



Portimão  
Câmara Municipal

Turismo de  
Portimão  
Promotion Bureau

# Ginástica Rítmica

Portimão Arena

XXX Torneio  
Internacional  
30 abril a 2 maio'23

## Taça do Mundo

5 a 7 maio'23



# WORKPLAN

WORLD CHALLENGE CUP

Dear friends,

The Gymnastics Federation of Portugal has the pleasure to invite you to know more about our country, Portugal.

We are very excited to welcome all of you at the Portimão Arena for the FIG Rhythmic Gymnastics World Challenge Cup 2023.

Providing you with the information indicated in the Work Plan, we do hope that it will help us to have smooth running of competitions with your kind cooperation.

In this Work Plan, you will find necessary information to go through all “pre”, “in” & “post” competition procedures smoothly.

Looking forward to welcome you at Portimão!

Be happy!



## 1. GENERAL PRINCIPLES

The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:

- Accreditation Rules
- Advertising and Publicity Rules
- Anti-Doping Rules
- Apparatus Norms
- Code of Ethics
- Code of Points and relevant Help Desk
- Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- General Judges' Rules
- Licenses Rules
- Media Rules
- Medical Organization of the Official FIG Competitions and Events
- Regulations for Awards Ceremonies
- Specific Judges' Rules for Rhythmic Gymnastics
- Statutes
- Technical Regulations
- World Challenge Cup Rules for Rhythmic Gymnastics and subsequent decisions of the FIG Executive Committee.

## 2. ORGANIZING COMMITTEE

- **INTERNATIONAL GYMNASTICS FEDERATION (FIG)**

Contact Person	Mrs. MARTINET, Sylvie
Tel.	+41 (0) 21 321 55 15
E.mail	<a href="mailto:smartinet@fig-gymnastics.org">smartinet@fig-gymnastics.org</a>
Website	<a href="http://www.gymnastics.sport">www.gymnastics.sport</a>
Delegate	Luba Charkashyna (RG TC member)

- **GYMNASTICS FEDERATION OF PORTUGAL (FGP)**

Contact Person	LOUREIRO, Teresa
Tel.	+351 926 241 139
E.mail	<a href="mailto:rgportugal@gympor.com">rgportugal@gympor.com</a>
Website	<a href="http://www.ginastica.org">www.ginastica.org</a>

- **MUNICIPALITY OF PORTIMÃO (CMP)**

Contact Person      LUCAS, Ana  
 Tel.                      +351 965 525 029  
 E.mail                  [ana.lucas@cm-portimao.pt](mailto:ana.lucas@cm-portimao.pt)  
 Website                [www.cm-portimao.pt](http://www.cm-portimao.pt)

- **LOCAL ORGANIZING COMMITTEE (LOC) OFFICIALS**

President	ARRAIS, Luís
Vice President and Liaison for Judges	LEANDRO, Catarina
Executive Director	LOUREIRO, Teresa
Local Technical Director	SANCHES, Andreia
Technical Support	SALES, Laura
General Secretariat Manager	FALCÃO, Isabel
Accreditation	ANDRADE, Carla
Logistics and Equipment	HORTA, Tiago
Scoring System and Results	MIGUEZ, Bernardo
Official Doctor  Medical Services   Doping Safeguarding Officer	FERNANDES, Filipa
Physiotherapist	ALMEIDA, João Francisco
Head of Media	SOBRAL, Márcia
Photographer	MATOS, Carlos Alberto
Ledwall Operator	RODRIGUES, Nelson
Accommodation and Meals	CRUZ, Josefina
Coffee Breaks	RAMOS, Fabiana
Transportation	SANTOS, João
Ceremonies and "Gala"	LUCAS, Ana
Volunteers	JORGE, Patrícia
Hospital	Centro Hospitalar do Algarve HOSPITAL DE PORTIMÃO

### 3. TRAINING AND COMPETITIONS

- **VENUE AND TRAINING HALL**

Portimão Arena

Address: Caldeira do Moinho  
8500-726 Portimão



- **APPARATUS SUPPLIED**

Floor Gymnova, FIG ID 156

- **OFFICIAL TRAINING SCHEDULES**

The official and podium trainings are on the 4<sup>th</sup> of May for all competitors. Delegations must respect the designated training times and the allocated training floors. 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 Head of Delegation, his or her representative, during the accreditation procedures.

• **GENERAL PROGRAM**

DATE-TIME	DESCRIPTION
WED. 03 May	<i>Official arrival day of Delegations for RGI and RGG competitions</i> Accreditation
THU. 04 May	08:00 – 20:30 Training and Podium training for RGI and RGG 15:00 – 17:00 Judges' Instruction for RGI and RGG Judges 17:00 – 17:30 Scoring System Instruction for RGI and RGG Judges 18:00 – 19:00 Orientation Meeting for RGI and RGG Competitions and Mayor welcome
FRI. 05 May	10:00 – 14:00 RGG: Training in Competition Hall (according to schedule) 09:15 – 10:15 Judges' draw (all positions) and briefing for RGI and RGG Qualifications 10:30 – 11:50 RGI Qualification Hoop and Ball – Group A alternatively 12:00 – 13:25 RGI Qualification Hoop and Ball – Group B alternatively 13:25 – 15:00 Lunch break 15:00 – 16:30 RGI Qualification Hoop and Ball – Group C alternatively 16:40 – 18:05 RGI Qualification Hoop and Ball – Group D alternatively 18:05 – 18:20 Break 18:20 – 18:50 Opening Ceremony 18:50 – 19:20 RGG All-Around Competition 5 Hoops – Group A 19:30 – 20:05 RGG All-Around Competition 5 Hoops – Group B
SAT. 06 May	10:00 – 14:00 RGG: Training in Competition Hall (according to schedule) 09:15 – 10:15 Judges' draw (all positions) and briefing for RGI and RGG Qualifications 10:30 – 11:55 RGI Qualifications Clubs and Ribbon – Group B alternatively 12:10 – 13:30 RGI Qualifications Clubs and Ribbon – Group A alternatively 13:30 – 15:00 Lunch break 15:00 – 16:25 RGI Qualifications Clubs and Ribbon – Group D alternatively 16:35 – 18:05 RGI Qualifications Clubs and Ribbon – Group C alternatively 18:05 – 18:20 Award Ceremony for RGI All-Around 18:20 – 18:35 Break 18:35 – 19:10 RGG All-Around 3 Ribbons and 2 Balls – Group B 19:15 – 19:45 RGG All-Around 3 Ribbons and 2 Balls – Group A 19:45 – 20:00 Award Ceremony for All-Around RGG

SUN. 07 May	
08:00 – 10:30	Training for RGG as per schedules
13:45 – 14:45	Judges' draw (all positions) and briefing for RGI and RGG Apparatus Finals
15:00 – 15:36	RGI Hoop Final
15:37 – 16:13	RGI Ball Final
16:15 – 16:55	RGG 5 Hoops Final
16:58 – 17:18	Award Ceremonies for Finals RGI Hoop, RGI Ball and RGG 5 Hoops
17:20 – 17:56	RGI Clubs Final
17:57 – 18:33	RGI Ribbon Final
18:35 – 19:15	RGG 3 Ribbons + 2 Balls Final
19:15 – 19:35	Award Ceremony for Finals RGI Clubs, RGI Ribbon and RGG 3+2
19:35 – 20:00	Gala and Closing Ceremony
21:00 – 00:00	Banquet and Farewell Party
MON. 08 May	Departure Delegations

## 4. CEREMONIES

- **OPENING CEREMONY**

The opening ceremony will take place on the 5<sup>th</sup> of May at 18:20 in the competition hall. Each Delegation must present to the parade the maximum of three (3) gymnasts wearing **leotard**. Those gymnasts must be present at the warm-up zone no later than 18:05.

- **AWARDS CEREMONIES**

All awards ceremonies will take place immediately after the end of each competition, according to the program. On the podium, awards will be presented to the medal winners (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places):

6th MAY	Individuals: All-around	Individual Gymnasts - ranked 1 <sup>st</sup> to 3 <sup>rd</sup>
	Groups: All-around	Group Gymnasts - ranked 1 <sup>st</sup> to 3 <sup>rd</sup>
7th MAY	Individuals and Groups (By the competition order)	Individual and Group Gymnasts - ranked 1 <sup>st</sup> to 3 <sup>rd</sup> in each apparatus

All gymnasts must wear their **national tracksuits** for the Awards Ceremonies. In case of infractions, the respective National Federation will only receive 50% of the respective prize money (Technical Regulations, section 1, Art. 9.3.3).

- **GALA & CLOSING CEREMONY**

The Gala will take place in the Competition Hall after the last medal award ceremony on the 7<sup>th</sup> of May, from 19h35 to 20h00.

All the Individual gymnasts, and Groups are invited to participate in this Gala presentation. This participation is not compulsory.

The ones that are interested in the "Gala" performance must fill in the respective Form that will be given at the accreditation procedures. This Form with the registration for "Gala" performance, must be returned at the LOC Office **no later than the 6<sup>th</sup> of May till 12h00.**

## 5. MEETINGS

- **ORIENTATION MEETING (OM)**

The Orientation Meeting for the Heads of Delegation or his/her representative will take place on the 4<sup>th</sup> of May at 18h00, after the welcome greetings by the Mayor of Portimão. During the OM the LOC gives the last updates for competitions and any other information. According to FIG rules this is compulsory for one person for each Country (**Judges are allowed to attend by may not represent their Federation.**)

LOC will prepare transportation from the Venue and return.

- **JUDGES INSTRUCTION**

The Judges' instruction, conducted by the FIG RG-TC Delegate, Ms. Luba Charkashyna, will take place on the 4<sup>th</sup> of May, from 15h00 to 17h00, at the Arena (Auditorium). All Judges must be present. This session is compulsory.

- **SCRORING SYSTEM INSTRUCTION**

Immediately after the Judges' instruction, a brief explanation about the scores' registration procedures will be conducted by the LOC responsible, at the FOP/Technical Table.

- **JUDGES MEETINGS**

- 5<sup>th</sup> of May 09h15/10h15 at the Arena (Auditorium)
- 6<sup>th</sup> of May 09h15/10h15 at the Arena (Auditorium)
- 7<sup>th</sup> of May 13h45/14h45 at the Arena (Auditorium)

## 6. ACCREDITATION

The accreditation procedures will take place, at Arena (LOC Office), immediately upon the Delegations' arrival, or by schedule, according to the time of arrival at Portimão. Teams will have information during the transfer from the Faro's airport to Portimão, and at each Hotel lobby. Two responsible persons from the Delegation possessing all the necessary information are enough to get the accreditation cards for all its members.

Remember that **only the persons who are at the nominative FIG registration** can have the accreditation card.

The Head of Delegation or his/her representative:

1. Must verify and confirm:

- The nominative list of the Team
- The National flag
- The National anthem
- All payments due
- Transport – Departure details

2. Must show the following issues:

- Passports or Identity Cards of all the Team
- Certification of valid insurance<sup>1</sup>, medical and accident insurance policies written in English **for all the Team**
- Music of all exercises, one pendrive per gymnast/group properly identified for the trainings, in case of a need.

Other remarks:

- Any missing photo, take upon arrival, will be charged to the NF for an extra cost of 20EUR/each – the accreditation will only be available later on – being provided a temporary access pass.
- Any missing payment must be done at the accreditation procedures, or the accreditation cards will not be delivered to the Team.
- Submission of a phone number, from one responsible person of the Delegation, with “WhatsApp”, for use during the event, with the important information.

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<sup>1</sup> 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 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.

If the note has not been sent in advance to the LOC (which is strongly recommended), the LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).

The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay.

If any of those steps is not dully fulfilled, the participation in the FIG RG WCCup of Portimão 2023 will not be possible!

Accreditation card must always be visible at the venue. In case of losing the accreditation card a new one will be issued for a cost of **100 EUR**.

## 7. LOC SAFEGUARDING OFFICER

**Mrs. Filipa FERNANDES**

- + 351 926 242 558 (during the event)
- [filipa.fernandes@ginastica.org](mailto:filipa.fernandes@ginastica.org)

## 8. SCORING

Scoring will be carried out by "Sporttech" brand. The results will be available online in real time (live results): <https://sporttech.io/explore> .

Video Control system will be provided.

## 9. APPARATUS AND LEOTARD CONTROL

Only a certain percent of the apparatus used by the participating gymnasts will be checked. The FIG Technical Delegate will conduct a drawing of lots to select the apparatus to be checked. The controls can occur at any time.

## 10. TRANSPORTATION SERVICES

Free local transportation for all participants who booked their accommodation trough the LOC, will be at disposal:

- Transfer from/to Faro (FAO) airport. Faro is 1h30m away, driving distance from Portimão.
- Shuttle service from/to the Hotels and the Arena, for trainings and competitions. A schedule will be organized to the shuttle's service, with one stop at each Hotel and at the Arena.

LOC will give that information during the accreditation procedures, but the Teams could also find them at each Hotel lobby.

## 11. HOTELS

ÁGUA HOTELS RIVERSIDE 4\* (Cat. 3) – LOC Hotel

<https://www.aguahotels.pt/en/riverside/>

HOTEL LUAR 3\* (Cat. 3)

<https://www.hluar.com/en/gallery/>

OCEANO ATLÂNTICO APARTAMENTOS 4\* (Cat. 2)

<https://en.oceanoatlantico.com.pt/photos/>

JUPITER ALGARVE HOTEL 4\* (Cat. 1)

<https://www.jupiteralgarvehotel.com/en/page/photos-algarve-hoteljup.6030.html>

## 12. MEALS SERVICE

A catering service for lunch and dinner will be organised for participants at the Arena area. A "meals card" must be showed to the access control. Those "meals cards" will be delivered at the LOC Office during the accreditation procedures.

- **TIMETABLE**

Breakfast: at the Hotel  
Lunch: from 12h00 to 15h00  
Dinner: from 19h00 to 21h00

- **DINNER AND FAREWELL PARTY**

The Final Banquet will be offered to all participants who have booked their accommodation through the LOC, on the 7<sup>th</sup> of May, from 21h00 till midnight at the Restaurant «NoSoloÁgua Portimão»: <https://nosoloagua.com/nsaptm/en/homeen/>. There will be a DJ playing some dancing music.

### 13. OTHER INFORMATION

- All the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD/responsible person will be collected for this purpose).
- Information for the competition, including transportation, will also be set up at each official hotels' lobby.
- All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the FIG for download at FIG website; to the National Federations' official email and Head of Delegations' (or his/her representative) WhatsApp number. Delegations will be requested to inform the LOC about the correct number with WhatsApp, upon arrival.
- After each competition the results will be posted in a frame in front of the LOC Office and at the training/warm-up zone. LOC will not provide copies of the results after competition.
- Bottles of water will be at gymnasts' disposal. **Please be advised to drink all the water before throwing the bottle away, in an environmental concern and fight against waste.**

**We wish you a very good stay and  
successful competitions  
in Portimão!**



**FIG EVENT ID: 17174**