

**DIRECTIVES**  
**TRA, DMT and TUM – 17+; 15-16**

**Event ID: 14767**

**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 2016**.

Please find herein below the Invitation letter and the directives:

<b>DISCIPLINE</b>	<b>Trampoline</b> <b>Double Mini-Trampoline</b> <b>Tumbling</b>
<b>HOST FEDERATION</b>	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: <a href="mailto:gympor@gympor.com">gympor@gympor.com</a> website: <a href="http://www.fgp-ginastica.pt">www.fgp-ginastica.pt</a>
<b>LOCAL ORGANIZING COMMITTEE</b>	<b>Associação Académica de Coimbra</b> <b>Secção de Ginástica</b> R. Padre António Vieira, 1 3000-315 Coimbra, Portugal Contact Person: Jorge Abrantes Mobile: (+351) 918 733 044 e-mail: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a> website: <a href="http://www.coimbragymfest.org/en/">www.coimbragymfest.org/en/</a>
<b>EVENT MANAGER</b>	Jorge Abrantes Mobile: (+351) 918 733 044 e-mail: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a>
<b>LOCATION</b>	Coimbra - Portugal
<b>DATE</b>	From 7 <sup>th</sup> to 9 <sup>th</sup> July, 2016
<b>VENUE</b>	<b>Pavilhão Multidesportos Dr. Mário Mexia</b> Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Telf.: +351 239 796 625
<b>APPARATUS SUPPLIER</b>	<b>Trampoline</b> Eurotramp Ultimate 4x4 3100 <b>ToF device</b> Acroport TMD (Time Measurement Device) AS-1 <b>Double Mini-Trampoline</b> Gao Fei FIG Approved 1096 6x6mm <b>Tumbling</b> Acroport AS 612

<b>PROVISIONAL SCHEDULE</b>	<p>Day 1, 6<sup>th</sup> July: Arrival of Delegations Training and Podium Training</p> <p>Day 2, 7<sup>th</sup> July: Qualifications: Trampoline, Double Mini-Trampoline and Tumbling</p> <p>Day 3, 8<sup>th</sup> July: Qualifications: Trampoline, Double Mini-Trampoline and Tumbling</p> <p>Day 4, 9<sup>th</sup> July: Finals: Trampoline, Double Mini-Trampoline and Tumbling Banquet and Final party</p> <p>Day 5, 10<sup>th</sup> July: Departure of delegations</p>
<b>RULES AND REGULATIONS</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Statutes</li> <li>• Technical Regulations</li> <li>• Code of Points and relevant Newsletters</li> <li>• Licenses Rules</li> <li>• General Judges Rules</li> <li>• Specific Judges' Rules for Trampoline Gymnastics</li> <li>• Doping Control Rules</li> <li>• Media Rules</li> <li>• Apparatus Norms</li> <li>• Advertising and Publicity Rules</li> <li>• Regulations for Awards Ceremonies</li> <li>• FIG WAGC Rules 2013-2016 and subsequent decisions of the FIG Executive Committee</li> </ul> <p><b>SPECIFIC RULES</b></p> <p><b><u>Individual Trampoline</u></b>  <b>15-16</b> - Following 15-16 WAGC rules;  <b>17+</b> - Following FIG Code of Points.</p> <p><b><u>Double mini-Trampoline</u></b>  <b>15-16</b> - Following 15-16 WAGC rules;  <b>17+</b> - Following FIG Senior Code of Points.</p> <p><b><u>Tumbling</u></b>  <b>15-16</b> - Following 15-16 WAGC rules;  <b>17+</b> - Following FIG Senior Code of Points.</p>
<b>EVENT FORMAT</b>	<p>The Trampoline International Competition will consist of <b>Individual Trampoline, Double Mini-Trampoline and Tumbling</b> with Qualifications and Finals.</p> <p><b><u>Participation in the Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• All competitors must take part in the qualifications.</li> <li>• In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</li> </ul> <p><b><u>Participation in the Finals:</u></b></p> <ul style="list-style-type: none"> <li>• The top 8 (eight) gymnasts from the qualifications qualify for the finals.</li> <li>• 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).</li> <li>• Such "Wild Card Gymnasts" must have participated in the qualification.</li> <li>• "Wild Card Gymnasts" will be able to receive medals and prize money.</li> <li>• In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</li> <li>• Finals will start from 0,00 points, except if there are less than 9 competitors in the Qualifications.</li> </ul>

	<b>Team Competition:</b> Top 3 result in qualifying round will result in the final score.							
<b>FEDERATIONS INVITED</b>	All Member Federations according to the following principles: <ul style="list-style-type: none"><li>• All FIG members federations in good standings;</li><li>• All regional federations affiliated in their respective national federation;</li><li>• All clubs affiliated in their respective national federation.</li></ul>							
<b>SIZE OF DELEGATION</b>	No limits.							
<b>AGE LIMITS</b>	Age category <ul style="list-style-type: none"><li>• Age Group: 15-16 (born in 2000 or 2001);</li><li>• Senior: 17+ (born in 1999 and before)</li></ul> <b>All participants must hold a valid FIG Licence.</b>							
<b>JUDGES AND JURIES</b>	<p>Each participating delegation (federation or club) is obliged to bring 1 (one) judge with FIG judges brevet for every 8 competitors (2-8 = 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 disposability 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 delegations responsibility.</p> <p><b>All judges must have a current valid FIG brevet at the time of the event.</b></p>							
<b>REGISTRATION DEADLINES</b>	<p>Provisional, Definitive and Nominative registrations must be send with the correspondent forms to <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a>:</p> <table><tr><td>Provisional registration</td><td>2<sup>th</sup> March, 2016</td><td rowspan="3">Forms available in <a href="http://www.coimbragymfest.org/en/">www.coimbragymfest.org/en/</a></td></tr><tr><td>Definitive registration:</td><td>4<sup>th</sup> May, 2016</td></tr><tr><td>Nominative registration</td><td>8<sup>th</sup> June, 2016</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 <sup>th</sup> March, 2016	Forms available in <a href="http://www.coimbragymfest.org/en/">www.coimbragymfest.org/en/</a>	Definitive registration:	4 <sup>th</sup> May, 2016	Nominative registration	8 <sup>th</sup> June, 2016
Provisional registration	2 <sup>th</sup> March, 2016	Forms available in <a href="http://www.coimbragymfest.org/en/">www.coimbragymfest.org/en/</a>						
Definitive registration:	4 <sup>th</sup> May, 2016							
Nominative registration	8 <sup>th</sup> June, 2016							
<b>DRAWING OF LOTS</b>	The drawing of lots will take place at the LOC office in Coimbra (POR) two weeks after the closing date of the nominative registration.							
<b>ENTRY FEES</b>	<p>The cost for the entry fee is 20€ (twenty euros) per entry (gymnast/discipline) OR 30€ (thirty euros) per gymnast that apply for two disciplines.</p> <p>The entry fee is not refundable.</p> <p>Entries without payment of the entry fees will be considered as invalid and will be refused.</p>							
<b>ACCOMMODATION</b>	<p>The cost is <u>person/night</u> and includes:</p> <p><b>FULL PACK</b> (Accommodation, Breakfast, Lunch, Dinner, Banquet and Final Party, Transfer from Porto International Airport (OPO) to Hotel/Sports Hall and back, Coimbra city transportation)</p>							

	4* hotel	3* hotel	2* hotel	Low cost hotel	School
<b>Single</b>	140€	130€	120€	95€	---
<b>Double</b>	115€	110€	105€	85€	---
<b>Triple</b>	110€	90€	85€	80€	---
<b>Classroom</b>	---	---	---	---	40€

Note: Classroom accommodation will be arranged in a school nearby to the sports hall. Is needed to bring your own **sleeping bag, pillow and mattress** (mattresses may be rented).

#### SEPARATELY PURCHASE ITEMS

The cost is person/nigh	4* hotel	3* hotel	2* hotel	Low cost hotel	School
<b>Single</b>	115€	105€	95€	70€	---
<b>Double</b>	90€	85€	80€	60€	---
<b>Triple</b>	85€	65€	60€	55€	---
<b>Classroom</b>	---	---	---	---	10€
<b>Mattress</b>	---	---	---	---	3€
<b>Meals</b>	10€ / each				
<b>Banquet and Party</b>	25€				
<b>OPO Transfer</b>	20€ / person / one way				

Note: Accommodation includes Breakfast

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 **4<sup>th</sup> May, 2016** at the very latest, the Hotel rooms will be allocated on a “first come, first serve” basis.

The participating delegations 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 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 **8<sup>th</sup> June, 2016**.

<b>MEALS</b>	<u>Lunch and Dinner will be served nearby Sports Hall.</u> <ul style="list-style-type: none"> <li>- All Meals are included in Full Pack;</li> <li>- Meals can be purchased separately in the inscription process to the value of 10€/each;</li> <li>- Cost of each meal per person acquired on accreditation (Lunch or Dinner) to the value of 15€/each.</li> </ul>
<b>BANQUET &amp; FINAL PARTY</b>	<ul style="list-style-type: none"> <li>- Banquet and Final Party are included in Full Pack;</li> <li>- Banquet and Final Party can be purchased separately in the inscription process to the value of 25€/each;</li> <li>- Cost of each banquet and Final Party on accreditation to the value of 40€/each.</li> </ul>
<b>INTERNATIONAL TRANSPORTATION</b>	<p>The participating delegations must pay for the travel costs of their members. The Travel Schedule Form must be returned to the OC by <b>4<sup>th</sup> May, 2016</b></p>

<b>LOCAL TRANSPORTATION</b>	<p>Delegations that book Full Pack will be offered transport from:</p> <ul style="list-style-type: none"> <li>- <b>Porto International Airport (OPO)</b> to Hotel/Sports Hall and back;</li> <li>- Coimbra Train Station to Hotel/Sports Hall and back;</li> <li>- The Hotel to Sports Hall and back.</li> </ul> <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 <b>8<sup>th</sup> June, 2016</b>.</p>
<b>VISA</b>	<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 <b>4<sup>th</sup> May, 2016</b>.</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 delegation member as well as the city the visa application letter must be sent to.</p>
<b>INSURANCE</b>	<p>The Host Federation and the Organizing Committee will not be held responsible for any liabilities in case of accidents, illness, 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 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>
<b>ACCREDITATION</b>	<p>Each delegation should attend at the Accreditation Desk upon arrival with the following documents:</p> <ul style="list-style-type: none"> <li>- Passports of all members of delegation;</li> <li>- FIG licenses;</li> <li>- Proof of total payment of costs due to the LOC;</li> <li>- Proof of insurances of all delegation members.</li> </ul> <p>Accreditations will be given at the Sports Hall at the arrival of the Delegations. The LOC will be responsible for checking the validity of the gymnast' Licenses.</p>
<b>FINANCIAL OBLIGATIONS</b>	<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 guaranteed the hotel booking, meals and local transportation.</p>
<b>BANK ACCOUNT INFORMATION</b>	<p><b>Account Name: Associação Académica de Coimbra</b>  <b>Bank Name: Montepio</b>  <b>Agency Name: Coimbra - João Machado (0414)</b>  <b>IBAN: PT50.0036.0414.99106005559.33</b>  <b>Swift Code: MPIOPTPL</b></p>

	<p>Please integrate the payment's purpose as follows: <b>Coimbra Gym Fest 2016 + Name of the Delegation.</b></p> <p>The participating delegation is responsible for covering all bank fees in connection with the bank transfers.</p>														
<b>CANCELLATION POLICY</b>	<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.</p> <p>-All reserves (Accommodations, Meals, Banquet and Transfer) cancelled until 4<sup>th</sup> of April 2016 at the very latest, will be subject to a cancellation fee of 0%.</p> <p>-All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 5<sup>th</sup> of April until 6<sup>th</sup> of May 2016 at the very latest, will be subject to a cancellation fee of 20% to be paid by the delegation concerned.</p> <p>-All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 7<sup>th</sup> 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 delegation concerned.</p>														
<b>AWARDS</b>	<p>The top three athletes in each discipline will be awarded with gold, silver and bronze medals. In addition there will be a participation certificate to all gymnasts.</p>														
<b>PRIZE MONEY</b>	<p>The LOC will pay the following prize money per discipline (amounts in Euros)</p> <p>- "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>+17</th><th>15-16</th></tr><tr><td>1</td><td>300€</td><td>100€</td></tr><tr><td>2</td><td>200€</td><td>75€</td></tr><tr><td>3</td><td>100€</td><td>50€</td></tr></table> <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)		+17	15-16	1	300€	100€	2	200€	75€	3	100€	50€
Ranking	Prize money (euros)														
	+17	15-16													
1	300€	100€													
2	200€	75€													
3	100€	50€													
<b>MEDIA</b>	<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: <a href="mailto:trampoline@coimbragymfest.org">trampoline@coimbragymfest.org</a></p>														
<b>SOCIAL MEDIA</b>	<p>Site: <a href="http://www.coimbragymfest.org/en/">www.coimbragymfest.org/en/</a></p> <p>Twitter: <a href="https://twitter.com/cbrgymfest">twitter.com/cbrgymfest</a></p> <p>facebook: <a href="https://www.facebook.com/coimbragymfest">www.facebook.com/coimbragymfest</a></p> <p>Instagram: <a href="https://www.instagram.com/coimbragymfest">www.instagram.com/coimbragymfest</a></p>														
<b>MEDICAL</b>	<p>The LOC will provide first aid medical services. A team of physiotherapists will be present during the competition.</p>														
<b>OFFICIAL HOSPITAL</b>	<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>														

<b>MARKETING</b>	The FIG advertising and publicity norms will be respected.	
<b>DEADLINES</b>	Provisional registration	2 <sup>th</sup> March 2016
	Definitive registration	4 <sup>th</sup> May 2016
	Nominative registration	8 <sup>th</sup> June 2016
	Accommodation form	4 <sup>th</sup> May 2016
	Travel schedule form	4 <sup>th</sup> May 2016
	Visa request form	4 <sup>th</sup> May 2016
	Meals form	4 <sup>th</sup> May 2016
	Payment of the entry fee	4 <sup>th</sup> May 2016
	Payment of the accommodation costs (first 50%)	4 <sup>th</sup> May 2016
	Payment of the accommodation costs (last 50%)	8 <sup>th</sup> June 2016
	Payment of the fine for missing judge	At arrival

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>- Parallel Age Group Competition for: U12; 13-14;</li> <li>- Additional service with use of National Center of Trampoline Gymnastics in Sangalhos (<a href="https://pt-pt.facebook.com/pages/Velódromo-Nacional-Centro-De-Alto-Rendimento-De-Sangalhos/186231264773480">https://pt-pt.facebook.com/pages/Velódromo-Nacional-Centro-De-Alto-Rendimento-De-Sangalhos/186231264773480</a>) (35 kms distance) before or after competition, is possible at delegation expenses. Quotation on demand.</li> </ul>
-------------------------------	---

Sincerely Yours

Place and date:

Lisbon, 11<sup>st</sup> January, 2016



Signature of the  
Secretary General of the FIG affiliated NF