 21 321 55 29 e-mail : acola@fig-gymnastics.org website: http://www.fig-gymnastics.com
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Paula Araújo 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:gympor@gympor.com web site: http://www.fgp-ginastica.pt
LOCAL ORGANIZING COMMITTEE	Academia Cantanhedegym Rua da Concórdia, Lote 12 3060 – 149 Cantanhede / Portugal Contact Person: João Dias or Vanda Dias Mobile: +351 925123182 / +351 962366569 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
LOCATION	City of **Cantanhede** – Coimbra – Portugal
DATE	From February 26th to March 1st 2015
VENUE	**Sports Hall "Os Marialvas"** Rua Luís de Camões, nº19 3060 – 183 Cantanhede Portugal Tel: +351 231 422 101 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
APPARATUS SUPPLIED	Competition Hall: GYMNOVA - Aero Floor One, Ref. 6630 Training Hall: GYMNOVA - Aero Floor One, Ref. 6630
PROVISIONAL SCHEDULE	- Day 1, 25th February, : Arrival of Delegations (All day) - Day 2, 26th February: Training (All day) Orientation meeting, judges meeting

	- Day 3, 27th February: Qualifications - Day 4, 28th February: Qualifications - Day 5, 1st March: Finals - Day 6, 2nd March: Departure of Delegations (All day)
PARTICIPATION	The World Cup Competitions consist of Qualifications and Finals in all 5 categories. **<u>Participation in the Qualifications</u>:** • 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. **<u>Participation in the Finals</u>:** • The top eight gymnasts per category from the qualifications qualify for the Finals. • In addition, if the Organizing Member Federation has not qualified 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 Organizing Member Federation may cancel the competition in the respective category if at the time of the definitive entry, there are less than 4 countries registered in a category. In case of such a cancelation, the Organizing Member Federation must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations. **<u>World Cup Competitions may exceptionally be combined with other Competition provided those are clearly separated in the competition schedule.</u>**
"HORS CONCOURS" GYMNASTS	The Organizing Member Federation is allowed to add only for the qualifications "hors concours" competitors. These competitors are in addition to the official participants of the Organizing Member Federation's competitors, they must be named at the time of the closing of the nominative registration and **cannot qualify for the final.** They will have to start first. The Organizing Member Federation is allowed to name 1 Individual Men, 1 Individual Woman, 1 Mixed pair, 1 Trio and 1 Group as "hors concours" competitors.
FEDERATIONS INVITED	The Organizing Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Aerobic Gymnastics. The top 8 ranked Federations per category in the qualifications at the previous World Championships must always be given the right to participate.
SIZE OF DELEGATION AND FIG LICENSE	The participation is limited to 2 units per NF 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 Organizing Member Federation may limit the participation with criterias to be defined by the Organizing Member Federation. Those criteria must be approved by the FIG.

	The maximum size of the invited delegation is as follows: Head of delegation — 1 Team Manager (if 4 and more units) — 1 (if 8 and more units) — 2 Coaches (if 1 units) — 1 (if 2 to 7 units) — 2 (if 8 and more units) — 3 Gymnasts (2 per category) — 26 Medical Doctor — 1 Paramedical staff (if 1 to 3 units) — 1 (if 4 and more units) — 2 Judges — 2 A unit being an individual gymnast, a pair, a trio or a group.
AGE LIMITS	Age limit: 18 years (born in 1997 or before)
JUDGES AND JURIES	The number of Juries (judges' panels) may be decided by the Organizing Member Federation 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 jury must consist of one Chair of Judges' Panel, 4 Artistic, 4 Execution and 2 Difficulty judges. 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 no sufficient number 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 or 3*. Failure to do so, or if a participating Federation sends a judge with a Cat. 4 (instead of Cat. 1, 2 or 3) will result in a fine of Swiss Francs 2'000.- to be paid to the Organizing Member Federation. *Member Federations who have only Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge only. The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.
FIG TECHNICAL DELEGATE AND EC MEMBER	The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG. The FIG Technical Delegate will serve as President of the Superior Jury.
REGISTRATION DEADLINES	Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the FIG website (http://www.fig-gymnastics.com) or accordingly. These registrations will only be accepted from FIG Gymnastics Member Federations. Provisional registration — 29, October, 2014 — (4 months prior to the event)

	Definitive registration:	22, December, 2014	(2 months prior to the event)
	Nominative registration	28, January, 2015	(4 weeks prior to the event)

Last registrations are subject to fines as follows:

Fine for missing or late Provisional registration (if any)	CHF 500.-
Fine for missing or late Definitive registration	CHF 750.-
Fine for missing or late Nominative registration	CHF 500.-

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.

DRAWING OF LOTS

The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.
After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website

ENTRY FEES

The entry fees, if any, have to be approved by FIG.

The non-reimbursable cost for the Entry Fee is:
IW/IM: 20,00€ - **MP**: 30,00€ - **TRIO**:40,00€ - **GROUP:** 50,00€

ACCOMMODATION

Marialva Park Hotel:
- Quinta de São Mateus - Lote 1 * 3060-209 Cantanhede
- (+315) 231410220
- (+315) 231410220
- e-mail: info@marialvaparkhotel.pt
- web site: www.marialvaparkhotel.pt

The costs per person/night in this first Hotel are as follows:
70,00€ (single room, including breakfast)
55,00€ (double room, including breakfast)
45,00€ (triple room, including breakfast)

Arcada Hotel:
- Av. D. João Garcia, Bacelar * 3064-908 Tocha
- (+351) 231440700
- (+351) 231440700
- e-mail: arcada@a-arcada.com
- web site: www.a-arcada.com

The costs per person/night in this low cost Hotel are as follows:
70,00€ (single room, including breakfast)
55,00€ (double room, including breakfast)
45,00€ (triple room, including breakfast)

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 22, December, 2014 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis.

The invited participating federations must pay for the accommodation expenses of their delegation members.
The costs for the accommodations must be paid to the LOC by 22, December, 2014.

MEALS

The invited participating federations must pay for the meals expenses of their delegation members.

Lunch – at Hotel – 18,00€

Dinner – at Hotel – 18,00€

	While the Meals Form must be returned to the LOC by 22, December, 2014 at the very latest. The costs for the meals must be paid to the LOC by 22, December, 2014.
FINAL BANQUET	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 22, December, 2014. Tickets for the Final Banquet are not refundable.
INTERNATIONAL TRANSPORTATION	The invited participating federations must pay for the travel costs of their delegation members. The Travel Schedule Form must be returned to the LOC by 22, December, 2014
LOCAL TRANSPORTATION	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 **The costs are per person.** Transportation from Oporto Airport to the competition venue or hotel and back – 50€ (fifty Euros). Transportation from Lisbon Airport to the competition venue or hotel and back – 75€ (seventy five Euros). The invited participating federations must pay for the transportation expenses of their delegation members until 22, December, 2014.
VISA	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 **22, December, 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.
INSURANCE	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. 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. 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€** per person/day**.**
ACCREDITATION	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. 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 Licenses.
FINANCIAL OBLIGATIONS	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 World Cups. Federations which have not fulfilled their financial obligations towards the LOC 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.
BANK ACCOUNT INFORMATION	Each participating member Federation is kindly requested to integrate the payment's purpose as follows: Account Name: ACADEMIA CANTANHEDEGYM Bank: Crédito Agrícola Agency: Cantanhede IBAN: PT50004530204023223856527

	Swift code: CCCMPTPL Reference: CANTANHEDE AER International Open Competition 2015_(Country) The participating federation is responsible for covering all bank fees in connection with the bank transfers.
CANCELLATION POLICY	The Organizing Committee may fix the deadline for non-reimbursement payments. In this case the deadline for non-reimbursement accommodation, meals and banquet, must be 3 (three) days after the deadline for Definitive Registrations, at the very earliest. 50% of Accommodation cost shall be reimbursed if the cancelation occurs up to 1 month prior to the event. After, no reimbursement will be made. 50% of meals cost shall be reimbursed if the cancellation occurs up to 1 month prior to the event. After no reimbursement will be made. For cancellations due to less than 4 countries registered in a category at the time of the Definitive entry, please refer to the World Cup Rules 2015.
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. The gymnasts with same final score will receive the same World Cup points. If there is still a tie, the points of the respective ranking are added and divided by the number of tied gymnasts / groups. Example: 1, 1, 3 (points for rank 1 and 2 is added and divided by 2) 1, 2, 2, (points for rank 2 and 3 is added and divided by 2) The same principle applies to the prize money.
PRIZE MONEY	The Organizing Member Federation must pay a minimum prize money per medallist as follows: B- Tournaments : Total minimum 8'950.- (Swiss Francs): The Prize Money, free of any deductible taxes, will be distributed in Euros as follows: For Tournaments Category B: Total CHF 8'950.- Individual Men / Individual Women / Mixed Pairs / Trios — Gold 500.- / Silver 250.- / Bronze 100.- — 7 x 850.- — 5'950.-- Groups — Gold 300.- / Silver 200.- / Bronze 100.- — 5 x 600.- — 3'000.- 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.
ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST	In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation "Hors concours competitors" must not appear on the official results lists.

	Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows: • Men Individual • Women Individual • Mixed Pairs • Trio • Groups For Individual competitors, World Cup Points are assigned to the competitor **by name.** Mixed Pairs are listed **by name**, but considered **as an entity**. In case of change of partner, the Mixed Pair is considered as a new Pair. Trios are listed **by name**, but considered **as an entity**. One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio. Groups are listed **by Federation**. The World Cup Points are assigned to the Federation. If more than one Group per Federation starts at an event, only the better result will be considered. The World Cup Points are assigned to the competitors as follows: **Finals:** ranking from 1st to 8th place **Qualifications:** ranking from 9th to 16th place

Ranking	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12
8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied (see 2014 FIG Technical Regulations Section 6, Art 3.3).

If there are less than four (4) countries participating in a category no World Cup Points will be awarded.

“Wild Card Participants” will not receive any World Cup Points.
“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE	The winner of the annual World Cup per category is the individual gymnast / pair / trio /

ANNUAL WORLD CUP	group with the highest number of points of the World Cup Series Ranking List after the last event of the year: In case of a tie at any place in the World Cup Series Ranking Lists after the last competition of the year, the tie will not be broken. A special award ceremony xx will be held at the last World Cup Competition of the year in which the World Cup winner will receive the World Cup.
EVENT MANAGER	LOC President: João Paulo Rocha 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: gympor@gympor.com
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. E-mail: academia.cantanhedegym@gmail.com
SOCIAL MEDIA	Gymnastics Federation of Portugal official Facebook page: www.facebook.com/ginasticaportugal
MEDICAL SERVICES	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 5min. distance.
OFFICIAL HOSPITAL	Hospital Arcebispo João Crisóstomo R. Padre Américo, Apartado 61 * 3061-909 CANTANHEDE Phone number: +351 231 419 210
DOPING CONTROLS	For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls at its own charge. Failure to do so will result in the deposit being lost in full.
MARKETING	FIG advertising and publicity norms must be respected.
VIDEO CONTROL SYSTEM	High Definition Camcorders
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: • 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 • Medical Organization of the Official FIG Competitions • Doping Control Rules • Media Rules • Apparatus Norms • Advertising and Publicity Rules • Regulations for Awards Ceremonies and subsequent decisions of the FIG Executive Committee
DEADLINES SUMMARY	

Provisional Registration (on line)	29, October, 2014
Definitive Registration (on line)	22, December, 2014
Nominative Registration (on line)	28, January, 2015
Accommodation Form	22, December, 2014
Travel Schedule Form	22, December, 2014
Visa Request Form	22, December, 2014

	Meals Form	22, December, 2014
	Payment of the Entry Fee	22, December, 2014
	Payment of the Accommodation Costs	22, December, 2014
	Payment of the Local Transportation	22, December, 2014
	Payment of the Meals	22, December, 2014
	Payment of the Final Banquet	22, December, 2014
	Payment of the fine for missing judge	22, December, 2014
ADDITIONAL INFORMATION		

Sincerely Yours,

Lisbon, 30/06/2014

Place and date:

Stamp

Signature of the President or
Secretary General of the FIG affiliated NF