



**COIMBRA GYM FEST 2022**  
**COIMBRA – PORTUGAL, 24<sup>TH</sup> TO 26<sup>TH</sup> JUNE 2022**  
**SEN & JUN**



**DIRECTIVES**

**Event ID: 16973**

**Dear FIG Affiliated Member Federation,**

The Gymnastics Federation of Portugal has the pleasure to provide information related to the organization of the **Coimbra Gym Fest 2022**.

Please find herein below the Invitation letter and the directives:

<b>DISCIPLINE</b>	<b>Trampoline</b> <b>Double Mini-Trampoline</b> <b>Tumbling</b>
<b>HOST FEDERATION</b>	<b>Gymnastics Federation of Portugal</b> Contact Person: Teresa Loureiro Estrada da Luz, n.º 30-A 1600-159 Lisboa, Portugal Tel: +351 21 814 11 45 e-mail: <a href="mailto:federacao@ginastica.org">federacao@ginastica.org</a> website: <a href="https://www.ginastica.org/">https://www.ginastica.org/</a>
<b>LOCAL ORGANIZING COMMITTEE</b>	<b>Associação Académica de Coimbra</b> <b>Secção de Ginástica</b> R. Padre António Vieira, 1 3000-315 Coimbra, Portugal Contact Person: Jorge Abrantes Mobile: +351 918 733 044 e-mail: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a> website: <a href="http://coimbragymfest.org/en/home/">http://coimbragymfest.org/en/home/</a>
<b>EVENT MANAGER</b>	Jorge Abrantes Mobile: +351 918 733 044 e-mail: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a>
<b>LOCATION</b>	<b>Coimbra - Portugal</b>
<b>DATE</b>	<b>From 24<sup>th</sup> to 26<sup>th</sup> June, 2022</b>
<b>VENUE</b>	<b>Pavilhão Multidesportos Dr. Mário Mexia</b> Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Tel.: +351 239 796 625 e-mail: <a href="mailto:worldcup@coimbragymfest.org">worldcup@coimbragymfest.org</a> website: <a href="http://coimbragymfest.org/en/home/">http://coimbragymfest.org/en/home/</a>
<b>APPARATUS SUPPLIER</b>	Please refer to the attached apparatus list
<b>RULES AND REGULATIONS</b>	The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviations mentioned in these directives: <ul style="list-style-type: none"><li>• Statutes</li><li>• Code of Ethics</li><li>• Code of Conduct</li><li>• Technical Regulations</li><li>• Code of Discipline</li><li>• Code of Points and relevant Newsletters / Helpdesk</li></ul>

	<ul style="list-style-type: none"> <li>• General Judges' Rules</li> <li>• Specific Judges' Rules</li> <li>• Anti-Doping Rules</li> <li>• Medical Organisation of FIG Competitions and Events</li> <li>• Framework for safeguarding athletes and other participants from harassment and abuse in sport during events</li> <li>• License Rules</li> <li>• Media Rules</li> <li>• Apparatus Norms</li> <li>• Rules for Sanctioning (approval) of International Events</li> <li>• Advertising and Publicity Rules</li> <li>• Regulations for Award Ceremonies</li> <li>• Accreditation Rules</li> </ul> <p><b>SPECIFIC RULES</b>  <b><u>Individual Trampoline, Double Mini-Trampoline and Tumbling</u></b>  <b>15-16</b> - Following 15-16 WAGC rules;  <b>17+</b> - Following FIG Senior rules.</p>
<b>AGE LIMITS</b>	<p>Age Group:</p> <p>Junior</p> <ul style="list-style-type: none"> <li>• 15-16 (born in 2006 or 2007);</li> </ul> <p>Senior:</p> <ul style="list-style-type: none"> <li>• 17+ (born in 2005 and before)</li> </ul> <p><b>All gymnasts must hold a valid FIG Licence, until the end of the event.</b></p>
<b>PROVISIONAL SCHEDULE</b>	<p>Day 1, 23<sup>rd</sup> June: Arrival of Delegations Training and Podium Training</p> <p>Day 2, 24<sup>th</sup> June: Qualifications: Trampoline, Double Mini-Trampoline and Tumbling</p> <p>Day 3, 25<sup>th</sup> June: Qualifications: Trampoline, Double Mini-Trampoline and Tumbling</p> <p>Day 4, 26<sup>th</sup> June: Qualifications and Finals: Trampoline, Double Mini-Trampoline and Tumbling Banquet and Final party</p> <p>Day 5, 27<sup>th</sup> June: Departure of delegations</p>
<b>EVENT FORMAT</b>	<p>The Trampoline International Competition will consist of <b>Individual Trampoline, Double Mini-Trampoline and Tumbling</b> with Qualifications and Finals.</p> <p><b><u>Participation in the Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• All competitors must take part in the qualifications.</li> <li>• In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</li> </ul> <p><b><u>Participation in the Finals:</u></b></p> <ul style="list-style-type: none"> <li>• The top 8 (eight) scores from the qualifications qualify for the finals.</li> <li>• In addition, the host club will be allowed 1 (one) gymnast in each age/gender/discipline, in case that it is not represented (max. 1 (one) per discipline).</li> <li>• Such "Wild Card Gymnasts" must have participated in the qualification.</li> <li>• "Wild Card Gymnasts" will be able to receive medals and prize money.</li> <li>• In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</li> <li>• Finals will start from 0,00 points, except if there are less than 9 competitors in the Qualifications.</li> </ul> <p><b><u>Team Competition:</u></b>  Top 3 results in qualifying round will be counted for the Team Competition.</p>
<b>FEDERATIONS INVITED</b>	<p>All Member Federations according to the following principles:</p> <ul style="list-style-type: none"> <li>• All FIG members federations in good standings;</li> <li>• All regional federations affiliated in their respective national federation;</li> <li>• All clubs affiliated in their respective national federation.</li> </ul>

<b>SIZE OF DELEGATION</b>	No limits.																																																										
<b>JUDGES AND JURIES</b>	<p>Each participating delegation (federation or club) is obliged to bring 1 (one) judge with FIG judges brevet for every 8 competitors (2-8 = 1 Judge, 9-16 = 2 Judges, 17-24 = 3 Judges, 25 or more = 4 Judges).</p> <p>The delegations that do not comply by the established rules relating to the disposability of judges will be penalized with the payment of 300€ (three hundred euros) for each missing judge.</p> <p>The non-payment of the penalization will implicate the non-participation in the event of the respective competitors.</p> <p>All the judges indicated by the respective delegations, will have to be present at the respective judges' meetings.</p> <p><u>Note:</u> Transport, accommodation, and meals of the judges of each delegation are of the respective delegation responsibility.</p> <p><b>All judges must have a current valid FIG brevet at the time of the event.</b></p>																																																										
<b>REGISTRATION DEADLINES</b>	<p>Provisional, Definitive and Nominative registrations must be send with the correspondent forms to <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a>:</p> <table border="1"> <tr> <td>Provisional registration</td> <td>23<sup>rd</sup> February, 2022</td> <td colspan="2" rowspan="3">Forms available in <a href="http://coimbragymfest.org/en/home/">http://coimbragymfest.org/en/home/</a></td> </tr> <tr> <td>Definitive registration:</td> <td>20<sup>th</sup> April, 2022</td> </tr> <tr> <td>Nominative registration</td> <td>18<sup>th</sup> May, 2022</td> </tr> </table> <p>Registrations made later than 10 (ten) days after the deadline for the Nominative Entry will not be accepted and the Delegations will not be authorized to participate.</p>				Provisional registration	23 <sup>rd</sup> February, 2022	Forms available in <a href="http://coimbragymfest.org/en/home/">http://coimbragymfest.org/en/home/</a>		Definitive registration:	20 <sup>th</sup> April, 2022	Nominative registration	18 <sup>th</sup> May, 2022																																															
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<b>DRAWING OF LOTS</b>	The drawing of lots will take place at the LOC office in Coimbra (POR) two weeks after the closing date of the nominative registration.																																																										
<b>ENTRY FEES</b>	<p>The cost for the entry fee is 20€ (twenty euros) per entry (gymnast/discipline) OR 30€ (thirty euros) per gymnast that apply for two or more disciplines.</p> <p>The entry fee is not refundable.</p> <p>Entries without payment of the entry fees will be considered as invalid and will be refused.</p>																																																										
<b>ACCOMMODATION</b>	<p>The cost is <u>person/nigh</u> and includes:  <b>FULL PACK</b> (Accommodation, Breakfast, Lunch, Dinner, Banquet and Final Party, Transfer from Porto International Airport (OPO) to Hotel/Sports Hall and back.</p> <table border="1"> <thead> <tr> <th></th> <th>4* hotel</th> <th>3* hotel</th> <th>2* hotel</th> <th>Low cost hotel</th> </tr> </thead> <tbody> <tr> <td><b>Single</b></td> <td>160€</td> <td>140€</td> <td>125€</td> <td>105€</td> </tr> <tr> <td><b>Double</b></td> <td>135€</td> <td>120€</td> <td>115€</td> <td>95€</td> </tr> <tr> <td><b>Triple</b></td> <td>120€</td> <td>105€</td> <td>95€</td> <td>85€</td> </tr> </tbody> </table> <p><b>SEPARATELY PURCHASE ITEMS</b></p> <table border="1"> <thead> <tr> <th>The cost is person/nigh</th> <th>4* hotel</th> <th>3* hotel</th> <th>2* hotel</th> <th>Low cost hotel</th> </tr> </thead> <tbody> <tr> <td><b>Single</b></td> <td>135€</td> <td>115€</td> <td>100€</td> <td>80€</td> </tr> <tr> <td><b>Double</b></td> <td>110€</td> <td>95€</td> <td>90€</td> <td>70€</td> </tr> <tr> <td><b>Triple</b></td> <td>95€</td> <td>80€</td> <td>70€</td> <td>60€</td> </tr> <tr> <td><b>Meals</b></td> <td colspan="4">10€ / each</td> </tr> <tr> <td><b>Banquet and Party</b></td> <td colspan="4">30€</td> </tr> <tr> <td><b>OPO Transfer</b></td> <td colspan="4">25€ / person / one way</td> </tr> </tbody> </table> <p><u>Note:</u> Accommodation includes Breakfast</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the OC by <b>20<sup>th</sup> April</b>,</p>					4* hotel	3* hotel	2* hotel	Low cost hotel	<b>Single</b>	160€	140€	125€	105€	<b>Double</b>	135€	120€	115€	95€	<b>Triple</b>	120€	105€	95€	85€	The cost is person/nigh	4* hotel	3* hotel	2* hotel	Low cost hotel	<b>Single</b>	135€	115€	100€	80€	<b>Double</b>	110€	95€	90€	70€	<b>Triple</b>	95€	80€	70€	60€	<b>Meals</b>	10€ / each				<b>Banquet and Party</b>	30€				<b>OPO Transfer</b>	25€ / person / one way			
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	<p><b>2022</b> at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.</p> <p>The participating delegations must pay for their accommodation costs. At the time of the Definitive registration (2 months prior to the event) 50% of the accommodation costs must be paid to the LOC. Entries without the payment of the 50% of the accommodation costs will be considered as invalid and will be refused. The remaining 50% of the accommodation costs must be paid by <b>18<sup>th</sup> May, 2022</b>.</p> <p>In case of room cancellations until <b>20<sup>th</sup> April 2022</b>, the OC will refund the complete amount of annulled rooms. In case of room cancellations from <b>21<sup>st</sup> April until 18<sup>th</sup> May 2022</b> OC will refund 50 % of the amount of annulled rooms. In case of room cancellations after <b>19<sup>th</sup> May 2022</b> no claims of refunds will be accepted.</p>
<b>MEALS</b>	<p><u>Lunch and Dinner will be served nearby Sports Hall.</u></p> <ul style="list-style-type: none"> <li>- All Meals are included in Full Pack;</li> <li>- Meals can be purchased separately in the inscription process to the value of 10€/each;</li> <li>- Cost of each meal per person acquired on accreditation (Lunch or Dinner) to the value of 15€/each.</li> </ul>
<b>BANQUET &amp; FINAL PARTY</b>	<ul style="list-style-type: none"> <li>- Banquet and Final Party are included in Full Pack;</li> <li>- Banquet and Final Party can be purchased separately in the inscription process to the value of 30€/each;</li> <li>- Cost of each banquet and Final Party on accreditation to the value of 45€/each.</li> </ul>
<b>INTERNATIONAL TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>- The participating delegations must pay for the travel costs of their members.</li> <li>- The Travel Schedule Form must be returned to the OC by <b>18<sup>th</sup> May 2022</b>.</li> </ul>
<b>LOCAL TRANSPORTATION</b>	<p>Delegations that book Full Pack will be offered transport from:</p> <ul style="list-style-type: none"> <li>- <b>Porto International Airport (OPO)</b> to Hotel/Sports Hall and back</li> <li>- The Hotel to Sports Hall and back</li> </ul> <p>In case of need, is possible to arranged transfer from Lisbon International Airport (LIS) at delegation expenses. Quotation on demand.</p> <p>Information about flight details should be sent to OC until <b>18<sup>th</sup> May 2022</b>.</p>
<b>VISA</b>	<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.</p> <p>The Organizing Committee will be happy to assist each delegation member with an official invitation letter, provided that the request is made before <b>20<sup>th</sup> April 2022</b>.</p> <p>The request must include the full name, date of birth, gender, function, passport number, passport expiry date, and the arrival and departure dates of the delegation member as well as the city the visa application letter must be sent to.</p>
<b>INSURANCE</b>	<p>The Host Federation and the Organizing Committee will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>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.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>Delegation members with insufficient coverage must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations’ own charge as follows: 45€ (forty five euros) per person/day.</p>
<b>ACCREDITATION</b>	<p>Each delegation should attend at the Accreditation Desk upon arrival with the following documents:</p> <ul style="list-style-type: none"> <li>- Passports of all members of delegation;</li> </ul>

	<ul style="list-style-type: none"> <li>- FIG licenses;</li> <li>- Proof of total payment of costs due to the LOC;</li> <li>- Proof of insurances of all delegation members.</li> </ul>														
<b>FINANCIAL OBLIGATIONS</b>	<p>Delegations which have not fulfilled their financial obligations, towards the LOC, will not be allowed to participate in this Trampoline tournament.</p> <p>Delegations 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>														
<b>BANK ACCOUNT INFORMATION</b>	<p><b>Account Name: AAC - Secção Ginástica</b>  <b>Bank Name: Santander Totta</b>  <b>Agency Name: Coimbra Polo I</b>  <b>IBAN: PT50 0018 0003 53098810020 74</b>  <b>Swift Code: TOTAPTPL</b></p> <p>Please integrate the payment's purpose as follows: <b>CGF22 + Name of the Delegation.</b></p> <p>The participating delegation is responsible for covering all bank fees in connection with the bank transfers.</p>														
<b>CANCELATION POLICY</b>	<p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled until <b>20<sup>th</sup> April 2022</b> at the very latest, will be subject to a cancellation fee of 0%.</p> <p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from <b>21<sup>st</sup> April until 18<sup>th</sup> May 2022</b> at the very latest, will be subject to a cancellation fee of 50% to be paid by the delegation concerned.</p> <p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from <b>19<sup>th</sup> May 2022 until the arrival</b> of the delegations on site or "no show" will be subject to a cancellation fee of 100% to be paid by the delegation concerned.</p>														
<b>AWARDS</b>	<p>The top three athletes in each discipline will be awarded with medals. In addition, there will be a participation certificate to all gymnasts.</p>														
<b>PRIZE MONEY</b>	<p>The LOC will pay the following prize money per discipline (amounts in Euros)</p> <p>- "discipline" means every final: Trampoline men, Trampoline women, Tumbling men, etc.</p> <p>The prize money, free of any deductible taxes, will be distributed in Euros as follows:</p> <table border="1" data-bbox="624 1211 1291 1391"> <thead> <tr> <th rowspan="2">Ranking</th> <th colspan="2">Prize money (euros)</th> </tr> <tr> <th>17+</th> <th>15-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>300€</td> <td>100€</td> </tr> <tr> <td>2</td> <td>200€</td> <td>75€</td> </tr> <tr> <td>3</td> <td>100€</td> <td>50€</td> </tr> </tbody> </table> <p>No prize money will be given, if there are less than 4 (four) participating gymnasts in a category.</p> <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), etc.</p>	Ranking	Prize money (euros)		17+	15-16	1	300€	100€	2	200€	75€	3	100€	50€
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<b>MEDIA</b>	<p>All media representatives (journalists, photographers, TV) must request an accreditation from the LOC Media Officer as soon as possible to have access to the media centre on the competition venue.</p> <p>e-mail: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a></p>														
<b>SOCIAL MEDIA</b>	<p>Site: <a href="http://coimbragymfest.org/en/home/">http://coimbragymfest.org/en/home/</a>  facebook: <a href="https://www.facebook.com/coimbragymfest16">https://www.facebook.com/coimbragymfest16</a>  Instagram: <a href="https://www.instagram.com/coimbragymfest/">https://www.instagram.com/coimbragymfest/</a></p>														
<b>MEDICAL</b>	<p>The LOC will provide first aid medical services. A team of physiotherapists will be present during the completion.</p>														
<b>OFFICIAL HOSPITAL</b>	<p>Hospitais da Universidade de Coimbra  Praçeta Prof. Mota Pinto  3000-075 Coimbra, Portugal  Tel: (+351) 239 400 400</p>														
<b>COVID-19</b>	<p>Besides the medical guidelines for the particular event, FIG also requires all</p>														

	<p>the participants to follow the standard precautions.  The FIG requires all participants, judges and officials to take standard precautionary measures, such as frequent hand-washing, wearing masks or face coverings at all times and keeping a physical distance of at least 1.5 metres whenever possible.  The only situation in which the safety distance does not have to be respected is when a coach provides assistance (catch, lead, spotting) during an athlete's performance. This phase must be kept as short as possible and the assisting person is obliged to wear a mask throughout.  Gymnasts do not need to wear a mask or face covering while they are performing at the training venue or on the FOP and keeping a physical distance of at least 1.5 metres whenever possible.  All Federations are invited to take information about special requirements and restrictions to enter in Portugal for their respective countries. In due time the LOC will provide all participating delegations a detailed Covid-19 guidelines.</p>		
<b>MARKETING DEADLINES</b>	The FIG advertising and publicity norms will be respected.		
	Provisional registration	23 <sup>rd</sup> February, 2022	
	Definitive registration	20 <sup>th</sup> April, 2022	
	Nominative registration	18 <sup>th</sup> May, 2022	
	Accommodation form	20 <sup>th</sup> April, 2022	
	Travel schedule form	18 <sup>th</sup> May, 2022	
	Visa request form	20 <sup>th</sup> April, 2022	
	Meals form	18 <sup>th</sup> May, 2022	
	Payment of the entry fee	20 <sup>th</sup> April, 2022	
	Payment of the accommodation costs (first 50%)	20 <sup>th</sup> April, 2022	
	Payment of the accommodation costs (last 50%)	18 <sup>th</sup> May, 2022	
	Payment of the fine for missing judge	18 <sup>th</sup> May, 2022	
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>- <b>Parallel Age Group Competition for: U12; 13-14;</b></li> <li>- Delegations are allowed to arrive to Coimbra by 20<sup>th</sup> June 2022.</li> <li>- LOC will provide training sessions from 21<sup>st</sup> to 22<sup>nd</sup> June 2022 upon request.</li> </ul>		

Sincerely Yours,

Place and date:  
Lisbon, 25 January 2022



*Teresa Loureiro*

General Secretary of the POR affiliated NF