



**Portimão Arena**

# Rhythmic Gymnastics

**World  
Challenge  
Cup**

**10,11,12 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 FIG Rhythmic Gymnastics World Challenge Cup 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

- 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	Marie Moltubakk (RG TC Member)
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- GYMNASTICS FEDERATION OF PORTUGAL (FGP)

Contact Person	SANCHES, Andreia
Tel.	+351 926 242 684
E-mail	<a href="mailto:rgportugal@ginastica.org">rgportugal@ginastica.org</a>   <a href="mailto:federacao@ginastica.org">federacao@ginastica.org</a>
Website	<a href="http://www.ginastica.org">www.ginastica.org</a>

- MUNICIPALITY OF PORTIMÃO (CMP)

Contact Person	LUCAS, Ana PIRES, Susana
Tel.	+351 965 525 029 +351 926 485 490
E-mail	<a href="mailto:ana.lucas@cm-portimao.pt">ana.lucas@cm-portimao.pt</a> <a href="mailto:Susana.pires@cm-portimao.pt">Susana.pires@cm-portimao.pt</a>
Website	<a href="http://www.cm-portimao.pt">www.cm-portimao.pt</a>

- LOCAL ORGANIZING COMMITTEE (LOC)

President	ARRAIS, Luís
NF Delegate	LOUREIRO, Teresa
Executive Director	SANCHES, Andreia
Technical Director	SALES, Laura
Liaison for Judges	CARDOSO, Ana Isabel
General Secretariat	ANDRADE, Carla
Logistics	PEREIRA, Ruben
Scoring System and Results	MIGUEZ, Bernardo
Official Doctor   Safeguarding Officer	FERNANDES, Filipa
Physiotherapist	VICENTE, Diogo
Head of Media	SOBRAL, Márcia
Photographer	ALBERTO, Carlos Alberto
Sports Presentation	RODRIGUES, Nélon
Accommodation and Meals	CRUZ, Josefina
Transportation	SANTOS, João
Catering	RAMOS, Fabiana
Ceremonies and "Gala"	LUCAS, Ana & PIRES, Susana
Volunteers Manager	JORGE, Patrícia
Hospital	Centro Hospitalar do Algarve HOSPITAL DE PORTIMÃO

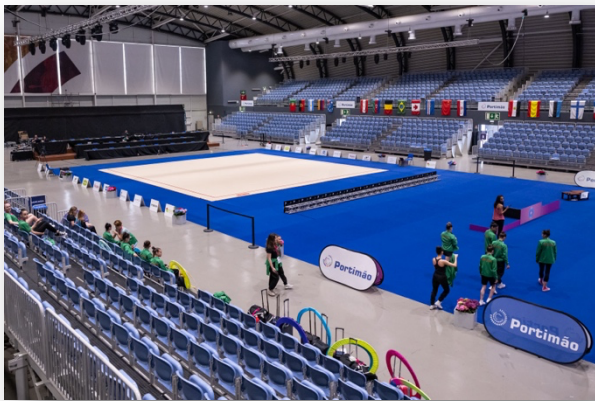


### 3. TRAINING AND COMPETITIONS

- **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 9<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.

- **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

DATE-TIME	DESCRIPTION	LOCATION
<b>WED. 08 May</b>	Official arrival day of RGI and RGG Delegations and Accreditation	Arena - LOC Office
<b>THU. 09 May</b>		
08:30 – 20:00	Training and Podium training for RGI and RGG as per schedule	Arena
14:30 – 17:00	Judges' Instruction for RGI and RGG Judges	Arena - Auditorium
17:00 – 17:30	Scoring System Instruction for RGI and RGG Judges	Arena
<b>18:00 – 19:00</b>	<b>Orientation Meeting and Mayor welcome</b>	<b>Portimão's City Hall</b>
<b>FRI. 10 May</b>		
09:00 – 11:30	Training for RGG in the Competition Hall as per schedule	Arena
09:45 – 10:45	Judges' draw (all positions) and briefing for RGI Qualifications Hoop-Ball and RGG Qualification 5 Hoops	Arena - Auditorium Arena
<b>11:00 – 12:30</b>	<b>RGI Qualifications Hoop and Ball - Group A</b>	<b>FoP</b>
12:30 – 14:00	Lunch	
<b>14:00 – 15:20</b>	<b>RGI Qualifications Hoop and Ball - Group B</b>	
<b>15:50 – 17:40</b>	<b>RGI Qualifications Hoop and Ball - Group C</b>	
17:45 – 18:15	Opening Ceremony	
<b>18:45 – 19:20</b>	<b>RGG Qualifications 5 Hoops</b>	
<b>SAT. 11 May</b>		
09:00 – 11:30	Training for RGG in the Competition Hall as per schedule	Arena
09:15 – 10:15	Judges' draw (all positions) and briefing for RGI Qualifications Clubs-Ribbon and RGG Qualifications 3+2	Arena - Auditorium
<b>10:30 – 11:45</b>	<b>RGI Qualifications Clubs and Ribbon - Group B</b>	<b>FoP</b>
11:45 – 13:15	Lunch	
<b>13:15 – 15:00</b>	<b>RGI Qualifications Clubs and Ribbon – Group C</b>	
<b>15:20 – 16:50</b>	<b>RGI Qualifications Clubs and Ribbon – Group A</b>	
17:00 – 17:20	Award Ceremony for All-Around RGI	
<b>17:35 – 18:10</b>	<b>RGG Qualifications 3 Ribbons + 2 Balls</b>	
18:20 – 18:40	Award Ceremony for All-Around RGG	
<b>SUN. 12 May</b>		
08:30 – 11:00	Training for RGI and RGG Finalists as per schedules	Arena
13:15 – 14:15	Judges' draw (all positions) and briefing for all Apparatus Finals	Arena – Auditorium
<b>14:30 – 15:02</b>	<b>RGI Hoop Final</b>	
<b>15:07 – 15:39</b>	<b>RGI Ball Final</b>	<b>FoP</b>
<b>15:45 – 16:25</b>	<b>RGG 5 Hoops Final</b>	
16:30 – 16:50	Award Ceremonies RGI Hoop & Ball and RGG 5 Hoops	
<b>16:51 – 17:23</b>	<b>RGI Clubs Final</b>	
<b>17:28 – 18:00</b>	<b>RGI Ribbon Final</b>	
<b>18:06 – 18:46</b>	<b>RGG 3 Ribbons + 2 Balls Final</b>	
18:51 – 19:11	Award Ceremony RGI Clubs & Ribbon, RGG 3+2	
<b>19:16 – 19:45</b>	<b>Gala and Closing Ceremony</b>	
21:00 – 00:00	Banquet and Farewell Party	«NoSoloÁgua» Portimão
<b>MON. 13 May</b>	Departure Delegations	



## 4. CEREMONIES

- **OPENING CEREMONY**

The opening ceremony will take place on the 10<sup>th</sup> of May at 17:30 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 17:15.

- **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):

11th 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>
12th 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 12<sup>th</sup> of May, from 19h16 to 19h45.

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 Gala Form. This form must be delivered, with the respective music, to the LOC Secretariat by 12h00 on 12<sup>th</sup> of May.

## 5. MEETINGS

### • ORIENTATION MEETING (OM)

The Orientation Meeting for the Heads of Delegation or his/her representative will take place on the 9<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 but 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. Marie Moltubakk, will take place on the 9<sup>th</sup> of May, from 14h30 to 17h00, at the Arena (Auditorium). All Judges must be present. This session is compulsory.

### • SCORING 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

10 <sup>th</sup> of May	09h45/10h45	at the Arena (Auditorium)
11 <sup>th</sup> of May	9h15/10h15	at the Arena (Auditorium)
12 <sup>th</sup> of May	13h15/14h15	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

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.

<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 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. 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.

The entire competition will be broadcast on the Portuguese Gymnastics Federation's official streaming service "Ginástica TV" via the following link: <https://ginastica.tv/rhythmic-gymnastics-world-challenge-cup-portimao-2024>

This streaming is geo-blocked, serving only Portugal, or via VPN.

## 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 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.

## 11. 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>

## 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 18h00 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 12<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. SOCIAL MEDIA

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

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

### 14. 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: 17523