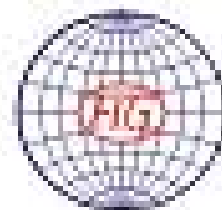


FÉDÉRATION INTERNATIONALE
DE GYMNASTIQUE



Ginástica Rítmica
**Taça do
Mundo**



Portimão 2008

XXII Torneio Internacional

WORKPLAN – WC / IT

Updated 25.03.08

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1. GENERAL INFORMATION

This Competition will be organised following the FIG Statutes 2004 edition, the Technical Regulations 2007-2008 edition, the Code of Points 2005 and all other Rules and Guidelines, as well as any FIG Executive Committee and the Rhythmic Gymnastics Technical Committee complements or amendments decided in the meantime.

2. ORGANISING FEDERATION

Portuguese Gymnastics Federation

Estrada da Luz, 30 Rc.

1600-159 LISBOA – Portugal

Phone: + 351.21.814.11.45

Fax: + 351.21.814.29.50

E-mail: gympor@gympor.com

Website: www.gympor.com

3. ORGANISING COMMITTEE

Portuguese Gymnastics Federation

Municipality of Portimão – Sports Department

ExpoArade

4. LOC CONTACT DETAILS (from 15th to 20th April)

Phone: + 351.282 405 117

Fax: + 351.282 450 110

E-mail: gympor@gympor.com

Web : http://www.gympor.com/noticias_detalhe_en.php?noticia_id=339

5. EVENT INFORMATION

Date: 15th to 20th of April 2008

Competition Name: **III RG World CUP of Portimão (seniors)**

Competition Category: World CUP – Cat. A

Competition Name: **XXII RG International Tournament of Portimão (juniors)**

Competition Category: International Tournament

6. COMPETITION FORMAT

World CUP

Competition by apparatus for individuals and groups (WCup Rules 2007 – 08 / 2.4)

Senior Individual

- Rope
- Hoop
- Clubs
- Ribbon

Senior Groups

- 5 Ropes
- 3 Hoops and 4 Clubs

Finals

W Cup individual – The 8 best gymnasts per apparatus, maximum 2 gymnasts per country

W Cup groups – The 8 best groups per apparatus

Juniors – The 8 best gymnasts per apparatus, 1 per country

International TOURNAMENT

All-Around Competition
Competition by apparatus (Finals)

Junior Individual

- Rope
- Hoop
- Ball
- Ribbon

7. RESPONSIBLE PERSONS

Organising Committee

Mr. MORAIS, Jaime Lança
Mr. PIRES, Paulo
Mrs. LEBRE, Eunice
Ms. NOBRE, Helena
Ms. VIEIRA, Sandra
Mrs. LEBRE, Eunice
Mrs. LEBRE, Eunice
Mr. ANDRADE, Fernando/ Mrs. LUCAS, Ana
Mrs. LUCAS, Ana
Ms. FALCÃO, Isabel
Mr. CABRITA, Nuno
Mrs. SOUSA, Susana/ Ms. CABRITA, Salomé
Mr. SANTOS, Vasco/ Mr. ROMÃO, Pedro
Mr. SANTOS, Victor
Mr. NEVES, Joaquim
Mr. MONTEIRO, João
Mr. SANTOS, Vasco/Mr. HUMBERTO, André
Mrs. SEVILHA, Maria
Red Cross

President
Vice-President
Vice-President
Executive Director
Finances
Competition Director and Training
Technical Area
VIP Program
Protocol and Ceremonies
Secretariat and Accreditations
Press/Media Officer
Promotion and Marketing
Logistics
Informatic Resources
Accommodation and PR
Meals
Transports
Volunteers
Medical

8. COMPETITION VENUE

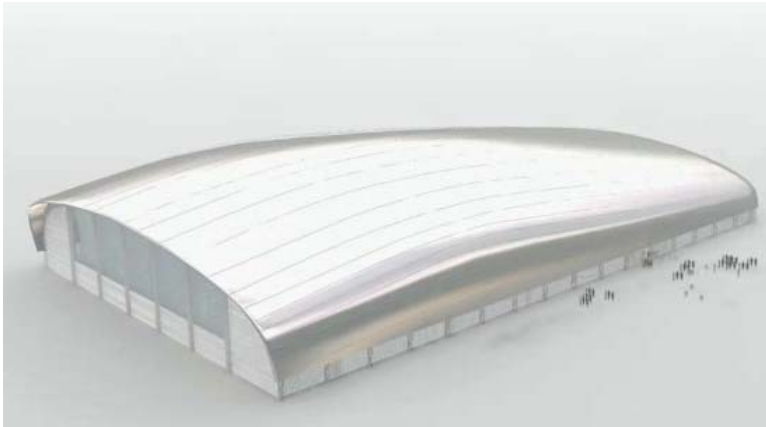
Portimão ARENA

Park of Fairs and Exposition of Portimão
Caldeira do Moinho
8500 – 726 Portimão – Portugal

Phone : + 351 282 410 440 Fax : + 351 282 410 445

The competition area is 45 meters long, 30 meters wide and 20 meters high. It has a seating capacity of 4,000.

During the entire competition, the gymnasts, judges and coaches are absolutely prohibited from using cellular phones and other electronic communication devices in the Competition Hall (FOP). The Portimão Arena is a smoke free facility.



9. TRAINING FACILITES (Halls)

Portimão Arena (Main Hall)

- 4 Training Areas
- 1 Warm Up Zone

Portimão Sports Hall (Hall n.º 2)

- 2 Training Areas

10. ENTRY DEADLINES

All rules concerning the entry into the World Cup as outlined in the FIG technical regulations must be strictly adhered to.

- January 18th, 2008 - provisional registration
- February 15th, 2008 - definitive registration
- March 14th, 2008 - nominative registration + Photo for accreditation + Accommodation + Visa request
- March 28th, 2008 – Travel Plans

Note: Please send the entry form to the FIG Secretary General and to the Organizing Committee.

11. FINANCIAL TERMS

The organization will take in charge full board accommodation and local transportation for all delegations.

Travel expenses, additional days or extra person's costs are to be borne by the respective federations.

PAYMENTS:

Extra Accommodation and Meals:

A 50% pre-payment (€) of the full extra costs must be done by the national federations to the Organizing Committee **till April 15, 2008 (definitive registration)**.

The remaining payment must be done to the Organizing Committee till **March 14, 2008 (Nominative registration)**. Notice that we only can assure extra hotel reserves to those who did pre-payment.

BANK: Banco Santander Totta
Av. Almirante Reis n.º 120
1150 Lisboa

BENEFICIARY: Portuguese Gymnastics Federation

IBAN: PT 500 018 000 028 506 145 001 40
BIC/ SWIFT : TOTAPTPL

Note: If the payment will be done by bank transfer, please send the receipt together with the registration form to the fax n.º (+351) 21 814 29 50.

12. DELEGATION SIZE

Gymnasts from FIG affiliated federations in good standing. For the III Portimão RG World CUP, the maximum size of delegation respects the World Cup Rules.

Besides what is foreseen in the FIG WC Rules 2007-2008 (points 2.5 and 2.6), the Organization will support accommodation and meals costs for the following persons:

	<u>XXII Portimão RG International Tournament</u>	III Portimão RG World CUP		Delegation
	Individual Juniors	Individual Seniors	Group	
Head of Delegation	1			1
Coach				
Gymnasts	1 (*)	1 (**)	6 (***)	8
Judge	1			1
	Total			10

(*) Each country will only present a total of 4 exercises for junior competition. So each country can participate with 1 or 2 gymnasts performing in **total of 4 exercises** (one of each apparatus)

(**) Even if federations have **more than 1 gymnast in the top 8 World Ranking List**, are entitled to participate in the WC qualification competition with a maximum of four (4) gymnasts **supported by the organization** if the gymnasts are also:

- Ranked in the top eight (8) of the World Ranking List or the current all-around champions: Olympic Champion, World Champion, Champion of each of the Continental Unions.

(***) The organization will only support the costs for the 12 Olympic qualified group gymnasts.

13. JUDGES

World CUP

Each Federation has to nominate one judge with valid FIG brevet (minimum cat.2 for A and D or minimum cat.3 for EX).

The list of judges and the level of their brevet will be confirmed by FIG

Note:

All participating federations must send minimum one judge with minimum requirements.


(See Specific FIG Judges' Rules 2007 – 2008 / 2.9).

If the country will not send judge must pay of Swiss Francs 2'000 to the organizing federation.

International Tournament (Juniors)

Each Federation has to nominate one judge with valid FIG brevet (any category)

14. ACCOMMODATION – Delegations HOTELS

	<p>DELEGATIONS Hotel</p> <p>Clube Praia da Rocha *** Av. Das Comunidades Lusíadas n.º 3 8500-801 Praia da Rocha</p> <p>Phone: ++351 282 400 400</p>
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Accommodation prices are as follows:

3 star apartments:

T1	1 Pax	37,00 €
T1	2 Pax	21,00 €
T1	3 Pax	16,00 €
T1	4 Pax	13,00 €

4 star hotel:

SGL	72,00 €
DBL	42,00 €

4 star hotel (upper class):

SGL	88,00 €
DBL	50,00 €

All prices are per person and per day and include breakfast

Check-in Procedures

The Official Hotel will receive a room list from the all delegations. Room keys and hotel information will be distributed to the head of delegation by the Hotel. On Check-in, credit cards imprints may be necessary to cover all incidental cases during the individuals stay.

Check-out Procedures

A copy of the individual account of each delegation member will be available the day before departure. After confirmation, the balance due must be paid in full upon check-out. Delegations will be responsible for all costs incurred.

NOTE: For those extra delegations members that don't book their accommodation through the OC, the OC decline any responsibility for the local transportation.

15. MEALS

Breakfast: At the hotel accommodation.

Lunch/Dinner: "Lugar do Rio" Restaurant – Buffet *

Meals will take place near the Portimão Arena, two minutes walking distance from the stage where the competitions will take place.

Schedule *

Date	Breakfast *	Lunch *	Dinner *
Thursday, 15 th April			
Friday, 16 th April			
Saturday, 17 th April	07:00-10:00	11:30-15:30	18:30-22:00
Sunday, 18 th April	07:00-10:00	11:30-15:30	18:30-22:00
Monday, 19 th April	07:00-10:00	11:30-15:30	18:30-22:00
Tuesday, 20 th April	07:00-10:00	11:30-15:30	Closing Dinner

Extra delegation members:

B) Meals for extra delegation members from 15 th April to 20 th April: - Delegations Restaurant (Buffet)	Prices per meal/ person 12 €
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16. TRANSPORTATION

Portimão is located in the south of Portugal, at approximately 70 km from Faro airport and 300 km from Lisbon airport.

The LOC will provide the official delegation members with transportation from/to Faro Airport and to/from the training and competition venues.

Official Airport Transportation Period

The LOC has designated Faro Airport as the official airport for the arrival/departure of delegations and other participants from overseas.

Transport schedules to/from the airport will be based on travel information received from Federations. This information is required to the LOC **till 28nd March.**

Note: LOC can also organize transport from/ to the Lisbon International Airport (300km):
- Prices on request

Arrivals

At the Faro International Airport a World Cup 2008 Welcome Desk will be available from **April 15th to April 16th**-Portimão.

Should individuals arrive at the international terminal, they should make their way to the World Cup 2008 Welcome Desk at the International Arrival Area to organise transport.

LOC cannot assure shuttle from the Faro airport to Portimão before **April 15th**..

Departures

Departures service will operate from **21st April** .

A detailed schedule for departures will be distributed to the Delegation Mail boxes.

LOC cannot assure shuttle from Portimão to the Faro airport after **April 21th**..

Shuttles Bus Services to/from Competition/Training Venues

The LOC will arrange shuttle buses - following the competition, training and meeting schedules – between official hotels, Training Halls and the Competition Hall. These shuttle buses will only be available to all accredited persons.

Shuttle bus routes and timetables will be provided to Heads of Delegation on arrival and will also be available at the Information Centre and on the official display at hotels.

Bus arrival/departure points at the competition/training venues are near the main entrance.

We inform that closing dinner does not exist transport between hotel and restaurant.

Note: Shuttle bus from the hotel to training hall and competition arena will only be available from 15th April to 20th April.

17. LIAISON VOLUNTEERS

18. ACCREDITATION

Accreditations will be hand in at Portimão Arena upon the arrival of the Delegations.

All the participants must give the passports at accreditation moments. After being copied they will be returned to the owners

During the accreditation it will be checked also correct names of the Delegation, verified the accommodation, made the necessary payments (insurance, extra accreditations, photos, etc.)

At accreditation all delegations must give to LOC the competitions forms and the music CD's of all gymnasts, and also the national flag and anthem.

To make easier and quicker the accreditation procedure, we kindly ask to all participants to send to the Organizing Committee a photo of each of the delegation members together with the nominative registration.

The accreditation is personal, non transferable and compulsory to have access to training and competition hall, functions and official transport.

The loss of accreditation must be immediately reported to the Information Centre.

Extra Accreditations:

Additional accreditation for coaches (up to two max.), doctor or physiotherapist (up to two max.) can be obtained by filling the Application Form. Accreditation Cost - €125 per person, per gymnasts €10.

The price of extra accreditation includes access to competition area, training area, farewell party and OC's local transport system. Accommodation and meals will be charged apart.

No further accreditations may be issued.

Accreditation Office Schedule

Tuesday – 15th April
From 09h00 – 23h00 / 9 AM – 11 PM

Wednesday – 16th April
From 09h00 – 23h00 / 9 AM – 11 PM

19. INFORMATION CENTRE

The Organizing Committee will set up an Information Centre at the competition venue and it will be in operation during all training and Competition times.

All inquires should be directed to the Information Office from 15th April.

Phone: + 351.282 405 117
Fax: + 351.282 450 110
E-mail: gympor@gympor.com

Information Centre Schedule

From 15 th April to 20 th April From 09h00 – 23h00 / 9 AM – 11 PM
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Delegation Mail Boxes

Delegation mailboxes will be at the Information Centre. All information regarding competitions, notification of meetings and information from FIG and the Organizing Committee will be distributed to the delegation mailboxes.

20. MUSIC

Upon arrival at the Accreditation Office all delegations must submit:

- The form "Submission and Return of Music"
- 2 CD's per gymnast and per apparatus
- A confirmation that the music used does not violate any copyrights and that it can be broadcasted within sports events.

- Name of Federation
- Name of gymnast
- Apparatus
- Exact length of music

The CD's will be returned to the Heads of Delegation at the Farewell Party.

Training music

All gymnasts must provide a copy of the CD's for trainings.

21. NATIONAL ANTHEM AND FLAG

All delegations must give to LOC the CD with national anthem and 2 national flags upon arrival at the Accreditation Office.

22. OFFICIAL FORMS

The FIG Official Forms for Difficulty/Artistry (2 copies) for each exercise must be given upon arrival at accreditation desk for Individual gymnasts and for groups.

23. INSURANCE

The participating federations guarantee, by sending in their Nominative Entry Forms, that all members of the delegation are fully insured against illness and injury as well as for repatriation during their travel to and stay in Portugal.

The FIG and the OC decline all responsibility.

The Organising Committee will verify the insurance of all Federations at accreditation.

24. PRIZE MONEY (World CUP)

The Prize Money will be distributed as follows (Swiss francs):

Gymnasts	Individuals (per apparatus) Total of 5'000	Groups (3+2 apparatus) Total of 5'000	Groups (5 apparatus) Total of 5'000
1	1500	2500	2500
2	1200	1500	1500
3	800	1000	1000
4	500	---	---
5	400	---	---
6	300	---	---
7	200	---	---
8	100	---	---

No prize money, medals and World Ranking Lists points will be given, if there are less than 4 participating federations per apparatus.

The payment of prize money will be carried through the FIG.

25. FLOORS / COLOUR

Portimão Arena

Carpet floors: Spieth

Colour: Beige

Competition model: "Athens" (FIG certificate)

Training model: "Savanne"

26. ORIENTATION MEETINGS

The Orientation Meeting will take place on Wednesday, 16th April in the Portimão Arena Auditorium.

The meeting will be English and French speaking and it is for coaches, judges and heads of delegation.

Results

Only the final results will be given to the delegations. All partial results will be fixed in the information's Placard in the competition hall and in the official hotels.

27. JUDGES INSTRUCTION

The judges' instruction is compulsory. Judges not participating will not be allowed to judge. Judges' meetings will also take place before the competitions.

28. TRAINING SCHEDULE

Upon arrival the official training schedule for the event will be given to the delegation.

29. APPARATUS' MEASUREMENTS

The apparatus measurement will take place the training sessions in the Portimão Arena.

30. Official appointments

Welcome Dinner (Judges)

The Welcome Dinner will be held on Wednesday 16th April. There will be a direct bus from the orientation meeting to the Welcome Dinner.

Opening Ceremony

Two participants of each Delegation will be requested to participate in the Opening Ceremony. **Competition attire must be worn.**

Medal Award Ceremonies

Only the medal winners (AA and Finals) will participate in the medal Award Ceremony.

- All-Around Finals Gymnasts ranked 1st – 3rd
- Apparatus Finals Gymnasts ranked 1st - 3rd

There will national flags rise for podium gymnasts and a short version of the national anthem will be played.

Closing Ceremony

There will be winners Gala on Sunday, 20th of April.

The OC will invite some of the gymnasts taking part in the WC and IT to participate in the GALA.

Farewell Party

A farewell dinner party will be offered to all accredited persons on Sunday, April 20th, at 20h30, on the Portimão Arena Restaurant.

Access to the function will be by accreditation only.

For all other persons, the price for the dinner will be 25€.

Requests for extra tickets must be made at the very latest Friday morning.

31. MEDICAL SERVICES

The Organizing Committee will provide first aid medical services. A physiotherapist will be present during the competitions as well as members of the Red Cross first aid specialized.

32. DOPING CONTROL

Doping controls will be conducted during the World Cup according to the latest FIG / WADA Doping Control Regulations. The doping controls can take place during training or competition.

The gymnast notified by a doping control steward must report herself to the doping control station, with her Accreditation or ID card.

A companion (selected from among the Head of Delegation, coach or a doctor) must be present when the gymnast reports to give a sample.

The gymnast will be escorted by a doping steward to the doping control after she has signed the invitation form.

Any competitor who is found guilty of doping or who refuses to submit to a sample shall be liable to sanctions.

Note: Award Ceremonies are a priority for the athletes and if selected for doping control, Medal Award Ceremonies must come first.

33. INQUIRY

Inquiries for the Composition Score are allowed, provided that they are made verbally and exclusively by the National Federation nominated person in the competition to the designated Superior Judge, immediately after the publication of the score.

The designated Superior Judge has to note the time of receiving it and this starts the procedure. Late verbal inquiries will be rejected. A federation is not allowed to complain against a gymnast composition score from another federation. Inquiries for all other scores are not allowed.

The inquiry must be confirmed by the aforementioned person in writing within 4 minutes after the verbal inquiry is made and requires an agreement of payment after the competition of USD 300 for the first complaint; USD 500 for the second complaint and USD 1'000 for the third complaint. Should the inquiry not be confirmed in writing within the given deadline, then the procedure becomes obsolete.

Should the inquiry prove correct and is accepted, this sum will be reimbursed. Otherwise, the sum will be transferred to the FIG Foundation.

34. MEDIA RULES

GYMNASTS

Rules for Advertising and Publicity on competition-leotard must be respected.

Television Broadcast

A live production of the finals will be made. The competitors are requested to follow the instructions of the organisers.

Kiss and Cry Corner

Gymnasts are requested to follow the escort hostess immediately after the end of the routine and to reach the Kiss and Cry Corner as quickly as possible. Coaches and choreographers are invited not to stop the gymnasts before they are seated in the Kiss and Cry Corner.

Note: Gymnasts must wait for the final score to be presented before leave this zone.

Award Ceremonies

After the national anthem, Gymnasts are requested to face all directions together, to wave to the spectators and to allow the photographers to take pictures of all medallists.

Mixed Zone

The Mixed Zone will be located at ground zero of the Sports Hall. During competitions as well as podium trainings, athletes must exit through the Mixed Zone. As they enter the Mixed Zone, journalists may collect flash quotes.

There is no obligation for an athlete to stop in the Mixed Zone, but cooperation with the press is most appreciated.

MEDIA PROFESSIONALS

Only journalists and photographers holding an official and valid press card recognised by international press agencies such as the AIPS and official Sports Journalists Associations / National Federations will be accredited.

All media representatives (journalists, photographers, TV) must request an accreditation from the O.C. Media Office as soon as possible to have access to the media centre on the competition venue:

Media Contacts on Site

LOC Press Chief: CABRITA, Nuno

E-mail: info@gympor.com









35. HOST BROADCAST**Name:** RTP - Rádio Televisão Portuguesa (National Television)**Address:** Avenida Marechal Gomes da Costa, 37
1800-255 LISBOA
Portugal**36. VISA FOR PORTUGAL**

Please check immediately the visa requests for your travel to PORTUGAL. Upon request, the Organising Committee will be happy to assist with an official invitation for all delegation members.



Music for the exercises – Senior Individual Gymnasts

NATIONAL FEDERATION

APPARATUS	NAME, SURNAME	LENGTH OF MUSIC	COMPOSER	TITLE	ARTIST
					
					
					
					
					
					
					
					




Hand in Date	Head Delegation	O.C.

Return Date	Head Delegation	O.C.



Music for the exercises – Senior Group

NATIONAL FEDERATION

APPARATUS	LENGTH OF MUSIC	COMPOSER	TITLE	ARTIST
5x 				
3x  4x 				









Hand in Date	Head Delegation	O.C.

Return Date	Head Delegation	O.C.



Music for the exercises – Junior Individual Gymnasts

NATIONAL FEDERATION

APPARATUS	NAME, SURNAME	LENGTH OF MUSIC	COMPOSER	TITLE	ARTIST
					
					
					
					
					
					
					
					


Hand in Date	Head Delegation	O.C.

Return Date	Head Delegation	O.C.



Music for the exercises – Junior Group

NATIONAL FEDERATION

<i>APPARATUS</i>	<i>LENGTH OF MUSIC</i>	<i>COMPOSER</i>	<i>TITLE</i>	<i>ARTIST</i>
5x 				

<i>Hand in Date</i>	<i>Head Delegation</i>	<i>O.C.</i>

<i>Return Date</i>	<i>Head Delegation</i>	<i>O.C.</i>