



COIMBRA GYM FEST 2025

Coimbra, 4th to 6th July 2025

WORKPLAN

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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 Discipline
- 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
- 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

and subsequent decisions of the FIG Executive Committee

ORGANIZATION

- Host Federation: GYMNASTICS FEDERATION OF PORTUGAL (FGP)

Contact Person	Mr. João MARQUES
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- Associação Académica de Coimbra | Gymnastics Department (AAC)

Contact Person	Mr. Jorge ABRANTES
Tel.	+351 918 733 044
Email:	worldcup@coimbragymfest.org
Website:	http://coimbragymfest.org/en/home

LOCAL ORGANIZING COMMITTEE (LOC)

President	Luis Arrais
Executive Director	Jorge Abrantes
NF Delegate	João Marques
Local Technical Director	João Marques
Logistics	Mário Abrantes João Salustiano Ruben Pereira
Secretariat	Maria João Dinis Etelvina Simões Paula Macedo Mariana Cerveira Joana Cunha
Official Doctor & Safeguarding Officer	Maria António Castro

Official Doctor Deputy	Catarina Silva Mariana Anjos
Accommodation	Filipa Nobre
Transportation	Mário Amaro Pedro Amaro
Meals	Vânia Henriques Joana Almeida
Operational Manager	João Paulo Dias
Technical Program	Mariana Pombo Sofia Teixeira
Security	Patricia Amendoeira Rita Oliveira
Head of Media	Paulo Oliveira Jorge Rodrigues Afonso Mateus
Social Media Manager	Mónica Wolters
IT	Rui Sousa
Protocol & VIPs	Paulo Rodrigues
Official Photographer	Joana Nobre
Speaker	Sandra Couceiro
Volunteers	Rui Magalhães
Sustainability	Joana Nogueira Mariana Capela
Flip Area	Laura Santos
	Édi Mamede Ana Cláudia Guedes

COMPETITION VENUE

Pavilhão Municipal Multidesportos Mário Mexia
 Address: Praça Heróis do Ultramar
 3030-327 Coimbra

NATIONAL ANTHEM AND FLAG

There will be no flags or anthems on the podium presentation.

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 trampoline@coimbragymfest.org.

LOC SAFEGUARDING OFFICER

Mrs. Maria António Castro
 • +351 919 909 518
 • macastro@netcabo.pt

INSURANCE

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

OFFICIAL LANGUAGE

The official language of the event 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.

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

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 the 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.

ACCOMMODATION AND MEALS

The organizing committee is not responsible for any damage to the hotel rooms, costs for mini bars, pay TV or the like. This is the 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 18:00 until 21:30

GENERAL PROGRAMME

Training Days

1st and 2nd July

Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling		DMT	
Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition			
Slot 1	Slot 1			00:45	09:00	09:45	Slot 1	Slot 1	Slot 1	Slot 1
Slot 2	Slot 2	Slot 1	Slot 1	00:45	09:45	10:30	Slot 2	Slot 2	Slot 2	Slot 2
Slot 3	Slot 3	Slot 2	Slot 2	00:45	10:30	11:15	Slot 3	Slot 3	Slot 3	Slot 3
Slot 4	Slot 4	Slot 3	Slot 3	00:45	11:15	12:00	Slot 4	Slot 4	Slot 4	Slot 4
Slot 5	Slot 5	Slot 4	Slot 4	00:45	12:00	12:45	Slot 5	Slot 5	Slot 5	Slot 5
	Slot 5	Slot 5	Slot 5	00:45	12:45	13:30	Slot 6	Slot 6	Slot 6	Slot 6
				01:00	13:30	14:30				
Slot 6	Slot 6			00:45	14:30	15:15	Slot 7	Slot 7	Slot 7	Slot 7
Slot 7	Slot 7	Slot 6	Slot 6	00:45	15:15	16:00	Slot 8	Slot 8	Slot 8	Slot 8
Slot 8	Slot 8	Slot 7	Slot 7	00:45	16:00	16:45	Slot 9	Slot 9	Slot 9	Slot 9
Slot 9	Slot 9	Slot 8	Slot 8	00:45	16:45	17:30	Slot 10	Slot 10	Slot 10	Slot 10
Slot 10	Slot 10	Slot 9	Slot 9	00:45	17:30	18:15	Slot 11	Slot 11	Slot 11	Slot 11
Slot 11	Slot 11	Slot 10	Slot 10	00:45	18:15	19:00	Slot 12	Slot 12	Slot 12	Slot 12
Slot 12	Slot 12	Slot 11	Slot 11	00:45	19:00	19:45	Slot 13	Slot 13	Slot 13	Slot 13
Slot 13	Slot 13	Slot 12	Slot 12	00:45	19:45	20:30	Slot 14	Slot 14	Slot 14	Slot 14
		Slot 13	Slot 13	00:45	20:30	21:15	Slot 15	Slot 15	Slot 15	Slot 15

Each country must submit their training requests, via the form present in this link: <https://forms.gle/gdkuuJAsDGn1RzJb6> - available from 18th June, only.

A maximum of 12 gymnasts in each slot, will be able to train, per apparatus (TR F; TR M; TUM; DMT)

Schedule will be set on a first come, first served basis and sent to the delegations, no further than 29th June.

Thursday, 3th July			Thursday, 3th July										
Time	Start	Finish	Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling		DMT	
			Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition			
00:30	11:40	12:10					00:30	11:40	12:10				
00:30	12:10	12:40					00:30	12:10	12:40				
00:30	12:40	13:10					00:30	12:40	13:10				
00:30	13:10	13:40					00:30	13:10	13:40				
00:30	13:40	14:10					00:30	13:40	14:10				
00:30	14:10	14:40					00:30	14:10	14:40				
00:30	14:40	15:10					00:30	14:40	15:10				
00:10	15:10	15:20					00:00	15:10	15:10				
00:30	19:00	19:30					00:30	19:00	19:30				
00:30	19:30	20:00					00:30	19:30	20:00				
00:30	20:00	20:30					00:30	20:00	20:30				
00:30	20:30	21:00					00:30	20:30	21:00				
00:30	21:00	21:30					00:30	21:00	21:30				

Competition Days

Friday, 4th July									Friday, 4th July								
			Trampoline Warm Up Hall		Trampoline Competition Hall					Tumbling		DMT		Other			
Time	Start	Finish	Warm Up Male	Warm Up Female	Competition Male	Competition Female	Time	Start	Finish	Comp. Hall	Comp. Hall	Warm Up + Competition	Warm Up + Competition				
00:30	09:15	09:45					01:00	09:15	10:15							9h15 CGF Orientation Meeting	
00:45	09:45	10:30					00:45	10:15	11:00							10h15 CGF Judges Meeting	
00:00							00:00									DMT 2	
00:50	10:40	11:30	15-16 F Gr 1	U12 F Gr 1			00:45	11:30	12:15	U12 F Gr 1	U12 M Gr 1			13-14 F Gr 1			
00:50	11:30	12:20	15-16 F Gr 2	U12 F Gr 2	15-16 F Gr 1	U12 F Gr 1	00:45	12:15	13:00	U12 F Gr 2	U12 M Gr 2			13-14 F Gr 2			
00:50	12:20	13:10	15-16 F Gr 3	U12 F Gr 3	15-16 F Gr 2	U12 F Gr 2	00:45	13:00	13:45	13-14 F Gr 1	15-16 M Gr 1			13-14 F Gr 3			
00:50	13:10	14:00	15-16 F Gr 4	U12 F Gr 4	15-16 F Gr 3	U12 F Gr 3	00:45	13:45	14:30	13-14 F Gr 2	15-16 M Gr 2			13-14 F Gr 4			
00:50	14:00	14:50			15-16 F Gr 4	U12 F Gr 4	00:20	14:30	14:50								
00:40	14:50	15:30			Team Medal Ceremony		00:40	14:50	15:30	Team Medal Ceremony							
00:50	18:00	18:50	13-14 M	17+ F Gr 1			00:45	18:50	19:35	U12 M 13-14 M	15-16 F Gr 1						
00:50	18:50	19:40	15-16 M Gr 1	17+ F Gr 2	13-14 M	17+ F Gr 1	00:45	19:35	20:20	15-16 M	15-16 F Gr 2						
00:50	19:40	20:30	15-16 M Gr 2	17+ F Gr 3	15-16 M Gr 1	17+ F Gr 2	00:45	20:20	21:05	17+ M	15-16 F Gr 3						
00:50	20:30	21:20	15-16 M Gr 3	17+ F Gr 4	15-16 M Gr 2	17+ F Gr 3	00:30	21:05	21:35	Final U12 F	Final 13-14 F						
00:50	21:20	22:10			15-16 M Gr 3	17+ F Gr 4	00:30	21:35	22:05	Final 13-14 F	Final U12 M						
00:50	22:10	23:00			Team Medal Ceremony		00:55	22:05	23:00	Award Ceremony							

Note: DMT & TUM have 15 minutes warm up, in the competition apparatus, directly followed by competition.

Saturday, 5th July									Saturday, 5th July								
			Trampoline Warm Up Hall		Trampoline Competition Hall					Tumbling		DMT		Other			
Time	Start	Finish	Warm Up Male	Warm Up Female	Competition Male	Competition Female	Time	Start	Finish	Comp. Hall	Comp. Hall	Warm Up + Competition	Warm Up + Competition	Comp. Hall	Comp. Hall	DMT 2	
00:50	08:00	08:50	17+ M Gr 1	13-14 F Gr 1			00:45	08:30	09:15	15-16 F Gr 1	17+ F Gr 1			U12 F Gr 1			
00:50	08:50	09:40	17+ M Gr 2	13-14 F Gr 2	17+ M Gr 1	13-14 F Gr 1	00:45	09:15	10:00	15-16 F Gr 2	17+ F Gr 2			U12 F Gr 2			
00:50	09:40	10:30	17+ M Gr 3	13-14 F Gr 3	17+ M Gr 2	13-14 F Gr 2	00:45	10:00	10:45	15-16 F Gr 3	17+ F Gr 3			U12 F Gr 3			
00:50	10:30	11:20	17+ M Gr 4	13-14 F Gr 4	17+ M Gr 3	13-14 F Gr 3	00:45	10:45	11:30	17+ F Gr 1	17+ M Gr 1			U12 F Gr 4			
00:50	11:20	12:10	17+ M Gr 5	13-14 F Gr 5	17+ M Gr 4	13-14 F Gr 4	00:45	11:30	12:15	17+ F Gr 2	17+ M Gr 2			U12 F Gr 5			
00:50	12:10	13:00			17+ M Gr 5	13-14 F Gr 5	00:45	12:15	13:00	17+ F Gr 3	17+ M Gr 3			U12 F Gr 3		13-14 M	
00:50	12:40	13:30			Team Medal Ceremony		00:30	13:00	13:30	Team Medal Ceremony							
00:30	21:00	21:30	Q2 17+ M Gr 1	Q2 17+ F Gr 1			00:30	21:30	18:30							18h30 Opening Ceremony	
00:30	21:30	22:00	Q2 17+ M Gr 2	Q2 17+ F Gr 2	Q2 17+ M Gr 1	Q2 17+ F Gr 1											
00:30	22:00	22:30			Q2 17+ M Gr 2	Q2 17+ F Gr 2											

Notes:

Prelims: DMT & TUM have 15 minutes warm up, in the competition apparatus, directly followed by competition.

Finals: DMT & TUM have 10 minutes warm up, in the competition apparatus, directly followed by competition.

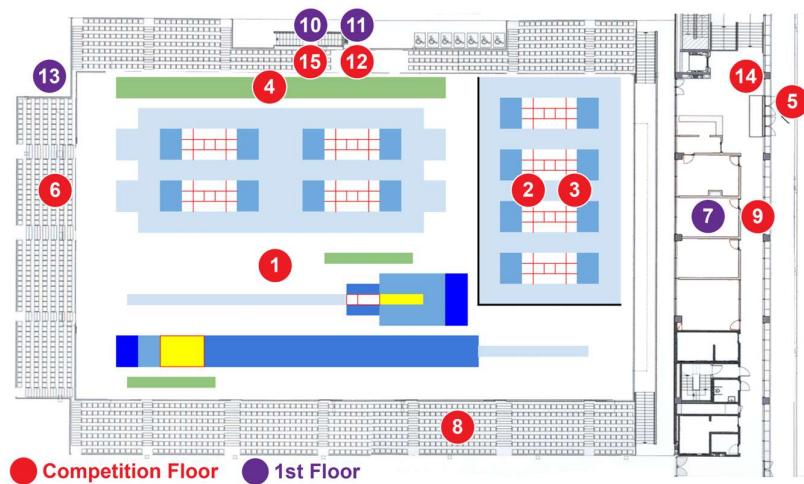
Sunday, 6th July																		
			Trampoline Warm Up Hall		Trampoline Competition Hall					Tumbling		DMT						
Time	Start	Finish	Warm Up Male	Warm Up Female	Competition Male	Competition Female	Time	Start	Finish	Comp. Hall	Comp. Hall	Warm Up + Competition	Warm Up + Competition	Comp. Hall	Comp. Hall	DMT		
00:30	08:00	08:30	Final U12 F		00:50	08:00	08:50	U12 M Gr 1		00:30	08:00	08:30						
00:30	08:30	09:00	Final 13-14 F		00:50	08:50	09:40	U12 M Gr 2	U12 M Gr 1	00:30	08:30	09:00	Final U12 M	Final 13-14 M				
00:30	09:00	09:30	Final 15-16 F		00:50	09:40	10:30		U12 M Gr 2	00:30	09:00	09:30	Final 15-16 F	Final 15-16 M				
00:30	09:30	10:00	Final 13-14 M		00:00	10:30	10:30			00:30	09:30	10:00	Final 17+ M	Final 17+ F				
00:30	10:00	10:30			Final 13-14 M	00:00	10:30	10:30		00:30	10:00	10:30	Final 17+ F	Final 17+ M				
00:45	10:30	11:15	Award Ceremonies		00:45	10:30	11:15	Award Ceremonies		00:45	10:30	11:15	Award Ceremonies					

Note: DMT & TUM have 10 minutes warm up, in the competition apparatus, directly followed by competition.

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 LOC 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: **4th July at 09:15**

VENUE ACCESS

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

Trampoline	8 FIG ID 610	Eurotramp
Double Mini-Trampoline	1 FIG ID 493	Eurotramp
Tumbling	1 FIG ID 465	Skakun
HDTMD	FIG ID 269	Eurotramp

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 and the identified zones at the accreditation card.

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 LOC office and published on the event website, as well as sent to the delegation's e-mail.

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 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 entities will participate in accordance with their nominative registrations. Should there be any changes to participating numbers at the time of the competition, the Organizing Committee reserves the right to make adjustments, which will facilitate the smooth running of the competition.

COMPETITION CARDS

No competition cards will be used during the entire competition.

DRAWING OF LOTS FOR JUDGES

The judges meeting, which is compulsory for all judges, will take place at the Meeting Room, outside the Competition Venue: **Friday 4th July at 10:15 am**

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.

SUPERIOR JURY

Superior Jury is represented by FIG Judge:
Mr. João Marques

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.

LIVESTREAMING & TV HOST BROADCASTER

The Qualifications will be livestreamed, by Ginástica TV (<https://www.ginastica.tv>).

MEDICAL SERVICES

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

BANQUET AND FAREWELL PARTY

There will be a banquet **6th July, between 20:00 and 22:30**.

The banquet is for official delegation members only, and a valid banquet ticket must be presented at the entrance. This closing banquet is free of charge for the delegations who have booked their accommodation through the LOC.

INFORMATION AND CORRESPONDENCE DURING THE EVENT

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

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

Coimbra, 10th of June 2025