

**31st RG INTERNATIONAL
TOURNAMENT OF PORTIMÃO (POR)
4th to 6th May 2024
Juniors and Seniors: Individuals
(RGI)**

DIRECTIVES

Event ID: 17620

Update 19 February 2024

Update 22 January 2024

LOC Executive Director/Event Manager

Update November 20

ACCOMMODATION AND MEALS

Dear FIG affiliated Member Federation,

The Gymnastics Federation of Portugal has the pleasure to invite your Federation to participate in the official FIG International RG Tournament.

DISCIPLINE	Rhythmic Gymnastics (RG)
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Andreia Sanches Tel: +351 218 141 145 / +351 926 242 684 (mobile) E-mail: rgportugal@ginastica.org federacao@ginastica.org Website: http://www.fgp-ginastica.pt
LOCATION	Portimão, Algarve, Portugal
DATE	From 4th to 6th May 2024
VENUE	Portimão Arena Address: Parque de Feiras e Exposições de Portimão Caldeira do Moinho 8500–726 Portimão Website: https://www.youtube.com/watch?v=cBOv1EPk6A&ab_channel=Portim%C3%A3oUrbis Venue capacity: 2.530 seats Competition Hall: Capacity for 1 floor Training hall: Capacity for 4 floors Warm up area: Ballet bars and 1 floor
APPARATUS SUPPLIER	Please refer to the attached apparatus list
RULES AND REGULATIONS	The event will be organized under the following FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives: <ul style="list-style-type: none">• Statutes• Code of Ethics• Code of Conduct• Technical Regulations• Code of Discipline• Code of Points and relevant Newsletters• General Judge's Rules• Specific Judge's Rules• Anti-Doping Rules• FIG Medical Guidelines for FIG Competitions and Events• FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events• Licence rules• Media Rules• Apparatus Norms• FIG Rules for Sanctioning (approval) of International Events• Accreditation Rules

	<ul style="list-style-type: none"> • Advertising and Publicity Rules • Regulations for Award Ceremonies <p>And Subsequent decisions of the FIG Executive Committee</p>																					
INVITED FEDERATIONS	<p>All FIG affiliated Federations are invited.</p> <p>Only gymnasts in good standing with the correct age and holding a valid FIG License until the end of the competitions may participate.</p> <p>The Local Organizing Committee will be responsible for checking the validity of the gymnasts Licenses.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1"> <thead> <tr> <th>DELEGATION</th> <th>Individual JUN or SEN (maximum)</th> <th>Joint</th> </tr> </thead> <tbody> <tr> <td>Head of Delegation</td> <td>1</td> <td>1</td> </tr> <tr> <td>Coaches</td> <td>1 per gymnast</td> <td>6</td> </tr> <tr> <td>Gymnasts</td> <td>3 + 3</td> <td>6</td> </tr> <tr> <td>Medical Doctor</td> <td>1</td> <td>1</td> </tr> <tr> <td>Paramedical Staff</td> <td>2</td> <td>2</td> </tr> <tr> <td>Judges</td> <td>1 per Juniors 1 per Seniors</td> <td>2 (compulsory)</td> </tr> </tbody> </table>	DELEGATION	Individual JUN or SEN (maximum)	Joint	Head of Delegation	1	1	Coaches	1 per gymnast	6	Gymnasts	3 + 3	6	Medical Doctor	1	1	Paramedical Staff	2	2	Judges	1 per Juniors 1 per Seniors	2 (compulsory)
DELEGATION	Individual JUN or SEN (maximum)	Joint																				
Head of Delegation	1	1																				
Coaches	1 per gymnast	6																				
Gymnasts	3 + 3	6																				
Medical Doctor	1	1																				
Paramedical Staff	2	2																				
Judges	1 per Juniors 1 per Seniors	2 (compulsory)																				
AGE LIMITS	<p>Juniors Seniors</p> <p>All gymnasts must have a current valid FIG license until the end of the event.</p>																					
JUDGES AND JURIES	<p>Compulsory: 1 Judge for Juniors and one Judge for Seniors; participating in both competitions, need to register 2 Judges.</p> <p>All judges must have a current valid FIG brevet (RGI) at the time of the event.</p> <p>The LOC will apply a fine of EUR 2'000 per missing judge, should a federation fail to bring the required number of judges. This fine must be paid to the LOC by 5th April.</p>																					
REGISTRATION DEADLINES	<p>The definitive and nominative deadlines are compulsory.</p> <table border="1"> <tr> <td>Definitive registration:</td> <td>4th March</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>5th April</td> <td>(4 weeks prior to the event)</td> </tr> </table>	Definitive registration:	4th March	(2 months prior to the event)	Nominative registration	5th April	(4 weeks prior to the event)															
Definitive registration:	4th March	(2 months prior to the event)																				
Nominative registration	5th April	(4 weeks prior to the event)																				
ENTRY FEES	<p>The not refundable cost for the Entry/Registration Fee is:</p> <ul style="list-style-type: none"> • 50 EUR per gymnast • 100 EUR per person (incl. gymnasts, coaches and staff), who have not booked their accommodation (full board) through LOC. <p>At the time of the Definitive Registration 100% of the entry fee must be paid to the LOC. Entry fees must be paid by 4th March, according to the number of persons registered in the Definitive Form. Entries without payment will not be considered.</p>																					
ACCREDITATION	<p>Accreditation cards will be given at the LOC Office at "Portimão Arena" by the arrival of the Delegations.</p> <p>A photo of each member of the delegation (JPEG format) must be sent to the LOC together with the nominative registration – 5th April – to the event email: rgportugal@ginastica.org.</p> <p>Photos taken upon arrival will be charged of EUR 20 each. The Head of Delegation <u>must verify</u> at the Accreditation Office:</p> <ul style="list-style-type: none"> • All the names of the Delegation members • All payments due • National Flag • National Anthem <p>The Head of Delegation <u>must deliver</u> at the Accreditation Office:</p>																					

- Certification of valid insurance **for all Delegation members**
- Exercises music's (1 pen drive per gymnast) *

**Note:*

All the exercises music's must be sent - by *WeTransfer* - to the official e-mail of the Event rgportugal@ginastica.org at the time of the Nominative entry – 5th April (max.size 10 MB; file format – MP3).

In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.

EVENT FORMAT

Individual Competition

- **Seniors: 4 exercises - (Hoop, Ball, Clubs and Ribbon)**
 - Qualifications/All-Around Competition.
 - Apparatus Finals: the top eight Senior gymnasts per apparatus (two per Country) from the Qualifications will participate in the Finals.
 - In addition, if not qualified, the organizing Federation may participate in the four finals with one gymnast, at its free choice. This *wild card* gymnast will have to start first.
- **Juniors: 4 exercises - (Hoop, Ball, Clubs and Ribbon)**
 - Qualifications/All-Around Competition
 - **Gymnasts can also participate in just one, two or three apparatus, competing only for the final of their chosen apparatus.**
 - Apparatus Finals: the top eight Junior gymnasts per apparatus (**one** per Country) from the Qualifications will participate in the Finals.
 - In addition, if not qualified, the organizing Federation may participate in the four finals with one gymnast, at its free choice. This *wild card* gymnast will have to start first.

PROVISIONAL SCHEDULE

Thursday:	2 May	Arrival of the Delegations and Accreditation procedures
Friday:	3 May	Podium Training Orientation Meeting Judges' Instruction
Saturday:	4 May	Qualifications (2 apparatus)
Sunday:	5 May	Qualifications (2 apparatus) Award Ceremonies for All Around
Monday:	6 May	Apparatus Finals Award Ceremonies Farewell Dinner and Party
Tuesday:	7 May	Departure of the Delegations

EVENT MANAGER

Mrs. Andreia Sanches
Tel: +351 926 242 684
andreia.sanches@ginastica.org | rgportugal@ginastica.org

MEDICAL SERVICES

The LOC will provide first aid medical services. A physiotherapist and medical support will be present during training and competitions as well as other staff specialized in first aids.

COVID 19

The LOC should follow local guidelines in management of COVID-19.
The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.

VISA

Please verify with your travel agent or the Portuguese Embassy or Consulate in your country if a visa is required for you to travel to Portugal. The LOC will assist each Delegation member with an official invitation letter, provided if the request is made before **4th March** to the official e-mail: rgportugal@ginastica.org. The request made by the **Visa Form**, 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	<p>The Host Federation, the LOC 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>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. The LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>The LOC will verify the insurance upon arrival of the delegation members.</p>
SAFEGUARDING	<p>From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable.</p> <p>The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations on site.</p> <p>In addition, posters of the “10 Golden Rules of Gymnastics”, the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the international travel costs of their delegation members.</p> <p>The FIG and the LOC strongly recommend that each Federation take cancellation insurance for their international transportation.</p> <p>Note: the Travel Schedule Form must be returned to the LOC not later than the 5thApril.</p> <p style="text-align: center;">Attention: After this deadline an extra fee of <u>30€ per person</u> will be charged for each transfer way.</p>
LOCAL TRANSPORTATION	<p>The LOC will provide free local transportation for all participants who booked their accommodation through the LOC:</p> <p>Transfer from/to Faro (FAO) airport, as well as a shuttle service from/to the Hotels and the Venue, for trainings and competitions.</p> <p style="text-align: center;">Arrival airport: FARO (FAO) (1h30m distance to Portimão by bus – LOC provided).</p>
ACCOMMODATION AND MEALS (Full Board)	<p>The invited participating federations must pay for the accommodation and meals expenses of their delegation members.</p> <p>The hotels' prices are <u>per person and per night</u> and include:</p> <ul style="list-style-type: none"> • All the meals (full board - FB) – breakfast at the Hotel; lunch and dinner at the Venue/Portimão Arena • Transfer service from/to Faro's airport • Local transportation – shuttle • Dinner-party <p>Category 1 Hotel (FB) Euro 200,00 (single room) Euro 160,00 (double/twin room) Euro 140,00 (triple room)</p> <p>Category 2 Hotel (FB) Euro 180,00 (single room) Euro 150,00 (double/twin room) Euro 140,00 (triple room)</p> <p>Category 3 Hotel (FB) Euro 165,00 (single room)</p>

	<p>Euro 140,00 (double/twin room) Euro 140,00 (triple room)</p> <p>The Accommodation Form must be returned to the LOC by 4th March at the very latest, the Hotels will be allocated on a “first come, first serve” basis.</p>																						
DINNER-Party	The Dinner-party will be offered to all participants who have booked their accommodation through the LOC.																						
BANK ACCOUNT INFORMATION	<p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows:</p> <p><u>RGPORTIMAO2023</u></p> <p>Bank: Millennium BCP BENEFICIARY: Gymnastics Federation of Portugal IBAN: PT50 0033 0000 0188 0157 8909 6 BIC/Swift: BCOMPTPL</p> <p>The participating federation is responsible for covering all bank fees/taxes in connection with the bank transfers.</p>																						
MARKETING	FIG advertising and publicity norms must be respected.																						
MEDIA	<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> <p>Media Officer: Ms. SOBRAL, Márcia e-mail: marcia.sobral@ginastica.org Tel: +351 925 522 356</p>																						
SOCIAL MEDIA	<p>Facebook page: https://www.facebook.com/ginasticaportugal?ref=ts Youtube: https://www.youtube.com/user/ginasticaportugal GinasticaTV: https://www.ginastica.tv/</p>																						
DEADLINES SUMMARY	<table border="1"> <tr> <td>Definitive Registration Form</td> <td>4 March</td> </tr> <tr> <td>Nominative Registration Form</td> <td>5 April</td> </tr> <tr> <td>Accommodation Form</td> <td>4 March</td> </tr> <tr> <td>Travel Schedule Form</td> <td>5 April</td> </tr> <tr> <td>Visa Request Form</td> <td>4 March</td> </tr> <tr> <td>Payment of the Entry Fees</td> <td>4 March</td> </tr> <tr> <td>Payment of the Accommodation costs (50%)</td> <td>4 March</td> </tr> <tr> <td>Payment of the Accommodation costs (50%)</td> <td>5 April</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>5 April</td> </tr> <tr> <td>Musics (mp3)</td> <td>5 April</td> </tr> <tr> <td>Photos for Accreditation (jpeg)</td> <td>5 April</td> </tr> </table>	Definitive Registration Form	4 March	Nominative Registration Form	5 April	Accommodation Form	4 March	Travel Schedule Form	5 April	Visa Request Form	4 March	Payment of the Entry Fees	4 March	Payment of the Accommodation costs (50%)	4 March	Payment of the Accommodation costs (50%)	5 April	Payment of the fine for missing judge	5 April	Musics (mp3)	5 April	Photos for Accreditation (jpeg)	5 April
Definitive Registration Form	4 March																						
Nominative Registration Form	5 April																						
Accommodation Form	4 March																						
Travel Schedule Form	5 April																						
Visa Request Form	4 March																						
Payment of the Entry Fees	4 March																						
Payment of the Accommodation costs (50%)	4 March																						
Payment of the Accommodation costs (50%)	5 April																						
Payment of the fine for missing judge	5 April																						
Musics (mp3)	5 April																						
Photos for Accreditation (jpeg)	5 April																						

Sincerely Yours,



A handwritten signature in blue ink that reads "Teixeira Loureiro".

Signature of the
Secretary General of the FIG affiliated NF

Lisbon, 20 October 2023