

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



MAIA ACRO FIG WORLD CUP MAIA, PORTUGAL 2ND – 4TH MARCH 2018 B CATEGORY



DIRECTIVES

Event ID: 15438

Dear affiliated Member Federation,

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

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person: Rui Vinagre Avenue de la Gare, 12A Case Postale 630 1001 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 32 Fax: +41 (0) 21 321 55 19 / Sport department: +41 (0) 21 321 55 29 e-mail: rvinagre@fig-gymnastics.org website: www.fig-gymnastics.com
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Paula Araújo Estrada da Luz, n.º 30-A 1600-159 Lisboa / Portugal Tel: (+351) 21 814 11 45 Fax: (+351) 21 814 29 50 e-mail: gympor@gympor.com website: http://www.fgp-ginastica.pt
ORGANIZING COMMITTEE	Acro Clube da Maia Contact Person: Manuel Barros (President) ArtGym Sports Centre Rua de Almorode, 185 B/C/D 4470-231 Vermoim Maia Tel: +351229410731 Fax: +351229410731 e-mail: acm.presidencia@gmail.com official website: www.acroteam.org
LOCATION	Maia, Porto, Portugal
DATE	From 28th February – March 5th 2018
VENUE	Maia Municipal Gymnastics Complex Rua Altino Coelho, s/n, 4470-233 Tel: +351229436680 Fax: +351229417870 See pictures in: www.acroteam.org/miac17 Competition Hall with 70 x 30 x 16 (high) m including a Training Hall with full floor and a Warm-Up Hall for preliminary warm-up. It is the biggest exclusively Gymnastics facility in Portugal.

APPARATUS SUPPLIER	Spieth Sprung Floor (Moscow) – competition and warm up floor
PROVISIONAL SCHEDULE	<p>Wednesday, 28th February Arrival of Delegations (All day) Free Training</p> <p>Thursday, 1st March Podium Training (with music) Orientation Meeting & Judges Meeting</p> <p>Friday, 2nd March Qualification (1st exercise)</p> <p>Saturday, 3rd March Qualification (2nd exercise)</p> <p>Sunday, 4th March Finals</p> <p>Monday, 5th March Departure of all delegations</p>
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. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with same final score will receive the same World Cup points. <p><u>Participation in the Finals:</u></p> <p>Final in all 5 categories.</p> <ul style="list-style-type: none"> • The top eight units with no more than 2 per NF/per category from the qualifications qualify for the Finals. If there are less than 9 units, only 6 will proceed to the Final, with no more than 2 pairs or groups per NF. • 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. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p><u>World Cup Competitions may exceptionally be combined with other Competition.</u></p> <p><u>Cancellation Policy</u></p> <ul style="list-style-type: none"> ▪ The <u>organizing member Federation (LOC)</u> 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 cancellation, the LOC 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 (NF). ▪ The participating member Federations (NF) may cancel its participation in a specific category without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 units

	<p>in that category after the definitive deadlines.</p> <ul style="list-style-type: none"> ▪ Procedure and deadlines for the cancellation of a category by the LOC or participation by the NF is as follows: <ul style="list-style-type: none"> ○ FIG shall inform LOC and NF about the participation, within 5 days after the Definitive registration deadline. ○ LOC and NF have the possibility to cancel the event (in a specific category) respectively their participation within 5 days after information by the FIG. Such notification must be sent by e-mail or fax to the FIG. Cancellations after this deadline will not be accepted. 																																				
“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 before the start of the qualifications and cannot qualify for the final. They will have to start first.</p> <p>The Organizing Member Federation is allowed to name 1 Men’s Pair, 1 Woman’s Pair, 1 Mixed pair, 1 Women’s Group and 1 Men’s Group as “hors concours” competitors.</p>																																				
FEDERATIONS INVITED	<p>The Organising Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Acrobatic Gymnastics.</p>																																				
SIZE OF DELEGATION AND FIG LICENCE	<p>Participation is limited to 3 “units” per NF in each category</p> <p>Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The 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.</p> <p>The Organising Member Federation (OMF) may limit the participation with criteria to be defined by the OMF. Those criteria must be approved by the FIG.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Head of delegation</td> <td></td> <td>1</td> </tr> <tr> <td>Team Manager</td> <td>(if 4 and more units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 8 and more units)</td> <td>2</td> </tr> <tr> <td>Coaches</td> <td>(if 1 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 2 to 5 units)</td> <td>2</td> </tr> <tr> <td></td> <td>(if 6 to 8 and more units)</td> <td>3</td> </tr> <tr> <td></td> <td>(if 9 and more units)</td> <td>4</td> </tr> <tr> <td>Gymnasts</td> <td>(3 units per category)</td> <td>39</td> </tr> <tr> <td>Medical Doctor</td> <td></td> <td>1</td> </tr> <tr> <td>Paramedical Staff</td> <td>(if 1 to 3 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 4 and more units)</td> <td>2</td> </tr> <tr> <td>Judges</td> <td></td> <td>2</td> </tr> </table> <p><i>A unit being a pair or a group.</i></p> <p>Out of competition gymnasts will not be accepted</p>	Head of delegation		1	Team Manager	(if 4 and more units)	1		(if 8 and more units)	2	Coaches	(if 1 units)	1		(if 2 to 5 units)	2		(if 6 to 8 and more units)	3		(if 9 and more units)	4	Gymnasts	(3 units per category)	39	Medical Doctor		1	Paramedical Staff	(if 1 to 3 units)	1		(if 4 and more units)	2	Judges		2
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AGE LIMITS	<p>Age limit: minimum 15 years (born in 2003 or before)</p>																																				
JUDGES AND JURIES	<p>The number of Juries (judges’ panels) may be decided by the organizing member federation depending on the number of participating competitors and judges.</p> <p>The Juries are set up by a draw - directed by the FIG Technical Representative - from the judges present at the event. Priority will be given to the judges of the highest category.</p> <p>A jury must consist of one Chair of Judges’ Panel, 4 Artistic, 4 Execution and 2 Difficulty judges.</p>																																				

	<p>No panel may include more than one member from a single federation (excluding the CJP and D judges) Please see also “General and ACRO Specific Judges’ Rules”.</p> <p>The FIG Technical Representative will serve as President of the Superior Jury.</p> <p>Each participating federation must provide minimum one judge. Failure to do so or if a participating Federation sends a judge category 4 (instead of a category 1, 2 or 3) will result in a fine of Swiss Francs 2’000.- to be paid to the Organizing Member Federation.</p> <p>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. 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.</p>															
FIG TECHNICAL DELEGATE AND EC MEMBER	<p>The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.</p> <p>The FIG Technical Delegate will serve as President of the Superior Jury.</p>															
REGISTRATION DEADLINES	<p>Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the FIG website (http://www.fig-gymnastics.com) or accordingly. These registrations will only be accepted from FIG Gymnastics Member Federations.</p> <table border="1"> <tr> <td>Provisional registration</td> <td>29 November, 2017</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration:</td> <td>29 December, 2017</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>29 January, 2018</td> <td>(4 weeks prior to the event)</td> </tr> </table> <p>Last registrations are subject to fines as follows:</p> <table border="1"> <tr> <td>Fine for missing or late Provisional registration (if any)</td> <td>CHF 500.-</td> </tr> <tr> <td>Fine for missing or late Definitive registration</td> <td>CHF 750.-</td> </tr> <tr> <td>Fine for missing or late Nominative registration</td> <td>CHF 500.-</td> </tr> </table> <p>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.</p>	Provisional registration	29 November, 2017	(4 months prior to the event)	Definitive registration:	29 December, 2017	(2 months prior to the event)	Nominative registration	29 January, 2018	(4 weeks prior to the event)	Fine for missing or late Provisional registration (if any)	CHF 500.-	Fine for missing or late Definitive registration	CHF 750.-	Fine for missing or late Nominative registration	CHF 500.-
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Fine for missing or late Nominative registration	CHF 500.-															
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>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 of 60,00€ per gymnast</p>															
ACCOMMODATION	<p>CLASS A Hotel - Hotel Porto Business & Spa **** (5’ from Sports hall) Rua Maria Feliciana, 100 - São Mamede de Infesta 4465-283 Matosinhos – Porto - Tel.: 229 052 000 - Fax: 229 052 009 - http://www.axishoteis.com/</p> <p>Single room / Full board 110 Euro / night / person Double room / Full board 90 Euro / night / person</p>															

CLASS B1 Hotel - Hotel Star Inn (20' from Sports hall)

- Rua Senhora do Porto, 930, 4250-453 Porto, Portugal
 - Tel: +351 22 834 70 00
 - Fax: +351 22 834 70 19
 - www.hotelstarinn.com

Single room / Full board 90 Euro / night / person
 Double room / Full board 80 Euro / night / person

CLASS B2 Hotel – Park Hotel Valongo (45' from Sports hall)

- Rua Regedor José Diogo, 90, 4440-818 Valongo
 - Tel. 22 012 52 00
 - Fax 22 012 52 09
 - www.parkhotel.pt

Single room / Full board 70 Euro / night / person
 Double room / Full board 65 Euro / night / person

CLASS C Hotel – D. Teresa Residential (20' from Sports hall)

(limited to 50 person)

- Estrada Nacional 107, N.º 745
 - 4425-138 Águas Santas – Maia - Portugal
 - Tel. 229 736 103 / 4 ou 229 738 764 / 5
 - Fax 229 736 105
 - <http://www.donateresa.com/index.html>

Full board (single / double) 60 Euro / night / person

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 January 2nd at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.

The invited participating federations must pay for the accommodation expenses of their delegation members.

The costs for the accommodations must be paid to the LOC as follows:
 30% of the Accommodation costs must be paid to the OC by December 29th;
 The remaining 70% of the Accommodation costs must be paid by January 29th.

Accommodation fees are non-refundable after January 29th 2018.

MEALS

Full board is included in accommodation packages. Breakfast will be served at the hotel. Lunch and dinner will be served in the Sports Complex, close to the competition hall

FINAL BANQUET

The accommodations package, booked through the OC, includes the closing party ticket for official delegation members (Head of Delegation, judges, coaches, athletes, managers, and doctors).
 Delegations not booking their accommodations through the Organizing Committee and additional visitors travelling with a delegation may purchase tickets to the Final Banquet for 45 Euro per person. Ticket for the Final Banquet must be purchased in advance (until 28th February in the OC Office).
 Please include orders for Closing Party tickets with the Definitive / Nominative Entry.

INTERNATIONAL TRANSPORTATION

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 December 29th.

LOCAL TRANSPORTATION	<p>Transportation from and to the Oporto International Airport and from the Campanha Train Station (Oporto) are provided by the OC to all delegations that have booked the Accommodation through the OC.</p> <p>Also all the Maia Acro FIG World Cup member delegations that booked through the OC are provided with transportation from and to the Hotels and the Competition Venue.</p>
VISA	<p>Please verify immediately with your travel agent or the Portugal 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 December 29th 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 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 (except for gymnasts and judges).</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). 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: 35 EURO per person/day.</p>
ACCREDITATION	<p>Accreditations will be given at the “Municipal Gymnastics Complex Maia” at the arrival of the Delegations.</p> <p>The FIG Gymnast License must be presented and checked upon accreditation.</p> <p>Gymnasts who do not present a valid FIG License are not allowed to compete.</p> <p>If the gymnast is not able to show her License at accreditation, the Organizing Committee may check on the official FIG Website if the gymnast has a valid License. If this can be verified in due time by the Organizing Committee, the gymnast may participate in the competition by paying a fee of CHF 20.- to the Organizing Committee.</p> <p>If the gymnast has not a valid license he/she cannot participate in the competition. A photo of each member of the delegation (in electronic format must be sent together with the nominative registration).</p> <p>Please note: Photos taken upon arrival will be charged to the National Federations at a cost of €10/each.</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 this World Cup.</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>Bank: Caixa de Crédito Agrícola Bank Address: Av. Visconde Barreiros, 85 4470-151 - Maia Beneficiary: Acro Clube da Maia Beneficiary Address: Rua de Almorode, 185, B/C/D 4470-231 Vermoim-Maia</p>

	<p>IBAN: PT 500 0451 4414 0215 0215 3783 BIC/ SWIFT: CCCMPTPL</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: COUNTRY MAIA World Cup 2018 e.g. POR MAIA World Cup 2018 The participating federation is responsible for covering all bank fees in connection with the bank transfers</p>
<p>CANCELLATION POLICY</p>	<p>Accommodation fees are non-refundable after 29th January.</p>
<p>TIE BREAKING RULES</p>	<p>In case of a tie at any place, the tie-breaking rules as set up in the FIG Rules shall be applied. The gymnasts with same final score will receive the same World Cup points.</p>
<p>PRIZE MONEY</p>	<p>The Prize Money, free of any deductible taxes, will be distributed in Euro as follows: <u>For Tournaments Category B:</u> Total CHF 7.800.-</p> <p><i>Pairs and Groups</i></p> <ul style="list-style-type: none"> • Gold 300.- (per gymnast) • Silver 200.- (per gymnast) • Bronze 100.- (per gymnast) <p>In case of a tie, the prize money will be added and divided by the number of gymnasts:</p> <p>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, medals and World Ranking Lists points will be given, if there are less than 4 participating units per category. This must be mentioned in the invitations.</p>
<p>ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST</p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • Men's Pairs • Women's Pairs • Mixed Pairs • Women's Groups • Men's Groups <p>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.</p> <p>Groups 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.</p> <p>The World Cup Points are assigned to the competitors as follows:</p>

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

Finals: ranking from 1st to 8th place (or 6th place)

Qualifications: ranking from 9th to 16th place (or from 7th to ...place)

Rank	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.

In the case that there are less than four (4) units participating per category, no World Cup Points will be given.

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

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

WINNER OF THE ANNUAL WORD CUP	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: A special award ceremony will be held at the last World Cup Competition of the cycle in which the World Cup winner will receive the World Cup.
EVENT MANAGER	TOMÁS, Bernardo Estrada da Luz, n.º 30-A 1600-159 Lisboa / Portugal Tel: (+351) 21 814 11 45 Fax: (+351) 21 814 29 50 e-mail: acro@gympor.com
MEDIA	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. 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. e-mail: comunicacao@gympor.com
SOCIAL MEDIA	Gymnastics Federation of Portugal official Facebook page: www.facebook.com/ginasticaportugal
MEDICAL SERVICES	The 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.
OFFICIAL HOSPITAL	Hospital Pedro Hispano (Unidade Local de Saúde de Matosinhos, EPE) Rua Dr. Eduardo Torres - 4454-509 MATOSINHOS phone number: +351 229 391 000

DOPING CONTROLS	For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls.	
MARKETING	FIG advertising and publicity norms must be respected.	
VIDEO CONTROL SYSTEM	Should IRCOS not be available, the Organizing Member Federation must provide another video control system which allows to treat inquiries and records all exercises of the competition in a quality which allows to judge the exercises. Video Control System: to be defined	
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 - Technical Regulations - License Rules - Code of Points and relevant Newsletters - General Judges' Rules - Specific Judges' Rules for Acrobatic Gymnastics - Medical Organization of the Official FIG Competitions - Doping Control Rules - Media Rules - Apparatus Norms - Advertising and Publicity Rules - Accreditation Rules - Regulations for Awards Ceremonies <p><i>and subsequent decisions of the FIG Executive Committee</i></p>	
DEADLINES SUMMARY	Provisional Registration (on line)	29 November
	Definitive Registration (on line)	29 December
	Nominative Registration (on line)	29 January
	Accommodation Form	29 December
	Travel Schedule Form	29 December
	Visa Request Form	29 December
	Meals Form	29 December
	Payment of the Entry Fee	29 December
	Payment of the Accommodation Costs (30%)	29 December
	Payment of the Accommodation Costs (70%)	29 January
	Buy extra tickets for Banquet	28 February
	Payment of the fine for missing judge	Upon accreditation

Sincerely Yours,

Lisbon, 29th June 2017



Signature of the President or
Secretary General of the FIG affiliated NF