

# WORKPLAN



Portugal, 25<sup>th</sup> and 26<sup>th</sup> June 2022



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## GENERAL INFORMATION

This Work Plan has been developed in accordance with the following FIG regulations and rules, as valid in the year of the competition, except for any deviations mentioned in these directives or in the FIG World Cup Rules for Trampoline Gymnastics:

- Statutes
- Code of Ethics
- Code of Conduct
- Technical Regulations
- License Rules
- Code of Points and relevant Newsletters
- General Judges' Rules
- Specific Judges' Rules for Trampoline Gymnastics
- Medical Organization of the FIG Competitions and Events
- Anti-Doping Rules
- Framework for safeguarding athletes and other participants from harassment and abuse in sport during events
- Media Rules
- Apparatus Norms
- Rules for Advertising and Publicity
- Accreditation Rules
- Rules for Awards Ceremonies
- World Cup Rules for Trampoline Gymnastics

and subsequent decisions of the FIG Executive Committee

## ORGANIZING COMMITTEE

<i>President</i>	Luís Arrais	<i>Operational director</i>	João Paulo Dias
<i>Executive director</i>	Jorge Abrantes		Rui Magalhães
<i>Secretariat</i>	Maria João Dinis	<i>Logistics</i>	Mário Abrantes
	Etelvina Simões		João Salustiano
	Paula Macedo		Tiago Horta
<i>Technical Program</i>	João Marques	<i>IT</i>	Paulo Rodrigues
	Mariana Pombo	<i>Image and Media</i>	Mónica Wolters
	Sofia Teixeira		Rui Sousa
	João Saraiva	<i>Protocol</i>	Joana Nobre
<i>Accommodation</i>	Filipa Nobre	<i>Security</i>	Gonçalo Cunha
	Patrícia Amendoeira		Paulo Oliveira
<i>Meals</i>	Vânia Henriques	<i>Medical Support</i>	Maria António Castro
<i>Transports</i>	Mário Amaro		Catarina Silva
	Pedro Amaro	<i>Volunteers</i>	Joana Nogueira
			Luís Almeida

### Host Federation

Gymnastics Federation of Portugal  
Contact Person: Teresa Loureiro

### Organizing Committee

Associação Académica de Coimbra  
Secção de Ginástica



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1600-159 Lisboa, Portugal  
Tel: (+351) 21 814 11 45  
e-mail: <https://www.ginastica.org/>  
website: [www.fgp-ginastica.pt](http://www.fgp-ginastica.pt)

R. Padre António Vieira, 1  
3000-315 Coimbra, Portugal  
Contact Person: Jorge Abrantes  
Mobile: (+351) 918 733 044  
e-mail: [worldcup@coimbragymfest.org](mailto:worldcup@coimbragymfest.org)  
website: <http://coimbragymfest.org/en/home>

## FIG TECHNICAL DELEGATE

Mr. Shinya Muto, FIG TRA-TC Member

## COMPETITION VENUE

Pavilhão Multidesportos Mário Mexia  
Praça Heróis do Ultramar  
3030-327 Coimbra, Portugal  
Tel.: +351 239 796 625

## NATIONAL ANTHEM AND FLAG

Delegations are requested to bring their national flag and in digital format their national anthem. These must be handed to the OC Secretariat by the head of delegation upon arrival at the time of accreditation.

## VISA

Federations requiring an official invitation to obtain a visa are asked to contact the Organizing Committee **immediately** by sending the official visa form to [worldcup@coimbragymfest.org](mailto:worldcup@coimbragymfest.org).

## INSURANCE

Federations are obliged to cover the expense of insurance for members of their delegation (illness, accident and repatriation) and to bring the evidence of such insurance. Insurance will be checked and collected during accreditation.

## OFFICIAL LANGUAGE

The official language of the World Cup is English. Announcements will be made in Portuguese and English only.

Interpretation from and into any other language must be organized by the delegations.

## ACCREDITATION AND ID CARDS

All delegation members will receive an accreditation ID Card. The accreditation ID Card is personal, non-transferable, and compulsory to get access to the training and competition hall, functions, and the bus system. All participants and officials are required to wear the ID Cards **at all times**.



Accreditation will take place at the accreditation room in Pavilhão Multidesportos Mário Mexia. All delegations will be directed to the accreditation room from the airport. Delegations travelling by car must go first to the accreditation room.

HoD are requested to provide a valid **phone number** (working in Portugal) and **e-mail address**. These contact details will be used as mailbox to inform all competition results, information and occurrence during and after the competition as well to inform delegations about possible exposure to COVID-19.

At accreditation, HoD must check the correct **names** of their complete delegation, verify **accommodation** requirements, make any necessary **payments**, hand in their national **anthem** and **flag** as well as their confirmation of **insurance**.

COVID19:

- A valid vaccination EU Digital COVID Certificate (with a complete vaccination schedule or with a complete vaccination schedule and a vaccine booster);
- Or a valid test or recovery EU Digital COVID Certificate;
- Or a valid vaccination certificate (with a complete vaccination schedule or a vaccine booster) or recovery certificate issued by a third country, under reciprocal conditions;
- Or a negative RT-PCR Test (or similar NAAT test) - 72h before boarding;
- Or a negative Laboratorial Rapid Antigen Test- 24h before boarding (according to the European Commission list).

As far as the number of accreditations per country is concerned, the FIG Rules and the Directives will be strictly applied.

The OC will check nationality and age of the competitors. The age and nationality control will take place at the same time as accreditation:

The control will be carried out by checking the passports of the participants. The Head of Delegation must bring **passports** of all participants to the accreditation.

## TRANSPORTATION

The Organizing Committee will provide shuttle bus transportation between Porto airport, hotels and competition venue between arrival and departure for training and competition. Transport will be arranged based on training and competition schedule. Only people involved in a specific training/competition groups will be allowed to access a specific time bus.

**On buses all participants are requested to wear properly mask.**

## ACCOMMODATION AND MEALS

The organizing committee is not responsible for any damages in the hotel rooms, costs for mini bars, pay TV or the like. This is responsibility of each delegation.

**Breakfast** is included in the Full Pack and is served at each hotel.

**Lunch** and **Dinner** are included in the Full Pack and is served near Pavilhão Multidesportos Mário Mexia, when vouchers are handed in. Unused vouchers will not be refundable.

Lunch will be served from 12:00 until 15:00

Dinner will be served from 18:30 until 21:30



## Portugal, Trampoline World Cup 2022 | WORKPLAN

### GENERAL PROGRAMME

Thursday, 23rd June 2022										
Trampoline				Tumbling			DMT		DMT	Other
Warm Up Hall	Warm Up Hall	Comp. Hall	Comp. Hall	Start	Finish	Time	Comp. Hall	Comp. Hall	Comp. Hall	
Warm Up	Warm Up	Trampoline 1	Trampoline 2	9:00	9:15	0:15				
Training WC Group 1	Training WC Group 1			9:15	9:30	0:15				
				9:30	9:45	0:15				
				9:45	10:00	0:15				
Training WC Group 2	Training WC Group 2	Training WC Group 1	Training WC Group 1	10:00	10:15	0:15	Training WC Group 1	Training WC Group 1		
				10:15	10:30	0:15				
				10:30	10:45	0:15				
Training WC Group 3	Training WC Group 3	Training WC Group 2	Training WC Group 2	10:45	11:00	0:15	Training WC Group 2	Training WC Group 2		
				11:00	11:15	0:15				
				11:15	11:30	0:15				
				11:30	11:45	0:15	Training WC Group 3	Training WC Group 3		
				11:45	12:00	0:15				
				12:00	16:15	4:15				
Training WC Group 1	Training WC Group 1			16:15	16:30	0:15				
				16:30	16:45	0:15				
				16:45	17:00	0:15				
Training WC Group 2	Training WC Group 2	Training WC Group 1	Training WC Group 1	17:00	17:15	0:15				
				17:15	17:30	0:15	Training WC Group 1	Training WC Group 1		
				17:30	17:45	0:15				
Training WC Group 3	Training WC Group 3	Training WC Group 2	Training WC Group 2	17:45	18:00	0:15	Training WC Group 2	Training WC Group 2		
				18:00	18:15	0:15				
				18:15	18:30	0:15				
				18:30	18:45	0:15	Training WC Group 3	Training WC Group 3		
				18:45	19:00	0:15				
				19:00	19:15	0:15				
				19:15	19:30	0:15				World Cup Orientation Meeting
				19:30	19:45	0:15				
				19:45	20:00	0:15				
				20:00	20:15	0:15				
				20:15	20:30	0:15				World Cup Welcome Event
				20:30	20:45	0:15				

Friday, 24th June 2022										
Trampoline				Tumbling			DMT		DMT	Other
Warm Up Hall	Warm Up Hall	Comp. Hall	Comp. Hall	Start	Finish	Time	Comp. Hall	Comp. Hall	Comp. Hall	
Warm Up	Warm Up	Trampoline 1	Trampoline 2	9:00	9:15	0:15				
Training WC Group 1	Training WC Group 1			9:15	9:30	0:15				
				9:30	9:45	0:15				
				9:45	10:00	0:15				
Training WC Group 2	Training WC Group 2	Training WC Group 1	Training WC Group 1	10:00	10:15	0:15	Training WC Group 1	Training WC Group 1		
				10:15	10:30	0:15				
				10:30	10:45	0:15				
Training WC Group 3	Training WC Group 3	Training WC Group 2	Training WC Group 2	10:45	11:00	0:15	Training WC Group 2	Training WC Group 2		
				11:00	11:15	0:15				
				11:15	11:30	0:15	Training WC Group 3	Training WC Group 3		
				11:30	11:45	0:15				
				11:45	12:00	0:15				
				12:00	12:15	0:15				
Training WC Group 1	Training WC Group 1			12:15	15:30	3:15				
				15:30	15:45	0:15				
				15:45	16:00	0:15				
				16:15	16:30	0:15				
				16:30	16:45	0:15				
				16:45	17:00	0:15				
Training WC Group 2	Training WC Group 2	Podium training WC Group 1	Podium training WC Group 1	17:00	17:15	0:15	Podium training WC Group 1	Podium training WC Group 1		
				17:15	17:30	0:15				
				17:30	17:45	0:15				
Training WC Group 3	Training WC Group 3	Podium training WC Group 2	Podium training WC Group 2	17:45	18:00	0:15	Podium training WC Group 2	Podium training WC Group 2		
				18:00	18:15	0:15				
				18:15	18:30	0:15				
				18:30	18:45	0:15	Podium training WC Group 3	Podium training WC Group 3		
				18:45	19:00	0:15				
				19:00	19:15	0:15				



## Portugal, Trampoline World Cup 2022 | WORKPLAN

Saturday, 25th June 2022

Trampoline				Tumbling			DMT	Other
Warm Up Hall Warm Up	Warm Up Hall Warm Up	Comp. Hall Trampoline 1	Comp. Hall Trampoline 2	Start	Finish	Time	Comp. Hall Competition	Comp. Hall Competition
W G1				12:00	12:15	0:15		
				12:15	12:30	0:15		
				12:30	12:45	0:15		
				12:45	13:00	0:15		
				13:00	13:15	0:15		
				13:15	13:30	0:15		
				13:30	13:45	0:15		
				13:45	14:00	0:15		
				14:00	14:15	0:15		
				14:15	14:30	0:15		
W G2				14:30	14:45	0:15		
				14:45	15:00	0:15		
				15:00	15:15	0:15		
				15:15	15:30	0:15		
				15:30	15:45	0:15		
				15:45	16:00	0:15		
				16:00	16:15	0:15		
				16:15	16:30	0:15		
				16:30	16:45	0:15		
				16:45	17:00	0:15		
W G3				17:00	17:15	0:15		
				17:15	17:30	0:15		
				17:30	17:45	0:15		
				17:45	18:00	0:15		
				18:00	18:15	0:15		
				18:15	18:30	0:15		
				18:30	18:45	0:15		
				18:45	19:00	0:15		
W SYN		M SYN		W SYN	M SYN			

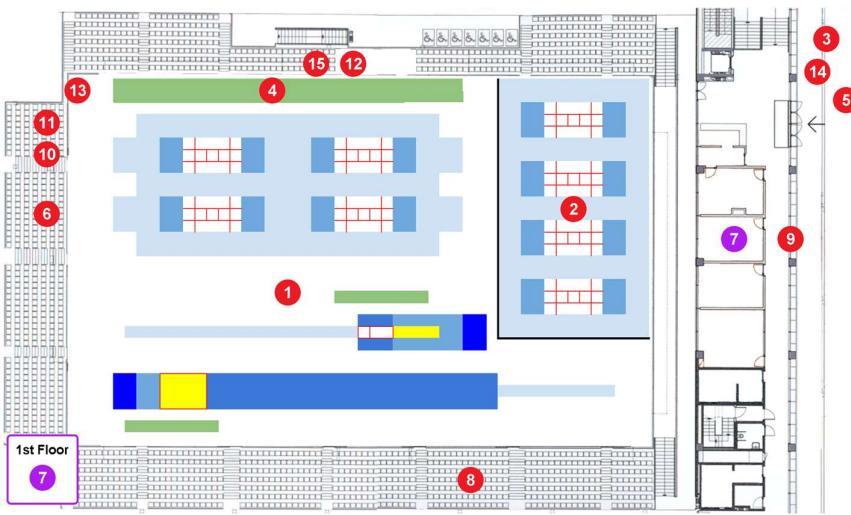
Sunday, 26th June 2022

Trampoline				Tumbling			DMT	Other			
Warm Up Hall Warm Up	Warm Up Hall Warm Up	Comp. Hall Trampoline 1	Comp. Hall Trampoline 2	Start	Finish	Time	Comp. Hall Competition	Comp. Hall Competition			
W SYN Final				14:30	15:05	0:35	W Final				
				15:05	15:40	0:35		M Final			
				15:40	16:00	0:20					
				16:00	16:20	0:20					
				16:20	16:55	0:35	M Final	W Final			
				16:55	17:30	0:35					
				17:30	17:50	0:20					
				17:50	18:10	0:20					
				18:10	18:40	0:30					
							Medal Ceremony				
W Final		M Final									
M Final		W Final									

## SPORTS HALL LAYOUT and ZONES

### Zones

- 1 Competition Area
- 2 Training Hall
- 3 Warm-up Hall
- 4 Competition Management and Judges' seating
- 5 Judges' meeting rooms and Judges' break area
- 6 Delegation seating
- 7 LOC Offices
- 8 FIG Offices
- 9 Doping Control Zone
- 10 Media
- 11 Media Grandstands
- 12 TV Compound
- 13 Photographers Positions
- 14 Mixed Zone
- 15 VIP



## ORIENTATION MEETING

All Heads of Delegation must attend the meeting. One extra official per delegation may also attend. The FIG TRA-TC and the Organizing Committee will provide detailed information regarding the event. All information will be in English only. Judges cannot be representatives of their NF at the Orientation Meeting.

- 23<sup>rd</sup> June at 19:15

## VENUE ACCESS

The access to the arena will be limited to the training/competing group. Besides gymnasts, the access will be allowed only to accredited persons.

## AWARD CEREMONIES

Only the medal winners are invited to participate, and they must wear according to FIG rules.

## EQUIPMENT

	Competition Hall	Training Hall
<b>Trampoline</b>	4 FIG ID 109	4 FIG ID 109
<b>Double Mini-Trampoline</b>	1 FIG ID 224	
<b>Tumbling</b>	1 FIG ID 465	
<b>HDTMD</b>	FIG ID 116	



## WARM UP

During warm up, it is permitted – only – to set foot on the floor of the competition and training hall for the competitors, and physiotherapists/doctors in conformity with the training schedule.

Gymnasts who are used to use magnesium are requested to have their own magnesium, in a plastic bag or box, or liquid chalk.

## MARCH IN

The competitors are asked to assemble in the assembly area, **5 minutes prior to each competition**. The gymnasts must wear the competition attire (as per Code of Points).

## STARTING ORDER – DRAWING OF LOTS

The drawing of lots and starting order will be made in the FIG office and published on the FIG website.

The starting order for the finals will be in accordance with the Code of Points.

The list of finalists and the two reserves will be distributed to the Heads of Delegation after the qualifications.

Any withdrawal from the Finals must be declared in writing with the LOC.

**Please note:** The World Cup Competition draw, the competition groups, the starting lists, the training groups, the training schedule, and the competition schedule are based on the assumption that all registered federations will participate in accordance with their nominative registrations. Should there be any changes to participating numbers at the time of the competition, the FIG Technical Delegate in consultation with the Organizing Committee reserve the right to make adjustments, which will facilitate the smooth running of the competition.

## COMPETITION CARDS

All competition cards must be delivered at the Secretariat before Friday 24<sup>th</sup> June until 10:30.

## DRAWING OF LOTS FOR JUDGES

The judges meeting, which are compulsory for all judges, will take place on the Pavilhão Multidesportos Mário Mexia.

- 24<sup>th</sup> June at 15:30

The judges draw will take place at the end of each of the judges' instructions.

Please note that the Judges' instructions will be held in English only.

Judges who don't participate in the judges' instruction may not be authorized to judge and their respective federations may face a penalty fee of up to 2.000 CHF.

During the meeting judges will be requested to provide a valid phone number (working in Portugal) to receive any relevant information during the competition.



## **SUPERIOR JURY**

Technical delegate will act as president of the superior jury

## **SCORES AND RESULTS**

The scoring system used is Sporttech. The scores will be shown in the competition hall and live on the website <http://sporttech.io>.

A resumed list of results will be e-mailed to the HoD at the end of qualifications.

A detailed list of results, including all judges' marks, will be e-mailed to the HoD at the end of the competition.

## **VIDEO RECORDING**

All routines will be recorded on video by the OC.

## **MEDICAL SERVICES**

Medical services will be provided by the Medical Centre located in Sports Hall.

## **DOPING CONTROL**

Doping Controls will be made during the World Cup, as per the FIG regulation. The Doping Controls can take place during training and / or Competition.

## **BANQUET AND FAREWELL PARTY**

There will be a banquet in the meals site starting at 20:30.

The banquet is for official delegation members only, and a valid banquet ticket must be presented at the entrance.

The closing banquet is free of charge for the delegations who have booked their accommodation through the Organizing Committee.

## **INFORMATION AND CORRESPONDENCE DURING THE WORLD CUP**

Each delegation will receive all information via the HoD email communicated at the time of accreditation.

All information, requests and correspondence regarding this World Cup should be addressed to the Organizing Committee.

## **COVID-19 PREVENTION**

The Head of delegation is responsible for the daily monitoring of the condition of each member of the delegation and the possible appearance of flu-like symptoms – shivering, runny nose, sneezing, sore throat, diffuse muscle pain, mild cough, shortness of breath and fever. Symptomatic members should be immediately isolated in a separate room. Such occurrence must be immediately communicated by the HoD to the Organizing Committee of the event, so that the appropriate measures are implemented.



All delegations must know and comply with the rules in force in Portugal, which can be consulted at the following links:

- COVID-19 | Measures implemented in Portugal

<https://www.visitportugal.com/en/content/covid-19-measures-implemented-portugal>

- Latest updates translated in English

<https://dre.pt/dre/en>

Necessary PCR tests for the return trip will be arranged and **Delegations are requested to inform the LOC beforehand about any specific requests regarding timing or special needs/form relating to PCR test reports. Costs related to COVID-19 testing must be supported by each delegation.** PCR cost is **60€** (sixty euros) and must be paid cash in euro upon accreditation or earlier by bank transfer.

Coimbra, 1<sup>st</sup> of June 2022