



13th National Development Competition

**19 - 23
March
2025**



**CANTANHEDE | PORTUGAL
Pavilhão "Os Marialvas"**

WORK PLAN

Dear Friends,

The Gymnastics Federation of Portugal has the honour to welcome all participating Federations to the Aerobic Gymnastics National Development Competition, that will be held in Cantanhede, Portugal, from 19th to 21st of March 2025.

This work plan has been developed to provide all necessary information concerning the participation of the national federations, at the above mentioned event.

1 - Participating Federations: Greece, Lithuania, Portugal, Ukraine.

2 - Host Federation: Gymnastics Federation of Portugal
Address: Estrada da Luz, 30A, 1600-159 Lisbon, Portugal
Tel: 00351 218141145 / Fax: 00351 218142950 / E-mail: gympor@gympor.com
Website: www.gympor.com

3 - Competition Venue: Pavilhão Marialvas
Address: Rua Luís de Camões, nº19, 3060 – 183 Cantanhede, Portugal
Tel: +351 231 422 101 / E-mail: academia.cantanhedegym@gmail.com
Website: www.cantanhedegym.com

4 - Competition Dates
Qualifications: Wednesday 19th of March 2025
Finals: Friday 21st of March 2025

5 - Local Organising Committee: Academia Cantanhedegym
Address: Rua da Concórdia, Lote 12, 3060 – 149 Cantanhede / Portugal
Contact Person: João Dias
Mobile: +351 925123182 / E-mail: academia.cantanhedegym@gmail.com
Website: www.cantanhedegym.com

6 - Organising Committee

President	João Dias
Local Technical Coordinator	Vanda Dias
Technical Manager	Bruna Coelho
Judges Manager	Nancy Almeida
Financial Director	Agostinho Moura
Volunteers	Sérgio Morais
Protocol & Social Programme	Miguel Albuquerque
Communication & Marketing	Pedro Lopes
Facilities	José Santos
Security	David Pratas
Transports & Accommodations	António Pereira
Secretary	Daniel Santos
Scoring System	Bernardo Curras
Photography	Rainer Fleck
Speaker	Pedro Canilhas

7 - Technical Regulations

The competition will be organized under the following FIG rules, as valid in the year of the competition:

- Code of Points and relevant Newsletters
- General Judges Rules
- Specific Judges' Rules for Aerobic Gymnastics
- Apparatus Norms

8 - Competition jury

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 draw with priority to the judges of the highest category. If, on the day of the competition, there are not enough number of judges in the requested categories, the Judges Manager will take whatever action needed to secure the running of the event.

9 - Floor supplier

Gymnova, FIG ID 158 (wood matt surface).

10 - Age Group and Categories

National Development: 9-11 years in 2025

Categories: IW, IM, MP, TR and GR

11 - Participation

The competition consists of Qualifications and Finals in all categories. There will be qualifications only for the categories and age groups with more than 8 participants. The participation in the finals is limited to 2 units per country in each category.

12 - Detailed Schedule:

Monday,	17/03/2025 10:00-18:00	Arrival of Delegations and accreditation at Pavilhão Marialvas (IOC & ND) Training sessions by schedule
Tuesday,	18/03/2025 09:30-20:00	Arrival of Delegations and accreditation at Pavilhão Marialvas (IOC & ND) Training sessions by schedule
Wednesday,	19/03/2025 09.00-09:30 09:30-11:45 11:45-12:00 12.00-13.00 14.00-18.15	Orientation Meeting for all Head of Delegations and Coaches (Pavilhão Marialvas) – IOC IOC Judges Instruction Meeting & Draw (Pavilhão Marialvas) <u>IOC Opening Ceremony (8 counts) - max 10 gymnasts/country</u> IOC Qualifications (IW ND) IOC Qualifications (IW Youth & IW JNR)
Thursday,	20/03/2025 14.30-16.50	FIG World Cup Training sessions by schedule (during the morning) IOC Qualifications (IM JNR & IW SNR)
Friday,	21/03/2025 14.15-16.45 18.20-19.20 19.40-20.00	FIG World Cup Training sessions by schedule (during the morning) IOC Qualifications/Finals (IM – IW – MP – TR ND & TR Youth) IOC Qualifications/Finals (GR ND & TR JNR) ND Competition Award Ceremony

Sunday,	23/03/2025	
	18.15-18.40	Closing Ceremony
	20.00-23:00	Final Banquet (Hotel Quinta da Lagoa)
Monday,	24/03/2025	All day: Departure of the delegations

13 - Training and competition areas

- a) At the accreditation desk, all delegations will receive the final detailed training schedule.
General warm-up: This area can be used by each nation team during 1 hour.
Specific warm-up: This area will have a competition floor, with music for each routine during 2 minutes.
The coaches and gymnasts should bring their own training flash drive.
Podium / Competition area: This area will be at the main competition hall with official floor at the podium / stage, using the routine music previously send by e-mail to the LOC.
- b) The Opening Ceremony Rehearsal is compulsory for all nations with the presence of the Head of Delegation, Coaches and maximum participation of 10 gymnasts by nation. The nations will present a 2 x 8 counts with music.

14 - Music procedure

In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee wishes to reduce the variety of the various musical supports and use only the numerical support. Each music will be classified and indexed in a file on the computers of wiring for sound by respecting the flow schedule in order to be able to use them quickly and effectively.

All the music used must be send to LOC by the following email: aer.fig.wc.ioc.acg.musics@gmail.com, until **05th March 2025**, in WAV or MP3 format. It is also necessary to send the attached Music Release form. Each music will have to contain following information:

- The name of the competition (ND)
- The name of the nation (official abbreviation of the country)
- The last and first name of all competitor/s
- The category (IM, IW, MP, TR, GR, AD, AS) & Country/Team # ID

Example: ND_POR_MENDES_Luisa_IW5.wav or mp3

****Although, all teams should bring their own flash drive for each routine with the identification of the Nation, Gymnasts Names, Category, Age group, music time.***

15 – Awards

Diplomas for all participants and medals for the best 3 ranked by category.

16 - Accommodation

The official Hotel B&B Hotels Cantanhede is located between 5 minutes walking from the Competition Hall. The Hotel Quinta da Lagoa is 20 minutes from the Competition Hall (by bus, provided by the LOC). All participating federations must pay for their accommodation and meals costs to the LOC. Entries without payment will be considered as invalid and will be refused.

17 - Meals

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures. Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 07:00 to 10:00 *

- Lunch – at ETPC – from 12:00 to 14:30 *
 - Dinner – at the Hotel of Accommodation – from 19:00 to 22:00 *
- * Other schedule might be arranged if the request is duly presented and justified, at least 24h before, at the Accreditation Center.

Farewell Dinner / Party - The transportation of the participants will be from / to the Hotels of accommodation. The schedule will be informed in the Orientation Meeting.

18 - Transports

Delegations must cover by themselves the costs for their international transportation. The LOC will arrange at a determined fee, the transfer service from the OPORTO/LISBON International airport to the accommodation place in Cantanhede and to the competition hall. Transportation from Oporto Airport to the competition venue or hotel and back is 80€ (eighty Euros). Transportation from Lisbon Airport to the competition venue or hotel and back is 100€ (hundred Euros).

19 - Medical services and Insurance

The Host Federation, the Local Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. 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 for 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.

The LOC will verify the insurance declaration in English writing upon arrival of the delegation members (All delegation) (e.g. cover note or photocopy of the valid policy). These delegation members with insufficient insurance cover must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations own charge as follows: 50 EURO per person/day.

20 – Accreditation

For the accreditation process, all delegation members must send to LOC by the following email: aer.fig.wc.ioc.acg.photos@gmail.com, the pictures identified, in jpeg format, until **05th March 2025**. Each photo taken in the accreditation will have an extra fee of 10 euros.

Example: ND_POR_MENDES_Beatriz

The accreditation will be at Pavilhão Marialvas

The Head of Delegation has to be ready to present the following documents:

- Passports of each member of the delegation.
- Insurance declaration in English, **for all the members of their Delegation** (see n° 19).
- National Flag and Anthem.
- A flash/pen drive with all routines of the Delegation, identified with the Category and Names of the competitor/s.
- To be ready to fill a list for the order of your competitors during the time for the trainings.

The accreditation cards will be given to the participants if all the necessary requirements are fulfilled. In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.

During the Orientation Meeting detailed and updated information will be given to all nations. If you need some more information in advance, please do not hesitate to contact us.

Looking forward to welcome you in Cantanhede!