

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



COIMBRA TRAMPOLINE WORLD CUP, COIMBRA – 27TH TO 28TH JUNE 2020



DIRECTIVES TRA, TUM AND DMT

EVENT ID: 16283

Dear FIG Affiliated Member Federation,

Following the decision of the Executive Committee, the Gymnastics Federation of **Portugal** has the pleasure to provide information related to the organization of the **Coimbra Trampoline World Cup**

Please find herein below the directives:

FIG	Fédération Internationale de Gymnastique (FIG) Contact person: Rui Vinagre 12A Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 21 321 55 10 / Direct: +41 21 321 55 32 Fax: +41 21 321 55 19 / Sports department: +41 21 321 55 29 e-mail: vinagre@fig-gymnastics.org website: www.gymnastics.sport
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Paula Araújo 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: gympor@gympor.com website www.fgp-ginastica.pt
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: worldcup@coimbragymfest.org website: http://coimbragymfest.org/en/home-2/
LOCATION	Coimbra - Portugal
DATE	From 27th to 28th June, 2020
VENUE	Pavilhão Multidesportos Dr. Mário Mexia Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Tel.: +351 239 796 625 e-mail: worldcup@coimbragymfest.org website: http://coimbragymfest.org/en/home-2/

SUPPLIER	Trampoline Eurotramp Ultimate 4x4mm, 3150 Double Mini-Trampoline Eurotramp 23200 Ultimate 6x6 Tumbling Skakun Original 2014										
PROVISIONAL SCHEDULE	<table border="1" data-bbox="448 349 1329 1193"> <tr> <td data-bbox="448 349 587 461">Day 1 (25th June - Thursday)</td> <td data-bbox="587 349 1329 461">Arrival of Delegations</td> </tr> <tr> <td data-bbox="448 461 587 595">Day 2 (26th June - Friday)</td> <td data-bbox="587 461 1329 595">Training and Podium Training Orientation Meeting Judges' Instruction</td> </tr> <tr> <td data-bbox="448 595 587 707">Day 3 (27th June - Saturday)</td> <td data-bbox="587 595 1329 707">Qualification TRA Ind., TUM*, TRA SYN** and DMT*</td> </tr> <tr> <td data-bbox="448 707 587 1088">Day 4 (28th June - Sunday)</td> <td data-bbox="587 707 1329 1088"> Finals (must be run separately) DMT W DMT M TRA IND W TRA IND M TUM W TUM M TRA SYN W TRA SYN M </td> </tr> <tr> <td data-bbox="448 1088 587 1193">Day 5 (29th June - Monday)</td> <td data-bbox="587 1088 1329 1193">Departure of Delegations</td> </tr> </table> <p data-bbox="427 1223 1378 1274">*Tumbling and Double Mini-Trampoline can be run simultaneously with TRA individual or synchro</p> <p data-bbox="427 1276 1090 1305">** SYN qualifications may also be run in the morning of day 4.</p> <p data-bbox="427 1339 1422 1406">Delegations are allowed to arrive to Coimbra by 22th June 2020. LOC will provide training sessions from 23th to 25th June 2020 upon request.</p>	Day 1 (25 th June - Thursday)	Arrival of Delegations	Day 2 (26 th June - Friday)	Training and Podium Training Orientation Meeting Judges' Instruction	Day 3 (27 th June - Saturday)	Qualification TRA Ind., TUM*, TRA SYN** and DMT*	Day 4 (28 th June - Sunday)	Finals (must be run separately) DMT W DMT M TRA IND W TRA IND M TUM W TUM M TRA SYN W TRA SYN M	Day 5 (29 th June - Monday)	Departure of Delegations
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PARTICIPATION	<p data-bbox="427 1458 1310 1487">The World Cup competition will consist of Qualifications and Finals.</p> <p data-bbox="427 1509 916 1538"><u>Participation in the Qualifications:</u></p> <ul data-bbox="427 1541 1437 1783" style="list-style-type: none"> • All competitors must take part in the qualifications. • No qualifications must be held if there are less than 9 participants per disciplines. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with the same final score will receive the same world cup points. <p data-bbox="427 1798 807 1827"><u>Participation in the Finals:</u></p> <ul data-bbox="427 1830 1445 1973" style="list-style-type: none"> • The top eight gymnasts or pairs from the qualifications qualify for the finals. • Max. 2 individuals or 1 pair per NF per discipline. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. 										

- Cancellation Policy** (valid for Tumbling and Double Mini-Trampoline only):
- The **organizing member Federation (LOC)** may cancel the competition in the category TUM and/or DMT if at the time of the definitive entry there are less than 4 countries registered in this category. In case of such a cancellation, the LOC must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations (NF).
 - The **participating member Federation (NF)** may cancel its participation in men’s or women’s TUM and/or DMT without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 participating countries in that category after the definitive deadlines.
 - Procedure and deadlines for the cancellation of the TUM and/or DMT competitions by the organising member federation or participation by the NF is as follows:
 - FIG shall inform the organising member federation about the participation, within 5 days after the Definitive registration deadline.
 - The organising member federation has the possibility to cancel the TUM and/or DMT event respectively their participation within 5 days after information by the FIG. Such notification must be sent by e-mail or fax to the FIG. Cancellations after this deadline will not be accepted.

**“HORS CONCOURS”
GYMNASTS**

The Organizing Member Federation is allowed to add only for the qualifications “hors concours” competitors. These competitors are in addition to the official participants of the Organizing Member Federation’s competitors, they must be named before the start of the qualifications and cannot qualify for the final. They will have to start first.

The Organizing Member Federation is allowed to name 1 Individual Men and 1 individual Women, as well as 1 Synhro pair Men and 1 Synchro pair Women as “hors concours” competitors. For Tumbling and Double Mini-Trampoline, the number of “hors concours” competitors is 2 Men and 2 Women.

**FEDERATIONS
INVITED**

The Organizing Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Trampoline Gymnastics.

**SIZE OF DELEGATION
AND FIG LICENCE**

Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnast’ Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration. The maximum size of the invited delegation is as follows:

	TRA Ind		TRA Synchro		TUM		DMT		Joint / Total
	M	W	M	W	M	W	M	W	
Head of Delegation	1		1		1		1		1
Team Manager	1		1		1		1		1
Coach	1	1	1		1	1	1	1	4
Gymnasts	4	4	4	4	4	4	4	4	32
Medical Doctor	1				1		1		1
Paramedical staff	1				1		1		2

Judge	2			2	2	4
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Out of competition gymnasts will not be accepted.

AGE LIMITS

Participating gymnasts must be at least 17 years (born in 2003 or before) in all disciplines.

Note: *gymnasts who have participated in a Senior World Championships, Senior Continental Championships or World Cup competitions may not participate in Junior competitions afterwards.*

JUDGES AND JURIES

The number of Judges' panels may be decided by the organizing member federation depending on the number of participating competitors and judges. If possible must be as follow:

- Two Judges' Panels for IND and SYN
- One Judges' Panel for TUM and DMT

The Judges' panels will be set up by a draw – directed by the FIG Technical Delegate – from the judges present at the event.

Each participating federation must provide minimum one judge (according to FIG General Judges' Rules) per discipline in which they participate. Failure to do so will result in a fine of CHF 2'000.- per discipline, to be paid to the organizing member federation.

The organizing federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function (minimum category III).

In trampoline gymnastics the judges panels are as follows:

	Ind. TRA	Synchro	TUM/DMT
Chair of Judges Panel (S + T)	1	1	1
Judges for Execution	6/8	6/8	5
Judges for Difficulty	2	2	2
Total:	9/11	9/11	8

No panel may include more than one member from a single federation (excluding the CJP and D judges).

- For Judges Requirements, please see "General Judges Rules".

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.

The FIG Technical Delegate will serve as President of the Superior Jury.

In the 2019-2020 Trampoline, Tumbling and Double Mini-Trampoline World Cup Series, 3 supervisors will be nominated by FIG.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative registrations must be completed by entering the composition of the delegation on-line on: www.fig-gymnastics.com. These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	26 th February, 2020	(4 months prior to the event)
Definitive registration:	22 th April, 2020	(2 months prior to the event)
Nominative registration	27 th May, 2020	(4 weeks prior to the event)

Late registrations and registrations which are not accompanied by the requested payments (if any) are subject to fines as follows:

Fine for missing or late Provisional Registration (if any)	CHF 500.-
Fine for missing or late Definitive Registration	CHF 750.-
Fine for missing or late Nominative Registration	CHF 500.-

Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegations' members concerned will not be authorised to participate.

DRAWING OF LOTS

The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.

ENTRY FEES

The cost for the entry fee is 120 € (one hundred and twenty euros) per gymnast

The invited participating federations must pay for all entry fees. At the time of the Definitive registration (2 months prior to the event) 100% of the entry fee must be paid to the OC. The entry fee is not refundable.

Exception is if because of low number of participants, the event is no longer a FIG World Cup.

Entries without payment of the entry fees will be considered as invalid and will be refused.

ACCOMMODATION

The cost is person/night and includes (Package):

- Room
- Breakfast (Hotel) + lunch + dinner
- Banquet
- Transfer from **Porto Airport** to Hotel/Sports Hall and back
- Daily transportation from Hotel to Sports Hall and back

Hotel Vila Galé Coimbra ****

The costs in this hotel are as follows (the cost is per person/night)

160€ (single)

135€ (double)

120€ (triple)

Hotel D. Luís ***

The costs in this hotel are as follows (the cost is per person/night)

140€ (single)

120€ (double)

105€ (triple)

Ibis Hotel **

The costs in this hotel are as follows (the cost is per person/night)

125€ (single)

115€ (double)

River Suites (hostel)

The costs in this hotel are as follows (the cost is per person/night)

105€ (single)

95€ (double)

85€ (triple)

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 **22th April**,

	<p>2020 at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.</p> <p>The invited participating federations must pay for their accommodation costs.</p> <p>At the time of the Definitive registration (22th April, 2020) 50% of the accommodation costs must be paid to the OC. 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 27th May, 2020.</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 10€/each; <p>Cost of each meal per person acquired on accreditation (Lunch or Dinner) to the value of 15€/each.</p>
FINAL BANQUET	<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; <p>Cost of each banquet and Final Party on accreditation to the value of 60€/each.</p>
INTERNATIONAL TRANSPORTATION	<p>The participating delegations must pay for the travel costs of their members.</p> <p>The Travel Schedule Form must be returned to the OC by 27th May, 2020.</p>
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 <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 27th May, 2020.</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. an official invitation letter, provided that the request is made before 22th April, 2020. 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>
INSURANCE	<p>The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. 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). 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>
ACCREDITATION	<p>All delegations will be conducted to the hall (accreditations desk) upon arrival to Coimbra.</p> <p>Accreditation cards will be distributed at the Accreditation desk situated at the Competition Venue upon arrival of the delegations. The following items will be checked there with the Heads of delegations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport of gymnasts and judges including all members of the delegations

	<ul style="list-style-type: none"> <input type="checkbox"/> Transport – Departure schedule <input type="checkbox"/> The medical insurance for the members of the delegations <input type="checkbox"/> 2 copies of competition cards for each gymnast/synchro pair <input type="checkbox"/> National anthem and national flag <p>In order to accelerate the process of the accreditation, each participating Federation is kindly requested to send photos of each member of its delegation (gymnasts, head of delegation, team manager, judges, coaches, medical staff and etc.) until 27th May, 2020</p> <p>The photos (identity colour photo in JPG format) should clearly indicate the corresponding full name in the file title.</p> <p>In addition, the LOC will distribute information regarding the gymnasts' safeguarding plan.</p>
FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fee, unpaid invoices, etc.) will not be allowed to participate in this World Cup.</p> <p>Federations 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 guaranteed the hotel booking, meals and local transportation.</p>
BANK ACCOUNT INFORMATION	<p>Account Name: Associação Académica de Coimbra Bank Name: Montepio Agency Name: Coimbra - João Machado (0414) IBAN: PT50.0036.0414.99106005559.33 Swift Code: MPIOPTPL</p> <p>Please integrate the payment's purpose as follows: WC20 + Name of the Delegation.</p> <p>The participating federation 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 24th of April 2020 at the very latest, will be subject to a cancellation fee of 0%.</p> <p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 25th of April until 27th of May 2020 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 28th of May 2020 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>

<p>TIE BREAKING RULES</p>	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</p> <p>The gymnasts with same final score will receive the same World Cup points.</p> <p>If there is still a tie, the points of the respective ranking are added and divided by the number of tied gymnasts / pairs.</p> <p>Example:</p> <p>1, 1, 3 (points for rank 1 and 2 is added and divided by 2)</p> <p>1, 2, 2, (points for rank 2 and 3 is added and divided by 2)</p> <p>The same principle applies to the prize money.</p>								
<p>PRIZE MONEY</p>	<p>The organising member federation will pay the following minimum prize money per discipline (amounts in Swiss Francs – CHF) - “discipline” means every final: <i>TRA Ind. Men, TRA Ind. Women, SYN Men, SYN Women, TUM Men, TUM Women, DMT Men, DMT Women</i></p> <p>The prize money, free of any deductible taxes, will be distributed in swiss francs</p> <table border="1" data-bbox="705 891 1171 1028"> <thead> <tr> <th>Ranking</th> <th>Prize money (CHF)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1'500</td> </tr> <tr> <td>2</td> <td>1'000</td> </tr> <tr> <td>3</td> <td>500</td> </tr> </tbody> </table> <p>No prize money, medals and World Cup Series Ranking Lists points will be given, if there are less than 4 participating federations 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)</p> <p>No prize money, medals and World Ranking Lists points will be given, if there are less than 4 participating Member Federations per category. This must be mentioned in the invitations.</p>	Ranking	Prize money (CHF)	1	1'500	2	1'000	3	500
Ranking	Prize money (CHF)								
1	1'500								
2	1'000								
3	500								
<p>Assignment of WORLD CUP SERIES RANKING POINTS</p>	<p>In principle, the official results and the updated FIG World Cup Series Ranking List will be published on the FIG web site within one working day after the competition.</p> <p>Separate World Cup Series Ranking Lists are established for every discipline, beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:</p> <ul style="list-style-type: none"> • Trampoline Individual Men • Trampoline Individual Women • Trampoline Synchro Men • Trampoline Synchro Women • Tumbling Men • Tumbling Women • Double Mini-Trampoline Men • Double Mini-Trampoline Women 								

For individual Trampoline, Tumbling and Double Mini-Trampoline, World Cup points are assigned to the competitors by name.

Trampoline Synchro pairs are listed by name, but considered as an entity. In case of change of a Synchro partner, the Synchro Pair is considered as a new pair.

World Cup Points will be assigned to the competitors as follows:

Rank	Points	Rank	Points
1	60	16	15
2	55	17	14
3	50	18	13
4	44	19	12
5	38	20	11
6	32	21	10
7	28	22	9
8	25	23	8
9	22	24	7
10	21	25	6
11	20	26	5
12	19	27	4
13	18	28	3
14	17	29	2
15	16	30	1

In the case that less than four federations participate per category, no World Cup points, no medals and no prize money will be given.

In case of a tie, the points of the equal ranks are added and divided by the number of ties.

Winner of the World Cup Series

The winner of the World Cup series of each discipline (IND, SYN, TUM and DMT) is the individual gymnast / pair with the highest number of points of the World Cup Series Ranking List after the last event of the series.

A special award ceremony will be held at the last World Cup Competition of the series (Cat. A) in which the World Cup winner(s) will receive the World Cup.

EVENT MANAGER

LOC President: João Paulo Rocha
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: gympor@gympor.com

MEDIA

Only journalists and photographers holding an official and valid press card recognized 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 Officer as soon as possible to have access to the media centre on the competition venue.

e-mail: comunicacao@gympor.com

SOCIAL MEDIA

Gymnastics Federation of Portugal official facebook page:
<http://www.facebook.com/ginasticaportugal>

MEDICAL	The O.C. will provide first aid medical services. A team of physiotherapists will be present during the competition.
OFFICIAL HOSPITAL	Hospitais da Universidade de Coimbra Praçeta Prof. Mota Pinto 3000-075 Coimbra, Portugal Tel: (+351) 239 400 400
DOPING CONTROLS	The organizing Member Federation will provide the following minimum doping controls at its own charge: - Trampoline: 2 - Tumbling: 2 - Double Mini-Trampoline: 2
MARKETING	The FIG advertising and publicity norms will be respected.
TELEVISION	For Tournaments of A Category, television coverage is compulsory. Host Broadcaster: To be defined The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.
VIDEO CONTROL SYSTEM	LOC will provide video control system which allows to treat inquiries and records all exercises of the competition in a quality which allows to judge the exercises. Video control system: to be defined
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 or in the FIG World Cup Rules for Trampoline Gymnastics: <ul style="list-style-type: none"> - Statutes - Code of Ethics - Technical Regulations - License Rules - Code of Points and relevant Newsletters - General Judges' Rules - Specific Judges' Rules for Trampoline, Tumbling and Double Mini-Trampoline - Medical Organization of the Official FIG Competitions - Anti-Doping Rules - Media Rules - Apparatus Norms - Advertising and Publicity Rules - Accreditation Rules - Regulations for Awards Ceremonies and subsequent decisions of the FIG Executive Committee

DEADLINES	Provisional registration (on-line)	26th February, 2020
	Definitive registration (on-line)	22th April, 2020
	Nominative registration (on-line)	27th May, 2020
	Accommodation form	22th April, 2020
	Travel schedule form	27th May, 2020
	Visa request form	27th May, 2020
	Meals form	27th May, 2020
	Payment of the entry fee	22th April, 2020
	Payment of the accommodation costs (first 50%)	22th April, 2020
	Payment of the accommodation costs (last 50%)	27th May, 2020
	Payment of the local transportation	27th May, 2020
	Payment of the meals	27th May, 2020
	Payment of the banquet	27th May, 2020
	Payment of the fine for missing judge	27th May, 2020

Sincerely Yours,

Place and date:
Lisbon, 04th March 2019



Signature of the President or
Secretary General of the FIG affiliated NF