



Portimão
Câmara Municipal

**Turismo de
Portimão**
Promotion Bureau

Portimão Arena

Rhythmic Gymnastics



**XXXI International
Tournament**

4,5,6 May'24

WORKPLAN

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 RG 31st International Tournament Portimão 2024.

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

- GYMNASTICS FEDERATION OF PORTUGAL (FGP)

Contact Person	SANCHES, Andreia
Tel.	+351 926 242 684
E-mail	rgportugal@ginastica.org federacao@ginastica.org
Website	www.ginastica.org

- MUNICIPALITY OF PORTIMÃO (CMP)

Contact Person	LUCAS, Ana
	PIRES, Susana
Tel.	+351 965 525 029 +351 926 485 490
E-mail	ana.lucas@cm-portimao.pt Susana.pires@cm-portimao.pt
Website	www.cm-portimao.pt

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

President

Vice President | Liaison for Judges

NF Delegate

Executive Director

Technical Director

General Secretariat

Logistics

Scoring System and Results

Physiotherapist

Head of Media

Photographer

Sports Presentation

Accommodation and Meals

Transportation

Ceremonies and "Gala"

Volunteers Manager

ARRAIS, Luís

LEANDRO, Catarina

LOUREIRO, Teresa

SANCHES, Andreia

SALES, Laura

ANDRADE, Carla

PEREIRA, Ruben

MIGUEZ, Bernardo

PENG, Beatriz

SOBRAL, Márcia

BARATA, Pedro

RODRIGUES, Nélson

CRUZ, Josefina

SANTOS, João

LUCAS, Ana & PIRES, Susana

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 3rd 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.

- **PODIUM TRAINING**

During podium training, coaches must have the music for all the exercises on a pendrive per gymnast/group, properly identified, in case of need.

- GENERAL PROGRAM

Thursday, 2 May		
All Day Long	Arrivals and Accreditation	
Friday, 3 May		
All Day Long	Trainings in the Competition Hall (according to schedule)	
18:00-19:00	Orientation Meeting	
Saturday, 4 May		
9:00	10:00	Judges meeting
10:15	11:45	RGI Juniors Qualifications - Group A - Hoop; Ball
11:45	12:00	Pause
12:00	13:20	RGI Juniors Qualifications - Group B - Hoop; Ball
13:20	14:40	Lunch break
14:40	15:00	Presentation of the participating countries
15:00	16:20	RGI Seniors Qualifications - Group A - Hoop; Ball
16:20	16:35	Pause
16:35	17:55	RGI Seniors Qualifications - Group B - Hoop; Ball
17:55	18:10	Pause
18:10	19:30	RGI Seniors Qualifications - Group C - Hoop; Ball
Sunday, 5 May		
09:00	10:00	Judges meeting
10:15	11:35	RGI Juniors Qualifications - Group B - Clubs; Ribbon
11:35	11:50	Pause
11:50	13:15	RGI Juniors Qualifications - Group A - Clubs; Ribbon
13:15	13:25	RGI Juniors All-Around Awards Ceremony
13:25	14:50	Lunch break
14:50	16:10	RGI Seniors Qualifications - Group B - Clubs; Ribbon
16:10	16:25	Pause
16:25	17:45	RGI Seniors Qualifications - Group C - Clubs; Ribbon
17:45	18:00	Pause
18:00	19:20	RGI Seniors Qualifications - Group A - Clubs; Ribbon
19:20	19:30	RGI Seniors All-Around Awards Ceremony
Monday, 6 May		
12:45	13:45	Judges meeting
14:00	14:30	RGI Juniors Final – Hoop
14:30	15:00	RGI Juniors Final – Ball
15:00	15:10	Pause
15:10	15:40	RGI Juniors Final – Clubs
15:40	16:10	RGI Juniors Final – Ribbon
16:10	16:30	Finals Juniors Awards Ceremonies
16:30	16:45	Pause
16:45	17:15	RGI Seniors Final – Hoop
17:15	17:45	RGI Seniors Final – Ball
17:45	18:00	Pause
18:00	18:30	RGI Seniors Final – Clubs
18:30	19:00	RGI Seniors Final – Ribbon
19:00	19:20	Finals Seniors Awards Ceremonies
20:30	00:30	Banquet and Farewell Party
Tuesday, 7 May		
All Day Long	Departure of the Delegations	

4. CEREMONIES

• 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 (1st, 2nd and 3rd places):

5th MAY	Juniors: All-Around Seniors: All-Around	Juniors Gymnasts – ranked 1 st to 3 rd Seniors Gymnasts – ranked 1 st to 3 rd
6th MAY	Juniors and Seniors (By the competition order)	Juniors and Seniors Gymnasts – Ranked 1 st to 3 rd 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).

5. MEETINGS

• ORIENTATION MEETING (OM)

The Orientation Meeting for the Heads of Delegation or his/her representative will take place on the 3rd of May at 18h00. 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 but may not represent their Federation).

• JUDGES MEETINGS

4 th of May	09h00/10h00	at the Arena (Auditorium)
5 th of May	9h00/10h00	at the Arena (Auditorium)
6 th of May	12h45/13h45	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 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 insurance¹, medical and accident insurance policies written in English **for all the Team**

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 – 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.

¹ 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 fully fulfilled, the participation in the 31st International Tournament of Portimão 2024 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. 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.

The entire competition will be broadcast on the Portuguese Gymnastics Federation's official streaming service "Ginástica TV" via the following link: <https://fgp.ginastica.tv/31th-rhythmic-gymnastics-portimao-international-tournament>

8. APPARATUS AND LEOTARD CONTROL

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

9. TRANSPORTATION SERVICES

Free local transportation for all participants who booked their accommodation through 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.

Buses leave at the scheduled time, therefore, please be at the bus stop at least 5 minutes before.

10. HOTELS

ÁGUA HOTELS RIVERSIDE 4* – LOC Hotel

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

OCEANO ATLÂNTICO APARTAMENTOS 4*

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

JUPITER ALGARVE HOTEL 4*

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

NH MARINA PORTIMÃO HOTEL 4*

<https://www.nh-hotels.com/pt/hotel/nh-marina-portimao-resort>

11. 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 6th of May, from 20h30 till 00h30.

12. SOCIAL MEDIA

Instagram <https://www.instagram.com/ginasticaportugal/>

Facebook <https://www.facebook.com/ginasticaportugal>

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. The water in the arena is potable and we recommend that bottles are refilled and reused.**

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



FIG EVENT ID: 17620