



COIMBRA GYM FEST 2025

COIMBRA – PORTUGAL, 4TH TO 6TH JULY 2025

SEN & JUN



DIRECTIVES

TRA, TUM AND DMT

Event ID: 18105

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 2025**.

Please find herein below the Invitation letter and the directives:

DISCIPLINE	Trampoline Tumbling Double Mini-Trampoline
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Teresa Loureiro 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: federacao@ginastica.org website: www.ginastica.org
LOCAL ORGANIZING COMMITTEE	Associação Académica de Coimbra Secção de Ginástica R. Padre António Vieira, 1 3000-315 Coimbra, Portugal Contact Person: Jorge Abrantes Mobile: +351 918 733 044 e-mail: trampoline@coimbragymfest.org website: http://coimbragymfest.org/en/home/
EVENT MANAGER	Jorge Abrantes Mobile: +351 918 733 044 e-mail: trampoline@coimbragymfest.org
LOCATION	Coimbra - Portugal
DATE	From 4th to 6th July, 2025
VENUE	Pavilhão Multidesportos Dr. Mário Mexia Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Tel.: +351 239 796 625 e-mail: trampoline@coimbragymfest.org website: http://coimbragymfest.org/en/home/
APPARATUS SUPPLIER	Please refer to the attached apparatus list
RULES AND REGULATIONS	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">• Statutes• Code of Ethics• Code of Conduct• Technical Regulations• Code of Discipline• Code of Points and relevant Newsletters

	<ul style="list-style-type: none"> • General Judges' Rules • Specific Judges' Rules • Anti-Doping Rules • Licence rules (except for non competitive events) • FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events • FIG Medical Guidelines for FIG Competitions and Events • Media Rules • Apparatus Norms • Rules for Sanctioning (approval) of International Events • Advertising and Publicity Rules • Regulations for Award Ceremonies • Accreditation Rules <p>and subsequent decisions of the FIG Executive Committee</p> <p>SPECIFIC RULES</p> <p><u>Individual Trampoline, Double Mini-Trampoline and Tumbling</u></p> <p>15-16 - Following 15-16 WAGC rules;</p> <p>Senior - Following FIG Senior rules.</p>
AGE LIMITS	<p>Age Group:</p> <p>15-16 (born in 2009 or 2010)</p> <p>Senior: as per FIG technical regulations</p> <p>All gymnasts must hold a valid FIG Licence, until the end of the event.</p>
PROVISIONAL SCHEDULE	<p>Day 1 (2nd July - Wednesday): Arrival of Delegations Training and Podium Training</p> <p>Day 2 (3rd July - Thursday): Arrival of Delegations Training and Podium Training</p> <p>Day 3 (4th July - Friday): Qualifications: TRA, TUM and DMT</p> <p>Day 4 (5th July - Saturday): Qualifications: TRA, TUM and DMT Finals: TRA, TUM and DMT</p> <p>Day 5 (6th July - Sunday): Finals: TRA, TUM and DMT Banquet and Final party</p> <p>Day 6 (7th July - Monday): Departure of delegations</p> <p>Delegations are allowed to arrive to Coimbra by 30th June (Monday) 2025. LOC will provide training sessions by 1st July (Tuesday) 2025 upon request.</p>
EVENT FORMAT	<p>The Trampoline International Competition will consist of Individual Trampoline, Tumbling and Double Mini-Trampoline with Qualifications and Finals.</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. <p><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top 8 (eight) scores from the qualifications qualify for the finals. • 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). • Such "Wild Card Gymnasts" must have participated in the qualification. • "Wild Card Gymnasts" will be able to receive medals and prize money. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. • Finals will start from 0,00 points, except if there are less than 9 (nine) competitors in the Qualifications. <p><u>Team Competition:</u></p> <p>Top 3 age/gender/discipline results in qualifying round will result in the final score.</p>
FEDERATIONS INVITED	<p>All Member Federations according to the following principles:</p> <ul style="list-style-type: none"> • All FIG members federations in good standings;

	<ul style="list-style-type: none">• All regional federations affiliated in their respective national federation;• All clubs affiliated in their respective national federation.																																																														
SIZE OF DELEGATION	No limits.																																																														
JUDGES AND JURIES	<p>Each participating delegation (federation or club) is obliged to bring 1 (one) judge with FIG judges brevet for every 8 competitors (1-8 = 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 availability 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>All judges must have a current valid FIG brevet at the time of the event.</p>																																																														
REGISTRATION DEADLINES	<p>Provisional, Definitive and Nominative registrations must be sent with the correspondent forms to trampoline@coimbragymfest.org:</p> <table><tr><td>Provisional registration</td><td>26th, February, 2025</td><td colspan="5" rowspan="3">Forms available in http://coimbragymfest.org/en/home/</td></tr><tr><td>Definitive registration:</td><td>30th, April, 2025</td></tr><tr><td>Nominative registration</td><td>28th, May, 2025</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	26 th , February, 2025	Forms available in http://coimbragymfest.org/en/home/					Definitive registration:	30 th , April, 2025	Nominative registration	28 th , May, 2025																																													
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DRAWING OF LOTS	The drawing of lots will take place at the LOC office in Coimbra (POR) two weeks after the closing date of the nominative registration.																																																														
ENTRY FEES	<p>The cost for the entry fee is 25€ (twenty-five euros) per entry (gymnast/discipline) OR 35€ (thirty-five euros) per gymnast that apply for two or more disciplines.</p> <p>The entry fees must be paid at the time of the Definitive registration (2 months prior to the event).</p> <p>The entry fee is not refundable.</p> <p>Registrations made after the deadline for the Nominative Entry, if accepted, will be charged with the normal cost plus 50%.</p> <p>Entries without payment of the entry fees will be considered as invalid and will be refused.</p>																																																														
ACCOMMODATION	<p>The cost is <u>person/night</u> and includes FULL PACK</p> <ul style="list-style-type: none">- Room- Breakfast (Hotel) + lunch + dinner- Banquet and Final party- Transfer from Porto Airport (OPO) to Hotel/Sports Hall and back- Daily transportation from Hotel to Sports Hall and back (urban transport) <table><tr><td>The cost is <u>person/night</u></td><td>4* Hotel Vila Galé</td><td>4* NH Coimbra Dona Inês</td><td>3* River Suites</td><td>3* Hotel D. Luís</td><td>2* Ibis Coimbra Centro</td><td>2* Hotel Vitória</td></tr><tr><td>Single</td><td>200€</td><td>190€</td><td>175€</td><td>170€</td><td>160€</td><td>155€</td></tr><tr><td>Double</td><td>170€</td><td>165€</td><td>150€</td><td>145€</td><td>145€</td><td>140€</td></tr><tr><td>Triple</td><td>155€</td><td>150€</td><td>130€</td><td>125€</td><td>XXX</td><td>120€</td></tr></table> <p>SEPARATELY PURCHASE ITEMS</p> <table><tr><td>The cost is <u>person/night</u></td><td>4* Hotel Vila Galé</td><td>4* NH Coimbra Dona Inês</td><td>3* River Suites</td><td>3* Hotel D. Luís</td><td>2* Ibis Coimbra Centro</td><td>2* Hotel Vitória</td></tr><tr><td>Single</td><td>175€</td><td>165€</td><td>150€</td><td>145€</td><td>135€</td><td>130€</td></tr><tr><td>Double</td><td>145€</td><td>140€</td><td>125€</td><td>120€</td><td>120€</td><td>115€</td></tr><tr><td>Triple</td><td>130€</td><td>125€</td><td>105€</td><td>100€</td><td>XXX</td><td>95€</td></tr></table>							The cost is <u>person/night</u>	4* Hotel Vila Galé	4* NH Coimbra Dona Inês	3* River Suites	3* Hotel D. Luís	2* Ibis Coimbra Centro	2* Hotel Vitória	Single	200€	190€	175€	170€	160€	155€	Double	170€	165€	150€	145€	145€	140€	Triple	155€	150€	130€	125€	XXX	120€	The cost is <u>person/night</u>	4* Hotel Vila Galé	4* NH Coimbra Dona Inês	3* River Suites	3* Hotel D. Luís	2* Ibis Coimbra Centro	2* Hotel Vitória	Single	175€	165€	150€	145€	135€	130€	Double	145€	140€	125€	120€	120€	115€	Triple	130€	125€	105€	100€	XXX	95€
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	Meals							12€ / each	
	Banquet and Party							50€	
	OPO Transfer							30€ / person / one way	
	Urban Transfer							6€ / person / day	
	<p><u>Note:</u> Accommodation includes Breakfast</p> <p>The Accommodation Form must be returned to the OC by 30th April, 2025 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.</p> <p>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 28th May, 2025.</p> <p>In case of room cancellations until 30th April 2025 the OC will refund the complete number of annulled rooms. In case of room cancellations from 1st May until 28th May 2025 the OC will refund 50% of the number of cancelled rooms. In case of room cancellations after 28th May 2025 no claims of refunds will be accepted.</p>								
MEALS	<p><u>Lunch and Dinner will be served nearby Sports Hall.</u></p> <ul style="list-style-type: none"> - All Meals are included in Full Pack; - Meals can be purchased separately in the inscription process to the value of 12€/each; - Cost of each meal per person acquired on accreditation (Lunch or Dinner) to the value of 15€/each. 								
BANQUET & FINAL PARTY	<ul style="list-style-type: none"> - Banquet and Final Party are included in Full Pack; - Banquet and Final Party can be purchased separately in the inscription process to the value of 50€/each; - Cost of each banquet and Final Party on accreditation to the value of 60€/each. 								
INTERNATIONAL TRANSPORTATION	<ul style="list-style-type: none"> - The participating delegations must pay for the travel costs of their members. - The Travel Schedule Form must be returned to the OC by 28th May 2025. 								
LOCAL TRANSPORTATION	<p>Delegations that book Full Pack will be offered transport from:</p> <ul style="list-style-type: none"> - Porto International Airport (OPO) to Hotel/Sports Hall and back - The Hotel to Sports Hall and back (urban transfer) <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 28th May 2025.</p>								
MEDICAL SERVICES	<p>The LOC will provide first aid medical services on site, where a preventive ambulance will be located.</p> <p>The prevention hospital will be the Hospitais da Universidade de Coimbra.</p>								
COVID 19	<p>The LOC should follow local guidelines in management of COVID-19.</p> <p>The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.</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.</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 30th April 2025.</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</p>								

	delegation member as well as the city the visa application letter must be sent to.
INSURANCE	<p>The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), 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 repatriation for all the members of their Delegation.</p> <p>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.</p> <p>If the note has not been sent in advance to the LOC (which is strongly recommended), the LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).</p> <p>The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay</p> <p>Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 45€ (forty five euros) per person/day.</p>
SAFEGUARDING	<p>From the official event day of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the possibility to contact by phone or e-mail the LOC Safeguarding Officer in case of harassment and abuse of any type or if they are worried and do not feel comfortable.</p> <p>The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations on site.</p> <p>In addition, posters of the "10 Golden Rules of Gymnastics", the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones.</p>
ACCREDITATION	<p>Each delegation should attend at the Accreditation Desk upon arrival with the following documents:</p> <ul style="list-style-type: none"> - 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. <p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>
FINANCIAL OBLIGATIONS	<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>
BANK ACCOUNT INFORMATION	<p>Account Name: AAC – Secção Ginástica</p> <p>Bank Name: Santander Totta</p> <p>Agency Name: Coimbra Polo I</p> <p>IBAN: PT50 0018 0003 53098810020 74</p> <p>Swift Code: TOTAPTPL</p> <p>Please integrate the payment's purpose as follows: CGF25 + Name of the Delegation.</p> <p>The participating delegation is responsible for covering all bank fees in connection with the bank transfers.</p>
CANCELATION POLICY	<p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled until 30th April, 2025 at the very latest, will be subject to a cancellation fee of 0%.</p>

	<p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 1st May, until 28th May, 2025 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 29th May, 2005 until the arrival 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>																										
AWARDS	The top 3 (three) athletes in each discipline will be awarded with medals. In addition, there will be a participation certificate to all gymnasts.																										
PRIZE MONEY	<p>The LOC will pay the following prize money per discipline (amounts in Euros) – “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><tr><th rowspan="2">Ranking</th><th colspan="2">Prize money (euros)</th></tr><tr><th>Senior</th><th>15-16</th></tr><tr><td>1</td><td>360€</td><td>130€</td></tr><tr><td>2</td><td>240€</td><td>90€</td></tr><tr><td>3</td><td>120€</td><td>60€</td></tr></table> <p>Grand total of the Prize Money: 6.000€ in Euros</p> <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)</p> <p>1, 2, 2, (prize money for rank 2 and 3 is added and divided by 2), etc.</p>			Ranking	Prize money (euros)		Senior	15-16	1	360€	130€	2	240€	90€	3	120€	60€										
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MEDIA	<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: trampoline@coimbragymfest.org</p>																										
SOCIAL MEDIA	<p>Site: http://coimbragymfest.org/en/home/</p> <p>facebook: https://www.facebook.com/coimbragymfest16</p> <p>Instagram: https://www.instagram.com/coimbragymfest/</p>																										
MEDICAL	The LOC will provide first aid medical services. A team of physiotherapists will be present during the completion.																										
OFFICIAL HOSPITAL	<p>Hospitais da Universidade de Coimbra</p> <p>Praçeta Prof. Mota Pinto</p> <p>3000-075 Coimbra, Portugal</p> <p>Tel: (+351) 239 400 400</p>																										
MARKETING	The FIG advertising and publicity norms will be respected.																										
DEADLINES	<table><tr><td>Provisional registration</td><td>26th, February, 2025</td></tr><tr><td>Definitive registration</td><td>30th, April, 2025</td></tr><tr><td>Nominative registration</td><td>28th, May, 2025</td></tr><tr><td>Accommodation form</td><td>30th, April, 2025</td></tr><tr><td>Travel schedule form</td><td>28th, May, 2025</td></tr><tr><td>Visa request form</td><td>30th, April, 2025</td></tr><tr><td>Payment of the entry fee</td><td>30th, April, 2025</td></tr><tr><td>Payment of the Full Pack costs (first 50%)</td><td>30th, April, 2025</td></tr><tr><td>Payment of the Full Pack costs (last 50%)</td><td>28th, May, 2025</td></tr><tr><td>Payment of the Separately Purchase Items costs (first 50%)</td><td>30th, April, 2025</td></tr><tr><td>Payment of the Separately Purchase Items costs (last 50%)</td><td>28th, May, 2025</td></tr><tr><td>Payment of the fine for missing judge</td><td>28th, May, 2025</td></tr></table>			Provisional registration	26 th , February, 2025	Definitive registration	30 th , April, 2025	Nominative registration	28 th , May, 2025	Accommodation form	30 th , April, 2025	Travel schedule form	28 th , May, 2025	Visa request form	30 th , April, 2025	Payment of the entry fee	30 th , April, 2025	Payment of the Full Pack costs (first 50%)	30 th , April, 2025	Payment of the Full Pack costs (last 50%)	28 th , May, 2025	Payment of the Separately Purchase Items costs (first 50%)	30 th , April, 2025	Payment of the Separately Purchase Items costs (last 50%)	28 th , May, 2025	Payment of the fine for missing judge	28 th , May, 2025
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ADDITIONAL INFORMATION	<ul style="list-style-type: none">- Parallel Age Group Competition for: U12; 13-14;- Delegations are allowed to arrive to Coimbra by 30th June (Monday) 2025.- LOC will provide training sessions by 1st July (Tuesday) 2025 upon request.																										

Sincerely Yours,

Place and date:
Lisboa, 07.03.2025



A handwritten signature in blue ink, which appears to read 'Teresa Loureiro'.

Signature of the Executive
Director of the FIG affiliated NF