



FIG ACRO WORLD CUP LISBON 2019

13-15. SEPTEMBER
LISBON - PORTUGAL
CASAL VISTOSO MUNICIPALITY SPORTS COMPLEX

WORKPLAN



www.lisbonacro.pt



lisbonacro@gcp.pt



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ORGANISATION



GINÁSIO
CLUBE
PORTUGUÊS



INSTITUTIONAL
SUPPORT



1. GENERAL INFORMATION

This competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these World Cup Rules for Acrobatics Gymnastics:

- Statutes
- Technical Regulations
- Code of Points
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- FIG Media Rules
- FIG Apparatus Norms
- FIG Advertising and Publicity Rules
- Regulations for Awards Ceremonies

and subsequent decisions of the FIG Executive Committee and the FIG Acrobatics Gymnastics Technical Committee.

2. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG) LOCAL ORGANISING COMMITTEE

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

Avenue de la Gare, 12A

1003 Lausanne

SWITZERLAND

Phone : +41 (0) 21 321 55 10

Fax : +41 (0) 21 321 55 19

E-Mail: rvinagre@fig-gymnastics.com

URL: www.fig-gymnastics.com

Technical Delegate: BOEHM Frank

3. LOCAL ORGANISING COMMITTEE

FEDERAÇÃO DE GINÁSTICA DE PORTUGAL

Estrada da Luz, 30 1600 – 159 Lisboa PORTUGAL

Phone: +351 21 814 11 45

Fax: +351 21 814 29 50

E-Mail: URL: www.gympor.com

GINÁSIO CLUBE PORTUGUÊS

Praça do Ginásio Clube Português, nº 1 1250-111 LISBOA - P ORTUGAL

Phone: +351 223841580; Fax: +351213841589

www.gcp.pt – lisbonacro@gcp.pt

ORGANISIG COMMITTEE OFFICIALS

Mr. João Paulo Rocha (Portugal)	OC President (President of Gymnastics Federation of Portugal)
Mr. Manuel Cavaleiro de Ferreira	OC Vice-President (Ginásio Clube Português - President)
Ms. Ana Zacarias	Technical Director (FGP)
Mr. José Carlos Reis	Competition Director (FGP)
Ms. Joana Patrocínio	Head of Media / Marketing
Ms. Patrícia Jorge	Communication (GCP)
Mr. Luis Calheiros	Office / Accreditations (GCP)
Mr. Luis Calheiros	Accommodation, Meal, Transportation (GCP)
Mr. Vasco Santos	Access Control Manager, Volunteers (GCP)
Mr. Pedro Melo	Medical
Mr. Sérgio Mateus / Ricardo Condez	Scoring and Webmaster
Mr. Pedro Lisboa	IT Manager
Mr. José Carlos Manaças	Floor Manager (Competition and Warm-Up)
Ms. Josefina Cruz	Opening and Award Ceremonies

4. PROGRAMME

Tuesday, 10th September	Delegations arrival / Accreditation Free Training (warm up floor – no music)
Wednesday, 11 th September	Late Delegations arrival / Accreditation Free Training (warm up floor – no music)
Thursday, 12 th September	9:00 - Orientation meeting – Meeting Room 9:00 – Deadline to submit Tariff Sheets 10:00 - Judges Meeting – Meeting Room 14:00 – 19:45 - Training per Schedule
Friday, 13 th September	17:30 – 19:20 – Qualification 1 st exercise WP / WG / MG – Balance // MP / MXP - Dynamic
Saturday, 14 th September	17:30 - 19:20 – Qualification 2 nd exercise WP / WG / MG – Dynamic // MP / MXP - Balance
Sunday, 15 ^h September	16:00 - 17:45 – FINALS 18:00 - Award Ceremony 21:00 - Dinner & Farewell Party
Monday, 16 th September	Departure of all delegations

5. COMPETITION VENUE

CASAL VISTOSO MUNICIPALITY SPORTS HALL

Adress: Rua João da
Silva 1900-271 Lisboa
PORTUGAL

Our sports center is located at the heart of Lisbon. Just a 5 minutes walking distance from the Subway which makes this the perfect place for the gymnasts who chose this way of traveling as well as spectators.

It is also one of the premier sporting venues in the Lisbon area and has hosted several major sporting events.

The competition area is 45 meters long, 30 meters wide and 15 meters high, with a top- quality maple strip sprung floor. This hall is overlooked by spectator area on the first floor. It has a seating capacity of 1,300.

The facility complies with national and international competition standards for several sports, including, basketball, volleyball and gymnastics, among others. A secondary hall and a swimming pool also make this venue a perfect one for receiving a wide range of competitions and sports.

6. ACCOMMODATION

Ramada Lisbon Hotel

Av. Engº Arantes e Oliveira, 9
1900-221 Lisboa
Tel.: +351 218 434 200

VIP Inn BERNA Hotel

Av. António Serpa, 13
1069-199 Lisboa
Tel: +351 217 814 000

HOLLIDAY Inn Lisbon

Av. de António José de Almeida 28-A,
1000-044 Lisboa
Tel: + 251 21 004 4000

HOLIDAY Inn Lisbon Continental

R. Laura Alves 9
1069-169 Lisboa
Tel: +351 21 004 6000

All meals are included in the accommodations price. Breakfast will be served at the Hotel. Lunch and Dinner will be served at the Competition Venue.

The prices charged for the hotel rooms will not exceed the usual hotel rates (All meals included - Breakfast, Lunch, Dinner - and transportation). The hotel rooms will be allocated on a "first come, first serve" basis.

The Head of the Delegation will receive meal tickets upon arrival. Without the meal tickets and accreditation cards, the meals will not be provided!

Buses (included in the accommodation pack offered by the LOC) will transport the participants between the Airport and the Competition Venue and between the Competition Venue and the hotels and back.

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.

7. MEALS

Breakfast: At the hotel.

Lunch/Dinner: Competition Venue – (*) *Provisional Schedule*

Date	Breakfast *	Lunch *	Dinner *
Tuesday, 10 th September		12:30-14:30	19:30-21:30
Wednesday, 11 th September	07:00-10:00	12:30-14:30	19:30-21:30
Thursday, 12 th September	07:00-10:00	12:30-14:30	19:30-21:30
Friday, 13 th September	07:00-10:00	11:30-15:30	18:30-21:30
Saturday, 14 th September	07:00-10:00	11:30-15:30	18:30-21:30
Sunday, 15 th September	07:00-10:00	11:30-15:30	Farewell Party
Monday, 16 th September	07:00-10:00		

8. TRANSPORT

The LOC will provide the official delegation members with transportation from/to Lisbon International Airport and to/from the official hotel and event venues.

Official Airport Transportation Period

The LOC has designated Lisbon International 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 Delegations. This information is required to the LOC **by August 31st**.

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

Arrivals

At the Lisbon International Airport a Welcome Person will be at arrivals area from **September 10th to 11th** at the times that delegations have advised that they will be arriving via the official travel document submitted by the Delegation. The delegations are requested to report to that Person in order to organise transport to the Competition Venue or Hotel.

Departures

Based on the information collected from delegations, transport will be coordinated from Official Hotels to the airport. This service will operate from the **September 15th to 16th**.

Each delegation will be asked to confirm departure details via the Information Centre during the event.

Should delegations members be departing after **16th September**, transport to the airport will be your responsibility, except if requested to the LOC.

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 and the Competition Hall. These shuttle buses will only be available to all accredited personnel.

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 display at the official hotels.

Bus arrival/departure points at the competition/training venues are at the main entrance or otherwise advised.

9. VOLUNTEERS

Team Volunteers will be available to assist Delegations with all general event information or needs.

10. ACCREDITATION

Each delegation should attend at the Accreditation Desk upon arrival with the following documents:

- Passports of all members of delegation;
- FIG licenses;
- Proof of total payment of costs due to the LOC;
- Proof of insurances of all delegation members.

Accreditations will be given at the Sports Hall at the arrival of the Delegations.

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

In order to accelerate the accreditation procedure, please send by email – lisbonacro@gcp.pt a photo of each delegation member – **NO LATER THAN August 31st (NEW DATE)**.

The specification of the photo should be as follows:

- File format: JPG, JPEG, PNG, TIFF Dimensions: 190 pixels wide x 250 pixels high
- File name: NF_Surname_Firstname (example POR_CARDOSO_Ana.jpg)

Please note: Photos taken upon arrival will be charged to the National Federations at a cost of 5€ (five euros)/each.

The Heads of Delegation must submit all ID cards/passport of the participating gymnasts at the Accreditation desk. The ID cards/passports will be returned to the Heads of Delegation immediately.

They must also check the correct names of their complete Delegation verify accommodation, make the necessary payments (insurance, extra accreditations, etc.), and hand in their Official Forms and the competitors' music's (if not send by e-mail).

The accreditation system identifies individuals participating in the competition.

All participants and officials are required to wear Accreditation Cards at all times.

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 reported to the Information Centre without delay.

11. CURRENCY EXCHANGE

The currency accepted in Portugal is Euro (€).

Currency Exchange facilities are available at Lisbon International Airport on arrival.

12. MUSIC

To avoid having a great amount of CD's, we request that the music is sent in MP4 format (good quality) or MP3 until **August 31st (NEW DATE)**. This way, the music sequences for the performances will already be established, which will facilitate the handling, but also will prevent and reduce the number of errors during the competition.

The LOC kindly request to send all music's to: lisbonacro@gcp.pt (use wetransfer if needed).

Identify the MUSIC TRACKS as follows:

TOP NAME_SPECIALITY_EXERCISE_COUNTRY

Example: CARDOSO_M4_BAL_POR.mp3

13. TARIFF SHEETS

Tariff Sheets must handed to the Competition Office during the Accreditation in the official FIG format and computer generated. – **Final deadline on September 12th at 9am.**

14. INSURANCE

The participating delegations 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 LOC decline all responsibility.

The Organising Committee will verify the insurance of all Delegations members at accreditation **(document in English)**. Delegations who show evidence of insufficient coverage or cannot give proof of their insurance (copy of the policy e.g.) will have to take out an insurance or complete it in Portugal for the duration of the event (at the charge of the delegation).

15. FLOORS / COLOUR

Competition Floor: Spieth (blue sprung floor)
Training Floor: Spieth (blue sprung floor)

16. ORIENTATION MEETINGS

The Orientation Meeting will take place on Thursday, **12th September**, at **09h00**, at the Competition Venue.

These meetings are intended for the Heads of Delegation or their representative and the participation is compulsory.

The meeting will be conducted in English.

17. JUDGES INSTRUCTION

The judges' instruction will take place on Thursday, **12th September**, at **10h00**, at the Competition Venue – Meeting Room.

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

All participating federations must provide at least one judge with a valid FIG Brevet. Failure to do so will result in a fine of Swiss Francs 2 000,00.

18. SCORING / RESULTS Scoring System

FGP provides the official scoring equipment for the World Cup. The FGP equipment will be used for the data management of the start lists, scores and results.

Results Distribution

The list of competitors and judges will be distributed before each competition, and the results (without any details) will be distributed after each competition to:

- Information's Placard (Competition Venue and Hotel).
- Send by email to the National Federations and Head of delegation.

19. TRAINING SCHEDULE AND MEASUREMENTS – (September 12th)

There will be one training & warm up area at the Competition Venue.

All delegations have to respect the designated training hours and the mentioned training halls.

The organizing committee is not responsible, if delegations do not follow the official training schedules.

Changes in the assigned training hours will not be accepted.

	Warm Up Area 30 minutes		Floor 1 60 minutes		Comp. Floor 60 minutes		Measurement
	In	Out	In	Out	In	Out	
Austria + Azerbaijan + Kazakhstan + Israel	14:00	14:30	14:31	15:31	15:32	16:32	16:45
France + Germany + Netherlands	15:00	15:30	15:31	16:31	16:32	17:32	17:45
Hungary + Poland + Spain + Portugal	16:00	16:30	16:31	17:31	17:32	18:32	18:45
Russia	17:00	17:30	17:31	18:31	18:32	19:32	19:45

20. CEREMONIES

Opening

Two Gymnasts and one Coach from each Delegation will be requested to participate in the Opening Ceremony. **National Track Suit must be worn.**

Medal Award Ceremonies

Only the medal winners will be invited to participate in the medal Award Ceremony. For all medal Award Ceremonies, the track suit must be worn.

Farewell Party

A farewell dinner party will be organised to all accredited persons on Sunday, September 15th. Dress code for the evening will be casual.

Access to the function will be by invitation or purchase tickets only.

Note: Requests for extra tickets (on-site purchase) must be made at the very latest Friday morning.

21. SEATING FOR DELEGATIONS

All delegation members will be assigned special seating and will be requested to be in place during competition.

22. VIDEO CAMERAS

Video cameras are not allowed in the Competition hall. Photos can be made but without flashes.

23. 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.

24. MEDIA RULES

GYMNASTS

Rules for Advertising and Publicity on competition attire must be respected.

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

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 competition Field of Play reserved area.

Competition area / FOP (Field of Play)

It is strictly forbidden to conduct any interview or to give any quote during the competition.

Training Halls / Warm-up Halls

Training Hall is only admitted with the written authorisation of the respective Head of Delegation and of LOC.

Warm-up Hall: Restricted Area. No Media allowed.

“No Go Zone”

The purpose of this policy is to ensure that photographers and cameramen respect a certain area in the FOP where they cannot enter.

25. 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.

26. OFFICIAL LANGUAGE

The official language will be English. Interpretation from and into other languages must be organised by the delegations. All documents will be given in English.

27. NATIONAL FLAG AND ANTHEM

Please bring a National Flag and the National Anthem to deliver upon arrival on Accreditation.

28. IMPORTANT NOTES

Federations which have not fulfilled their financial obligations towards FIG (annual membership and unpaid invoices) and the OC will not be allowed to participate in the International Tournament.

All participating Federations commit themselves to respect the Statutes and all FIG Regulations.

29. APPENDIX

Appendix 1 - Competition Venue Layout Zones

