



# 13<sup>th</sup> International Open Competition

19 - 23  
March  
2025



CANTANHEDE | PORTUGAL  
Pavilhão "Os Marialvas"

# WORK PLAN

**FIG ID: 17977**

Dear Friends,

The Gymnastics Federation of Portugal as the honour to welcome all participating Federations to the Aerobic Gymnastics FIG International Open Competition, that will be held in Cantanhede, Portugal, from 19<sup>th</sup> to 23<sup>rd</sup> 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:** Azerbaijan, Czechia, France, Greece, Hungary, Italy, Lithuania, Portugal, Spain, Turkey, Ukraine.

**2 - Host Federation:** Gymnastics Federation of Portugal  
Address: Estrada da Luz, 30A, 1600-159 Lisbon, Portugal  
Tel: +315218141145 / E-mail: [federacao@ginastica.org](mailto:federacao@ginastica.org)  
Website: [www.ginastica.org](http://www.ginastica.org)

**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](mailto:academia.cantanhedegym@gmail.com)  
Website: [www.cantanhedegym.com](http://www.cantanhedegym.com)

**4 - Competition Dates**  
Qualifications: Wednesday 19<sup>th</sup> to Friday 21<sup>st</sup> March 2025  
Finals: Saturday 22<sup>nd</sup> to Sunday 23<sup>rd</sup> 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](mailto:academia.cantanhedegym@gmail.com)  
Website: [www.cantanhedegym.com](http://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 must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:

- Statutes
- Technical Regulations
- Code of Points and relevant Newsletters
- Licenses Rules
- General Judges Rules
- Specific Judges' Rules for Aerobic Gymnastics
- Medical Organization of the Official FIG Competitions and Events
- FIG Anti-doping Rules as it is WADA requirements
- Media Rules
- Apparatus Norms
- Advertising and Publicity Rules
- Regulations for Awards Ceremonies
- FIG Rules for Sanctioning (approval) of International Events

All participating Federations commit to respect the Statutes and all FIG Regulations, especially with regards to the license, the age and the nationality of the gymnasts, as well as the respective Regulations concerning "Insurance".

## 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

Youth / AG / Senior

Categories: IW, IM, MP, TR, GR and AD

## 11 – Participation

The competition consists of Qualifications and Finals in all categories. The categories who have more than 40 units, will have a semi-final (maximum of 3 units per country, in a total of 24 units). 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.

Only gymnasts in good standing with the correct age and holding a valid FIG License, until the end of the event, may participate.

The Local Organizing Committee will be responsible for checking the validity of the gymnast Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.

## 12 - Detailed Schedule:

<b>Monday,</b>	<b>17/03/2025</b>	<b>Arrival of Delegations and accreditation at Pavilhão Marialvas (IOC &amp; ND)</b>
	10:00-18:00	Training sessions by schedule
	18.30-19.30	Rehearsal of the official ceremonies (Opening, Awards & Closing) by LOC in the Competition Hall

<b>Tuesday,</b>	<b>18/03/2025</b>	<b>Arrival of Delegations and accreditation at Pavilhão Marialvas (IOC &amp; ND)</b>
	09:30-20:00	Training sessions by schedule
<b>Wednesday,</b>	<b>19/03/2025</b>	
	09.00-09:30	Orientation Meeting for all Head of Delegations and Coaches (Pavilhão Marialvas) – IOC
	09:30-11:45	IOC Judges Instruction Meeting & Draw (Pavilhão Marialvas)
	11:45-12:00	<b><u>IOC Opening Ceremony (8 counts) - max 10 gymnasts/country</u></b>
	12.00-13.00	IOC Qualifications (IW ND)
	14.00-18.15	IOC Qualifications (IW Youth & IW JNR)
<b>Thursday,</b>	<b>20/03/2025</b>	<b><i>FIG World Cup Training sessions by schedule (during the morning)</i></b>
	09.30-10:00	Orientation Meeting for all Head of Delegations and Coaches (Pavilhão Marialvas) – World Cup
	10:00-12:30	World Cup & IOC Judges Instruction Meeting & Draw (Pavilhão Marialvas)
	14.30-16.50	IOC Qualifications (IM JNR & IW SNR)
	17:30-18.30	Rehearsal of the Official Opening/Closing Ceremony (COMPULSORY FOR ALL NATIONS with maximum 10 gymnasts by nation)
<b>Friday,</b>	<b>21/03/2025</b>	<b><i>FIG World Cup Training sessions by schedule (during the morning)</i></b>
	10.30-12.00	World Cup & IOC Judges Meeting & Draw
	14.15-16.45	IOC Qualifications/Finals (IM – IW – MP – TR ND & TR Youth)
	17.00-17.15	Official Opening Ceremony
	18.20-19.20	IOC Qualifications/Finals (GR ND & TR JNR)
	19.40-20.00	ND Competition Award Ceremony
<b>Saturday,</b>	<b>22/03/2025</b>	
	08.30-09.15	IOC Judges Meeting & Draw
	09.30-13.00	IOC Finals (IM - IW - MP Youth & IM – IW – MP JNR & IM – IW SNR)
	13:10-13:30	IOC Award Ceremony
<b>Sunday,</b>	<b>23/03/2025</b>	
	08.30-09.15	IOC Judges Meeting & Draw
	09.30-12.15	IOC Finals (TR – GR – AD Youth & TR – GR – AD JNR & TR – GR – AD SNR)
	12:25-12:45	IOC Award Ceremony
	18.15-18.40	Closing Ceremony
	20.00-23:00	Final Banquet (Hotel Quinta da Lagoa)
<b>Monday,</b>	<b>24/03/2025</b>	<b>All day: Departure of the delegations</b>

### 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 extra 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](mailto:aer.fig.wc.ioc.acg.musics@gmail.com), until **05<sup>th</sup> 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 (IOC)
- 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) & Country/Team # ID

Example: IOC\_POR\_PEREIRA\_Maria\_AG2\_IW6.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 and Age Group.

#### 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 - Transportation

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](mailto:aer.fig.wc.ioc.acg.photos@gmail.com), the pictures identified, in jpeg format, until **05<sup>th</sup> March 2025**. Each photo taken in the accreditation will have an extra fee of 10 euros.

Example: IOC\_POR\_MARQUES\_Teresa\_AG1

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 nº 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!