

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



COIMBRA WORLD CUP 2016 COIMBRA – PORTUGAL 7TH TO 9TH JULY 2016



DIRECTIVES – UPDATE 27.04.2016 TRA and TUM

EVENT ID: 14339

Dear FIG Affiliated Member Federation,

Following the decision of the FIG Presidential Commission, the Gymnastics Federation of Portugal has the pleasure to provide information related to the organization of the **Coimbra World Cup 2016**.

Please find herein below the Invitation letter and the directives:

FIG	Fédération Internationale de Gymnastique (FIG) Contact person: Rui Vinagre 12 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: rvinagre@fig-gymnastics.org website: www.fig-gymnastics.com
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: www.coimbragymfest.org/en
LOCATION	Coimbra - Portugal
DATE	From 7 th to 9 th July 2016
VENUE	Pavilhão Multidesportos Dr. Mário Mexia Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Tel.: +351 239 796 625
APPARATUS SUPPLIER	Trampoline Eurotramp Ultimate 4x4 3100 ToF/Syncro device Acrosport TMD (Time Measurement Device) AS-1 Tumbling Gymnova Ref. 6296 "Novatrack One Evolution"

PROVISIONAL SCHEDULE	<p>Day 1, 6th July: Arrival of Delegations Day 2, 7th July: Training and Podium Training Day 3, 8th July: Qualifications: individual trampoline, tumbling and synchro Day 4, 9th July: Finals: individual trampoline, tumbling and synchro Day 5, 10th July: Departure of delegations</p>
PARTICIPATION	<p>The World Cup competition will consist of 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. • 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><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top 8 (eight) gymnasts or pairs from the qualifications qualify for the finals. • Max. 2 (two) individuals or 1 (one) pair per NF per discipline. • In addition, the host federation will be allowed 1 (one) man or 1 (one) woman in Trampoline Individual, 1 (one) Pair (male or female) in TRA Synchro, and 1 (one) man or 1 (one) woman in Tumbling, in case that it is not represented at all in Trampoline Ind, Trampoline Synchro or Tumbling. • Such “Wild Card Gymnasts or Pairs” must have participated in the qualification. • “Wild Card Gymnasts” will receive medals and prize money, but they will not receive any World Cup Points. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p><u>World Cup Competitions may exceptionally be combined with other Competition.</u></p> <p>Cancellation Policy</p> <ul style="list-style-type: none"> ▪ The <u>organizing member Federation (LOC)</u> may cancel the competition in the respective category if at the time of the definitive entry there are less than 4 (four) countries registered in a 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 Federations (NF) may cancel its participation in a specific category without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 (four) participating countries in that category after the definitive deadlines. ▪ Procedure and deadlines for the cancellation of a category by the LOC or participation by the NF is as follows: <ul style="list-style-type: none"> ▪ FIG shall inform LOC and NF about the participation, within 5 (five) days after the Definitive registration deadline. ▪ LOC and NF have the possibility to cancel the event (in a specific category) respectively their participation within 5 (five) 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	<p>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</p>

	<p>competitors, they must be named before the start of the qualifications and cannot qualify for the final. They will have to start first.</p> <p>The Organizing Member Federation is allowed to name 2 (two) Individual Men and 2 (two) individual Women, as well as 1 (one) Synchro pair Men and 1 (one) Synchro pair Women as “hors concours” competitors. For Tumbling, the number of “hors concours” competitors is 2 (two) Men and 2 (two) Women.</p>																																													
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	<p>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:</p> <table border="1"> <thead> <tr> <th></th> <th>TRA Ind. M/W</th> <th>Synchro M/W</th> <th>TUM M/W</th> <th>Joint/ Total</th> </tr> </thead> <tbody> <tr> <td>Head of Delegation</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Team Manager</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Coach</td> <td>1/1</td> <td>---</td> <td>1/1</td> <td>4</td> </tr> <tr> <td>Gymnasts</td> <td>4/4</td> <td>2 pairs/ 2 pairs</td> <td>4/4</td> <td>24</td> </tr> <tr> <td>Doctor</td> <td>1</td> <td>---</td> <td>1</td> <td>1</td> </tr> <tr> <td>Physiotherapist</td> <td>1</td> <td>---</td> <td>1</td> <td>2</td> </tr> <tr> <td>Judges</td> <td>2</td> <td>---</td> <td>2</td> <td>4</td> </tr> <tr> <td>Total</td> <td>16</td> <td>10</td> <td>16</td> <td>37</td> </tr> </tbody> </table> <p>Out of competition gymnasts will not be accepted.</p>		TRA Ind. M/W	Synchro M/W	TUM M/W	Joint/ Total	Head of Delegation	1	1	1	1	Team Manager	1	1	1	1	Coach	1/1	---	1/1	4	Gymnasts	4/4	2 pairs/ 2 pairs	4/4	24	Doctor	1	---	1	1	Physiotherapist	1	---	1	2	Judges	2	---	2	4	Total	16	10	16	37
	TRA Ind. M/W	Synchro M/W	TUM M/W	Joint/ Total																																										
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Judges	2	---	2	4																																										
Total	16	10	16	37																																										
AGE LIMITS	<p>Participating gymnasts must be at least 17 years (born in 1999 or before) in all disciplines.</p> <p>Note: <i>gymnasts who have participated in a Senior World Championships, Senior Continental Championships or World Cup competitions may <u>not</u> participate in Junior competitions afterwards.</i></p>																																													
JUDGES AND JURIES	<p>The number of Judges’ panels may be decided, by the organizing member federation, depending on the number of participating competitors and judges. The Judges’ panels will be set up by a draw – directed by the FIG Technical Delegate – from the judges present at the event.</p> <p>Each participating federation must provide minimum 1 (one) judge (minimum category III) per discipline in which they participate. Failure to do so will result in a fine of CHF 2’000.- to be paid to the organizing member federation.</p> <p>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).</p> <p>In trampoline gymnastics the judges panels are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>TRA Ind.</th> <th>Synchro</th> <th>TUM</th> </tr> </thead> <tbody> <tr> <td>Chair of Judges Panel</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Assistant to CJP</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>Judges for Execution</td> <td>5</td> <td>4</td> <td>5</td> </tr> <tr> <td>Judges for Difficulty</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Judges for Synchronisation</td> <td></td> <td>3</td> <td></td> </tr> <tr> <td>Judges for Time of Flight</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>9</td> <td>11</td> <td>8</td> </tr> </tbody> </table> <p>No panel may include more than one member from a single federation (excluding the CJP and D judges).</p> <ul style="list-style-type: none"> - The CJP must be of Cat. I or II - The D judges must be Cat. I or II - The Execution, Synchro, Time of Flight and Assistant Chair of Judges’ 		TRA Ind.	Synchro	TUM	Chair of Judges Panel	1	1	1	Assistant to CJP		1		Judges for Execution	5	4	5	Judges for Difficulty	2	2	2	Judges for Synchronisation		3		Judges for Time of Flight	1			Total:	9	11	8													
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	<p>Panel must be Cat. I, II or III. The FIG Technical Representative will serve as President of the Superior Jury.</p>												
FIG TECHNICAL DELEGATE AND EC MEMBER	<p>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.</p>												
REGISTRATION DEADLINES	<p>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.</p> <table border="1"> <tr> <td>Provisional registration</td> <td>2th March, 2016</td> </tr> <tr> <td>Definitive registration:</td> <td>4th May, 2016</td> </tr> <tr> <td>Nominative registration</td> <td>8th June, 2016</td> </tr> </table> <p>Late registrations and registrations which are not accompanied by the requested payments (if any) are subject to fines as follows:</p> <table border="1"> <tr> <td>Fine for missing or late Provisional Registration (if any)</td> <td>CHF 500.-</td> </tr> <tr> <td>Fine for missing or late Definitive Registration</td> <td>CHF 750.-</td> </tr> <tr> <td>Fine for missing or late Nominative Registration</td> <td>CHF 500.-</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	2 th March, 2016	Definitive registration:	4 th May, 2016	Nominative registration	8 th June, 2016	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.-
Provisional registration	2 th March, 2016												
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Fine for missing or late Nominative Registration	CHF 500.-												
DRAWING OF LOTS	<p>The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.</p>												
ENTRY FEES	<p>The cost for the entry fee is 100 € (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. <i>Exception is if because of low number of participants, the event is no longer a FIG World Cup.</i> Entries without payment of the entry fees will be considered as invalid and will be refused.</p>												
ACCOMMODATION	<p>The cost is person/night and includes (Package):</p> <ul style="list-style-type: none"> - 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 <p>Hotel Vila Galé Coimbra **** The costs in this hotel are as follows (the cost is per person/night) 140€ (single) 115€ (double) 110€ (triple)</p> <p>Hotel D. Luís *** The costs in this hotel are as follows (the cost is per person/night) 130€ (single) 110€ (double) 90€ (triple)</p> <p>Ibis Hotel ** The costs in this hotel are as follows (the cost is per person/night) 120€ (single) 105€ (double)</p> <p>River Suites (hostel) The costs in this hotel are as follows (the cost is per person/night) 95€ (single) 85€ (double) 80€ (triple)</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 4th May, 2016 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. At the time of the Definitive registration (2 months prior to the event) 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 8th June, 2016.</p>
MEALS	<p><u>Lunch and Dinner will be served nearby Sports Hall.</u></p> <p>Delegations that book their accommodation through the OC have full board (breakfast, lunch and dinner) in their package.</p> <p>Cost of each meal per person acquired on accreditation (Lunch or Dinner) – 15 €</p>
FINAL BANQUET	<p>Delegations that book their accommodation through the OC are invited to the Final Banquet.</p> <p>Cost of each banquet per person acquired on accreditation – 40 €</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members (see exception herein below).</p> <p>The Travel Schedule Form must be returned to the OC by 4th May, 2016</p>
LOCAL TRANSPORTATION	<p>Delegations that book their accommodation through the OC will be offered transport from:</p> <ul style="list-style-type: none"> - Porto Airport to Hotel/Sports Hall and back - Coimbra Train Station 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 8th June, 2016</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. The Organizing Committee will be happy to assist each delegation member with an official invitation letter, provided that the request is made before 4th May, 2016. 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 € (euro) per person/day.</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>Accreditations will be given at the Sports Hall at the arrival of the Delegations. The Organizing Committee will be responsible for checking the validity of the gymnast’ Licenses. No gymnasts will be accepted without a valid FIG License</p>

	<p>at the deadline of the Nominative Registration. A photo of each member of the delegation (in electronic must be sent together with the nominative registration). Please note: Photos taken upon arrival will be charged to the National Federations at a cost of €10/each.</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. 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: Coimbra World Cup 2016 + Name of the National Federation. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>								
CANCELATION POLICY	<p>The Organizing Committee may fix the deadline for non-reimbursement payments. In this case the deadline for non-reimbursement accommodation, meals and banquet, must be 3 (three) days after the deadline for Definitive Registrations, at the very earliest. Rooms with or without full board cancelled until 4th of April at the very latest will be subject to a cancellation fee of 0%. Rooms with or without full board cancelled from 5th of April until 6th of May, 2016 at the very latest will be subject to a cancellation fee of 100 €/person to be paid by the Federation concerned. Rooms with or without full board cancelled from 7th of May, 2016 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 Federation concerned.</p>								
TIE BREAKING RULES	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. The gymnasts with same final score will receive the same World Cup points.</p>								
PRIZE MONEY	<p>The organising member federation will pay the following minimum prize money per discipline (amounts in Swiss Francs – CHF) - "discipline" means every final: individual trampoline men, individual trampoline women, synchro men, etc. The prize money, free of any deductible taxes, will be distributed in Euros as follows:</p> <table border="1" data-bbox="694 1552 1225 1697"> <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 (four) participating federations in a category. In case of a tie, the prize money will be added and divided by the number of gymnasts: 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)</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								
Assignment of WORLD CUP SERIES RANKING POINTS	<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. Separate World Cup Series Ranking Lists are established for every discipline,</p>								

beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Trampoline Individual Men
- Trampoline Individual Women
- Trampoline Synchro Men
- Trampoline Synchro Women
- Tumbling Men
- Tumbling Women

For individual Trampoline and Tumbling, 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
1	50
2	45
3	40
4	35
5	30
6	25
7	20
8	18
9	16
10	14
11	12
12	10
13	9
14	8
15	7
16	6

In the case that less than 4 (four) federations participate per category, no World Cup points, no medals and no prize money will be given.

Winner of the annual Word Cup

The winner of the annual World Cup per category is the individual gymnast / pair with the highest number of points of the World Cup Series Ranking List after the last event of the year:

A special award ceremony will be held at the last World Cup Competition of the year (Cat. A) in which the World Cup winner 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:
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: 4 - Tumbling: 2		
MARKETING TELEVISION	The FIG advertising and publicity norms will be respected. 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	Should IRCOS not be available, the Organizing Member Federation must provide another 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 • Technical Regulations • Code of Points • Licenses Rules • World Cup Rules for Trampoline Gymnastics • General Judges Rules • Specific Judges' Rules for Trampoline Gymnastics • Medical Organization of the Official FIG Competitions • Doping Control Rules • Media Rules • Apparatus Norms • Advertising and Publicity Rules • Regulations for Awards Ceremonies and subsequent decisions of the FIG Executive Committee		
DEADLINES	Provisional registration (on-line)	2 th March 2016	
	Definitive registration (on-line)	4 th May 2016	
	Nominative registration (on-line)	8 th June 2016	
	Accommodation form	4 th May 2016	
	Travel schedule form	4 th May 2016	
	Visa request form	4 th May 2016	
	Meals form	4 th May 2016	
	Payment of the entry fee	4 th May 2016	
	Payment of the accommodation costs (first 50%)	4 th May 2016	
	Payment of the accommodation costs (last 50%)	8 th June 2016	
	Payment of the fine for missing judge	At arrival	
ADDITIONAL INFORMATION	Additional service with use of National Center of Trampoline Gymnastics in Sangalhos (https://pt-pt.facebook.com/pages/Velódromo-Nacional-Centro-De-Alto-Rendimento-De-Sangalhos/186231264773480) (35 kms distance) before or after competition is possible at delegation expenses. Quotation on demand.		

Sincerely Yours,

Place and date:

Lisbon, 27th April 2016

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