

DIRECTIVES

Event ID: 18081

Dear FIG affiliated Member Federation,

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

DISCIPLINE	Rhythmic Gymnastics
HOST FEDERATION	<p>Federação de Ginástica de Portugal (FGP) Contact Person: Ms. Teresa Loureiro Estrada da Luz, 30 A - 1600-159 Lisboa - Portugal Tel: +351 218 141 145 / +351 926 241 139 (mobile) e-mail: rportugal@ginastica.org federacao@ginastica.org website: www.ginastica.org</p>
LOCATION	Portimão, Algarve, Portugal
DATE	From 2 to 4 May 2025
VENUE	<p>Portimão Arena Parque de Feiras e Exposições de Portimão Caldeira do Moinho – 8500-726 Portimão, Portugal Tel: +351 282 470 870 (Competition, training, and warm-up Hall) Venue capacity: 2'530 seats</p>
APPARATUS SUPPLIER	Please refer to the attached apparatus list
RULES AND REGULATIONS	<p>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:</p> <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 Judges' Rules • Specific Judges' Rules • Anti-Doping Rules • Licence rules (except for non competitive events) • FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events • FIG Medical Organisation of the FIG Competitions and events • Media Rules • Apparatus Norms • Rules for Sanctioning (approval) of International Events • Advertising and Publicity Rules • Regulations for Award Ceremonies • Accreditation Rules <p><i>and subsequent decisions of the FIG Executive Committee</i></p>
FEDERATIONS INVITED	The Organizing Member Federation will invite all Member Federations in good standing.
AGE LIMITS	RG: Junior / Senior, as per FIG technical regulations All gymnasts must have a valid FIG licence until the end of the event.

JUDGES AND JURIES	<p><u>Compulsory:</u></p> <p>1 Judge for Juniors individual, 1 Judge for Junior Group and 1 Judge for Seniors.</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.</p> <p>This fine must be paid to the LOC by 3rd March.</p> <p>All judges must have a current valid FIG brevet at the time of the event, for the respective discipline (RGI/RGG).</p>				
REGISTRATION DEADLINES	<p>The definitive and nominative deadlines are compulsory:</p> <table border="1" data-bbox="446 354 1414 422"> <tr> <td>Definitive registration:</td><td>03 March 2025 – 23:59 CET</td></tr> <tr> <td>Nominative registration:</td><td>04 April 2025 – 23:59 CET</td></tr> </table>	Definitive registration:	03 March 2025 – 23:59 CET	Nominative registration:	04 April 2025 – 23:59 CET
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ENTRY FEES	<p>The non-reimbursable cost for the Entry Fee is:</p> <ul style="list-style-type: none"> • 50 EUR per gymnast whose accommodation has been booked through the LOC • 100 EUR per person (incl. gymnasts, coaches and officials) who have not booked their accommodation (full board) through the 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 the Venue (Portimão Arena) upon 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 – 4th April 2025) - to the event email: rgportugal@ginastica.org.</p> <p>Photos taken upon arrival will be charged to the National Federations at a cost of EUR 20 each.</p> <p>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. • Transport – Departure details. <p>The Head of Delegation <u>must deliver</u> at the Accreditation Office:</p> <ul style="list-style-type: none"> • Certification of valid insurance for all Delegation members. • Passports or Identify Cards of all the Team. • Exercises music's (1 pen drive per gymnast) * <p>*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 – 4th April (max.size 10 MB; file format – MP3). In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>				
EVENT FORMAT	<p>Individual Competition</p> <ul style="list-style-type: none"> • Seniors: 4 exercises – Hoop, Ball, Clubs and Ribbon <ul style="list-style-type: none"> ◦ <u>Qualifications/All-Around Competition.</u> ◦ <u>Apparatus Finals:</u> The top eight (8) seniors gymnasts per apparatus (2 per NF) from the All-Around qualifying Competition participate in the Finals. In addition, the organising member federation may participate in the four finals with one gymnast, at its free choice. This <i>wild card</i> gymnast will have to start first. • Juniors: 4 exercises – Hoop, Ball, Clubs and Ribbon <ul style="list-style-type: none"> ◦ <u>Qualifications/team:</u> Each team must have between 2 and 4 gymnasts (only one team per country count for the teams ranking). Each team must perform the total of 4 routines – 1 per apparatus. Each federation can 				

	<p>participate with a maximum of 2 teams. However, in the final rankings only one team per federation will be included. The federation must previously indicate the team that will entry in the competition ranking during the nominative registration.</p> <ul style="list-style-type: none"> ○ 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 (8) juniors gymnasts per apparatus (1 per NF) from the All-Around qualifying competition participate in the Finals. In addition, the organising member federation may participate in the four finals with one gymnast, at its free choice. This <i>wild card</i> gymnast will have to start first. <p>Group Competiton</p> <ul style="list-style-type: none"> • Juniors: 2 exercises – 5 Hoops and 5 Clubs ○ Qualifications/All-Around Competition (Each NF can participate with one group) ○ Apparatus Finals: The top eight (8) groups per apparatus from the All-Around qualifying competition participate in the finals. In addition, the Organising Member Federation may participate in the 2 finals. This <i>wild card</i> gymnast will have to start first.
PROVISIONAL SCHEDULE	<p>Wednesday, 30 April Arrival of the delegations and accreditation</p> <p>Thursday, 1 May Training and Podium Training Orientation Meeting Judges' Instruction</p> <p>Friday, 2 May Opening Ceremony Qualification Individual (2 apparatus) and Group (1 routine)</p> <p>Saturday, 3 May Qualification Individual (2 apparatus) and Group (1 routine) Award Ceremonies for Juniors teams, AA Individual and Group</p> <p>Sunday, 4 May Apparatus Finals Individual (4) and Group (2) Award Ceremonies for Apparatus Finals Farewell Dinner and Party</p> <p>Monday, 5 May Departure of the delegations</p>
EVENT MANAGER	<p>The Event Manager will be: Mrs. LOUREIRO Teresa Tel: +351 926 241 139 e-mail: Teresa.loureiro@ginastica.org rgportugal@ginastica.org</p>
MEDICAL SERVICES	<p>The Local Organizing Committee 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.</p>
VISA	<p>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 3rd March to the official e-mail: rgportugal@ginastica.org.</p> <p>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.</p>
INSURANCE	<p>The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), 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 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</p>

	<p>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). The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay</p> <p>The LOC will subsequently offer insurance at the Federations own charge as follows: 40 EUR per person/day.</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 travel costs of their delegation members.</p> <p>Airport: FARO (FAO) - 1h30m distance driving to Portimão</p> <p>The Travel Details must be returned to the LOC by 4 April, the latest.</p> <p>Attention:</p> <p>After this deadline an extra fee of 30€ per person will be charged for each transfer/one way.</p>
LOCAL TRANSPORTATION	<p>The LOC will provide free local transportation for all participants who booked their accommodation through the LOC: a shuttle service from/to the Hotels and the Venue, for trainings and competitions.</p>
ACCOMMODATION	<p>The participating federations must pay for the accommodation 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 225,00 (single room) Euro 180,00 (double/twin room) Euro 160,00 (triple room)</p> <p>Category 2 Hotel (FB) Euro 205,00 (single room) Euro 170,00 (double/twin room) Euro 160,00 (triple room)</p> <p>Category 3 Hotel (FB) Euro 185,00 (single room) Euro 160,00 (double/twin room) Euro 160,00 (triple room)</p> <p>The Accommodation Form must be returned to the LOC by 3rd March at the very latest, the Hotels will be allocated on a “first come, first serve” basis.</p> <p>Cancellation/Refund Policy:</p>

	50% of the costs/total amount due for Accommodation with full board, shall be refund if the cancellation occurs before 4th April . After, no reimbursement will be made.																						
MEALS	Included in the Accommodation booking package.																						
CANCELLATION POLICY	The LOC strongly recommend that each Member Federation takes cancellation insurance for their accommodation and meals booking. 50% of the total amount due for Accommodation and meals cost shall be reimbursed if the cancelation occurs until 4th April . After, no reimbursement will be made.																						
FINAL BANQUET	The Dinner-party will be offered to all participants who have booked their accommodation trough the LOC.																						
BANK ACCOUNT INFORMATION	Each participating Member Federation is kindly requested to integrate the payment's purpose as follows: RGWCC.2025 Bank: Millennium BCP BENEFICIARY: Gymnastics Federation of Portugal IBAN: PT50 0033 0000 0188 0157 8909 6 BIC/Swift: BCOMPPTPL The participating Federation is responsible for covering all bank fees in connection with the bank transfers.																						
MARKETING	FIG advertising and publicity norms must be respected																						
MEDIA	The Media Officer will be: Mrs. SOBRAL Márcia Tel: +351 925 522 356 e-mail: marcia.sobral@ginastica.org Media are requested to contact the LOC Media Officer for accreditation requests and other media services.																						
SOCIAL MEDIA	Facebook: https://www.facebook.com/ginasticaportugal Instagram: https://www.instagram.com/ginasticaportugal/ Youtube: https://www.youtube.com/user/ginasticaportugal GinasticaTV: https://www.ginastica.tv/																						
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LOC E-MAIL	All communication and form submissions should be made via the LOC email address: rq@portugal@ginastica.org																						
BROADCAST	The entire competition will be broadcast on the Portuguese Gymnastics Federation's official streaming service "Ginástica TV".																						

Sincerely Yours,

Lisboa, 18.12.2024



A handwritten signature in blue ink that reads 'Terese Loureiro'.

Signature of the Executive Director of the FIG affiliated NF