



8TH CANTANHEDE FIG WORLD CUP 2023 – AEROBIC GYMNASTICS
PORTUGAL
24TH TO 26TH MARCH
CATEGORY B TOURNAMENT



DIRECTIVES

Event ID: 17177

Dear affiliated Member Federation,

Following the decision of the FIG Executive Committee, the Gymnastics Federation of Portugal has the pleasure to invite your Federation to participate in the official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact person: Alexandre Cola 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 18 e-mail: acola@fig-gymnastics.org website: http://www.gymnastics.sport/site/
HOST FEDERATION	Gymnastics Federation of Portugal Contact person: Teresa Loureiro Estrada da Luz, n.º 30-A 1600-159 Lisboa Portugal Tel: +351218141145 e-mail: federacao@ginastica.org web site: http://www.ginastica.org
LOCAL ORGANIZING COMMITTEE	Academia CantanhedeGym Contact person: João Dias Rua da Concórdia, Lote 12 3060 – 149 Cantanhede Portugal Mobile: +351925123182 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
LOCATION	City of Cantanhede – Coimbra – Portugal
DATE	From 24th to 26th March, 2023
VENUE	Sports Hall “Os Marialvas” Rua Luís de Camões, nº19 3060 – 183 Cantanhede Portugal Tel: +351 231 422 101 E-mail: academia.cantanhedegym@gmail.com Website: www.cantanhedegym.com
APPARATUS SUPPLIED	Please refer to the attached apparatus list. Minimum 2 competition floors of the same manufacturer and product will be available.

PROVISIONAL SCHEDULE	<ul style="list-style-type: none"> - Day 1, Wednesday 22nd March: Arrival of Delegations (All day) - Day 2, Thursday 23rd March: Training Session Orientation meeting, judge's instruction (FIG World Cup) - Day 3, Friday 24th March: Training Session & Qualifications - Day 4, Saturday 25th March: Qualifications - Day 5, Sunday 26th March: Finals - Day 6, Monday 27th March: Departure of Delegations (All day)
PARTICIPATION	<p>The World Cup Competitions consist of Qualifications and Finals in all 5 categories.</p> <p><u>Participation in the Qualifications:</u></p> <ul style="list-style-type: none"> • All competitors must take part in the qualifications. <p><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top eight units per category from the qualifications qualify for the Finals. • In addition, if the Organizing Member Federation has not qualified in any category, it may nominate one participation in max. 1 category of its choice. • Maximum participation in the finals is therefore 8+1 participants in one category and 8 in the other four categories. • Such "Wild Card Participant" must have participated in the respective category in the qualification. • "Wild Card Participants" will receive medals and prize money, but they will not receive any World Cup Points. • If there are less than 4 units participating in a category, no medals, prize money and World Cup Points will be awarded. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p>The Organizing Member Federation may cancel the competition in the respective category if at the time of the definitive entry, there are less than 4 units registered in a category. In case of such a cancelation, the Organizing Member Federation must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations.</p> <p><u>World Cup Competitions may exceptionally be combined with other Competition provided those are clearly separated in the competition schedule.</u></p>
"HORS CONCOURS" GYMNASTS	<p>The Organizing Member Federation is allowed to add only for the qualifications "hors concours" competitors. These competitors are in addition to the official participants of the Organizing Member Federation's competitors, they must be named at the time of the closing of the nominative registration and cannot qualify for the final. They will have to start first, they are not eligible to receive World Cup Points and prize money and they must not appear on the official results lists.</p> <p>The Organizing Member Federation is allowed to name 1 Individual Men, 1 Individual Woman, 1 Mixed pair, 1 Trio and 1 Group as "hors concours" competitors.</p>
FEDERATIONS INVITED	<p>The Organizing Member Federation invites all FIG Member Federations who have paid their annual membership fee for Aerobic Gymnastics.</p>
SIZE OF DELEGATION AND FIG LICENSE	<p>The maximum size of each delegation is as per FIG Rules for Accreditation.</p>
AGE LIMITS	<p>18 years in the year of the competition</p>

JUDGES AND JURIES

Please refer to the 2022-2024 AER Code of Points for the composition of the Judges' Panels.

The number of Juries (judges' panels) may be decided by the Organizing Member Federation depending on the number of participating competitors and judges.

The Juries are set up by a draw - directed by the FIG Technical Delegate - from the judges present at the event. Priority will be given to the judges of the highest category.

A jury must consist of one Chair of Judges' Panel, 4 Artistic, 4 Execution and 2 Difficulty judges.

A federation may not have a judge on both the execution and artistic panels. The Chair of Judges' Panel and the difficulty judges should also be from different federations. Only in exceptional situations can the Technical Delegate make the decision to deviate from this. Not more than one judge per Federation per panel will be permitted except for Time and Line Judges

The CJP must be of Cat. 1.

The Difficulty Judges must be Cat. 1 or 2.

The Execution and Artistic judges must be Cat. 1, 2 or 3.

If, on the day of the competition, there are no sufficient number of judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event.

Each participating federation must provide minimum one judge Cat. 1, 2 or 3*. Failure to do so, or if a participating Federation sends a judge with a Cat. 4 (instead of Cat. 1, 2 or 3) will result in a fine of CHF 2'000.- to be paid to the Organizing Member Federation.

*Member Federations who have only Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge only.

The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.

FIG TECHNICAL DELEGATE

The FIG Technical Delegate will be designated by the FIG.

The FIG Technical Delegate will serve as President of the Superior Jury.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the [FIG database](#). These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	23, November, 2022 (23:59 GMT)	(4 months prior to the event)
Definitive registration	18, January, 2023 (23:59 GMT)	(2 months prior to the event)
Nominative registration	22, February, 2023 (23:59 GMT)	(4 weeks prior to the event)

Last registrations are subject to fines as follows:

Fine for missing or late Provisional registration	CHF 500.-
Fine for missing or late Definitive registration	CHF 750.-
Fine for missing or late Nominative registration	CHF 500.-

Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegation members concerned will not be authorized to participate.

DRAWING OF LOTS	<p>The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.</p> <p>Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegations will not be authorized to participate.</p> <p>After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website</p>
ENTRY FEES	<p>The non-reimbursable cost for the Entry Fee is:</p> <p>IW/IM: 35 EUR - MP: 50 EUR - TRIO: 60 EUR - GROUP: 70 EUR</p>
ACCOMMODATION	<p>It is mandatory for all delegations to book their accommodation through the LOC.</p> <p>The Organizers will arrange at a determined fee, accommodation and meals from the 20th March to 27th March, see Entry Forms (see attached) as follows:</p> <p>B&B Hotels Cantanhede / Coimbra:</p> <ul style="list-style-type: none"> - Av. Comandante Xavier Gomes Gama, 1 * 3060-209 Cantanhede - (+315) 231410220 - e-mail: hotel.cantanhedecoimbra@hotelbb.com - web site: www.hotel-bb.es <p>The costs per person/night in this Hotel are as follows:</p> <ul style="list-style-type: none"> • 85,00 EUR (single room, including breakfast) • 70,00 EUR (double room, including breakfast) <p>Hotel Quinta da Lagoa:</p> <ul style="list-style-type: none"> - Quinta da Lagoa * 3070-150 Mira - (+351) 231458688 - e-mail: hotelquintadalagoa@sapo.pt - web site: www.hotelquintadalagoa.pt <p>The costs per person/night in this Hotel are as follows:</p> <ul style="list-style-type: none"> • 85,00 EUR (single room, including breakfast) • 70,00 EUR (double room, including breakfast) • 55,00 EUR (triple room, including breakfast) <p>Herdade Lago Real:</p> <ul style="list-style-type: none"> - Rua das Palmeiras * 3070-153 Mira - (+351) 231488269 - e-mail: geral@lagoareal.pt - web site: www.lagoareal.pt
	<p>The costs per person/night in this Hotel are as follows:</p> <ul style="list-style-type: none"> • 85,00 EUR (single room, including breakfast) • 70,00 EUR (double room, including breakfast) • 55,00 EUR (triple room, including breakfast) <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the LOC by 18, January, 2023 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis.</p> <p>The invited participating federations must pay for the accommodation expenses of their delegation members.</p> <p>The costs for the accommodations must be paid to the LOC by 18, January, 2023.</p>
MEALS	<p>The invited participating federations must pay for the meals expenses of their delegation members.</p> <p>Lunch – at B&B Hotels Cantanhede / ETPC – 20,00 EUR Dinner – at the Hotel of Accommodation – 20,00 EUR</p> <p>While the Meals Form must be returned to the LOC by 18, January, 2023 at the very latest.</p> <p>The costs for the meals must be paid to the LOC by 18, January, 2023.</p>

FINAL BANQUET	<p>There will be tickets for the Final Banquet available at the entry cost of 24,00 EUR/person. The tickets for the Final Banquet must be paid to the LOC until 18, January, 2023. Tickets for the Final Banquet are not refundable.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members. The Travel Schedule Form must be returned to the LOC by 18, January, 2023.</p>
LOCAL TRANSPORTATION	<p>It is mandatory for all delegations to book their local transportation through the LOC.</p> <p>The Organizers will arrange at a determined fee, the transport service from the LISBON International airport and OPORTO International airport to the accommodation place in Cantanhede and to the competition hall</p> <p>The costs are per person.</p> <p>Transportation from Oporto Airport to the competition venue or hotel and back – 60€ (sixty Euros). Transportation from Lisbon Airport to the competition venue or hotel and back – 85€ (eighty-five Euros).</p> <p>The LOC only ensure the Local Transportation between the hotels and the hall of the competition to the participants who booked the accommodation by the LOC.</p> <p>The invited participating federations must pay for the transportation expenses of their delegation members until 18, January, 2023.</p>
VISA	<p>Please verify immediately with your travel agent or the Portuguese Embassy or Consulate in your country if a visa is required for your travel to Portugal. The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before 18, January, 2023 to the LOC. The request 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, 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. 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.</p> <p>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).</p> <p>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>Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 45€ (forty-five euros) per person/day.</p>
ACCREDITATION	<p>The accreditation will take place at the Sports Hall “Os Marialvas” upon arrival to Cantanhede. The accreditations will only be handed out to the Head of Delegation and/or Team Manager.</p> <p>All delegations must deliver 2 memory sticks with the musics of all routines, national anthem and flag, SPORTIVE INSURANCE declaration, passports of all members and FIG Licenses.</p> <p>In addition, the LOC will distribute information regarding the safeguarding Officer operations plan upon accreditation.</p>

FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) will not be allowed to participate in these World Cups.</p> <p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p>																																			
BANK ACCOUNT INFORMATION	<p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows:</p> <p><u>Account Name</u>: ACADEMIA CANTANHEDEGYM <u>Bank</u>: Crédito Agrícola <u>Agency</u>: Cantanhede <u>IBAN</u>: PT50004530204023223856527 <u>Swift code</u>: CCCMPTPL <u>Reference</u>: CANTANHEDE AER FIG World Cup 2023_(Country)</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																																			
CANCELLATION POLICY	<p>50% of Accommodation cost shall be reimbursed if the cancelation occurs up to 1 month (February 22, 23:59 GMT) prior to the event. After, no reimbursement will be made.</p> <p>50% of meals cost shall be reimbursed if the cancellation occurs up to 1 month (February 22, 23:59 GMT) prior to the event. After no reimbursement will be made.</p>																																			
TIE BREAKING RULES	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied (see 2023 FIG Technical Regulations Section 6, Art 3.3). If there is still a tie, the tie shall not be broken. Nevertheless, the gymnasts not qualified for the finals and with same final score will receive the same World Cup points.</p>																																			
PRIZE MONEY	<p>The Organizing Member Federation must pay a minimum prize money per medalist as follows: <u>B- Tournaments</u> <u>Total minimum 8'950.- (CHF)</u>:</p> <p>The Prize Money, free of any deductible taxes, will be distributed in Euros as follows:</p> <table border="0" data-bbox="368 1144 1552 1413"> <tr> <td>Individual Men</td> <td>Gold</td> <td>500.-</td> <td>7 x 850.-</td> <td>5'950.-</td> </tr> <tr> <td>Individual Women</td> <td>Silver</td> <td>250.-</td> <td></td> <td></td> </tr> <tr> <td>Mixed Pairs</td> <td>Bronze</td> <td>100.-</td> <td></td> <td></td> </tr> <tr> <td>Trios</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Groups</td> <td>Gold</td> <td>300.-</td> <td>5 x 600.-</td> <td>3'000.-</td> </tr> <tr> <td></td> <td>Silver</td> <td>200.-</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Bronze</td> <td>100.-</td> <td></td> <td></td> </tr> </table> <p>In case of a tie, the prize money will be added and divided by the number of units: 1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2) 1, 2, 2 (prize money for rank 2 and 3 is added and divided by 2)</p> <p>No prize money, and no medals will be given, if there are less than 4 participating units per category.</p> <p>"Wild Card Participants" will receive medals and prize money. "Hors concours competitors" will not receive prize money.</p>	Individual Men	Gold	500.-	7 x 850.-	5'950.-	Individual Women	Silver	250.-			Mixed Pairs	Bronze	100.-			Trios					Groups	Gold	300.-	5 x 600.-	3'000.-		Silver	200.-				Bronze	100.-		
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**ASSIGNMENT OF
WORLD CUP POINT
FOR THE RANKING
LIST**

In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation “Hors concours competitors” must not appear on the official results lists.

Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Men Individual
- Women Individual
- Mixed Pairs
- Trio
- Groups

For Individual competitors, World Cup Points are assigned to the competitor **by name**.

Mixed Pairs are listed **by name**, but considered **as an entity**.

In case of change of partner, the Mixed Pair is considered as a new Pair.

Trios are listed **by name**, but considered **as an entity**.

One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio.

Groups are listed **by Federation**. The World Cup Points are assigned to the Federation. If more than one Group per Federation starts at an event, only the better result will be considered.

The World Cup Points are assigned to the competitors as follows:

Finals: ranking from 1st to 8th place
Qualifications: ranking from 9th to 16th place

Ranking	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12
8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

If there are less than four (4) units participating in a category no World Cup Points will be awarded.

“Wild Card Participants” will not receive any World Cup Points.

“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE ANNUAL WORLD CUP	<p>The winner of the annual World Cup per category is the individual gymnast / pair / trio / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:</p> <p>In case of a tie at any place in the World Cup Series Ranking Lists after the last competition of the year, the tie will not be broken.</p>
EVENT MANAGER	<p>João Dias Academia CantanhedeGym Rua da Concórdia, Lote 12 3060 – 149 Cantanhede Portugal Mobile: +351925123182 E-mail: academia.cantanhedegym@gmail.com</p>
MEDIA	<p>Only journalists and photographers holding an official and valid press card recognized by international press agencies such as the AIPS and official Sports Journalists Associations / National Federations will be accredited.</p> <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>E-mail: elena.rosca@ginastica.org Ms. Elena Rosca</p>
SOCIAL MEDIA	<p>Facebook page: https://www.facebook.com/ginasticaportugal?fref=ts Youtube: https://www.youtube.com/user/ginasticaportugal</p>
MEDICAL SERVICES	<p>The Local Organizing Committee will provide first aid medical services. A physiotherapist will be present during the competitions as well members of the Portuguese Red Cross specialized in first aids. Medical support is also available at 5min. distance.</p>
COVID 19	<p>Besides the FIG medical guidelines for the particular event, FIG also requires all the participants to follow the standard precautions.</p> <p>The FIG requires all participants, judges and officials to take standard precautionary measures, such as frequent hand-washing, wearing masks or face coverings at all times and keeping a physical distance of at least 1.5 metres whenever possible.</p> <p>The only situation in which the safety distance does not have to be respected is when a coach provides assistance (catch, lead, spotting) during an athlete's performance. This phase must be kept as short as possible and the assisting person is obliged to wear a mask throughout.</p> <p>Gymnasts do not need to wear a mask or face covering while they are performing at the training venue or on the FOP and keeping a physical distance of at least 1.5 metres whenever possible.</p>
OFFICIAL HOSPITAL	<p>Hospital Arcebispo João Crisóstomo R. Padre Américo, Apartado 61 * 3061-909 CANTANHEDE Phone number: +351 231 419 210</p>
DOPING CONTROLS	<p>Anti-doping controls will be organised by the International Testing Agency (ITA) on behalf of the FIG and according to the WADA Code, Standards and FIG Anti-Doping Rules.</p>
MARKETING	<p>FIG advertising and publicity norms must be respected.</p>
SCORING, RESULT SERVICE AND VIDEO CONTROL	<p>The Organizing Member Federation will provide a scoring and result service, including a high-quality video system which will allow the recording, storage and provision of compilation of the recorded images for the Difficulty Judges, the Superior Jury and the President of the Superior Jury. The videos will be sent to the FIG within one week after the competition.</p>

RULES AND REGULATIONS	<p>The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> - Statutes - Code of Ethics - Code of Conduct - Technical Regulations - License Rules - Code of Points and relevant Newsletters - General Judges' Rules - Specific Judges' Rules for Aerobic Gymnastics - Medical Organization of the FIG Competitions and Events - Anti-Doping Rules - Framework for safeguarding athletes and other participants from harassment and abuse in sport during events - Media Rules - Apparatus Norms - Rules for Advertising and Publicity - Accreditation Rules - Rules for Awards Ceremonies - World Cup Rules for Aerobic Gymnastics and subsequent decisions of the FIG Executive Committee 																										
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. 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>																										
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Sincerely Yours,
Lisboa, 29.06.2021



Ms. Teresa Loureiro
Signature of the Executive Director
of the FIG affiliated NF