



12th European TeamGym Championships Odivelas, Portugal (POR) October 15th – 21st, 2018



DIRECTIVES

Dear UEG affiliated Member Federation,

The European Union of Gymnastics (UEG) and the Gymnastics Federation of Portugal have the pleasure to invite your Federation to participate in the aforementioned official UEG Event.

1. DISCIPLINE	TeamGym
2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE	Gymnastics Federation of Portugal Estrada da Luz, Nº 30 – A – 1600-159 LISBOA + 351 218 141 145 gympor@gympor.com http://www.fgp-ginastica.pt/
3. LOCATION	Odivelas, Portugal
4. DATES	From October 15 th to 21 st , 2018
5. VENUE	Pavilhão Multiusos de Odivelas Alameda do Porto Pinheiro, 668 – 2675 Odivelas, Portugal +351 211 574 834 Tiago Horta – LOC Head of Logistics eventos@gympor.com https://www.teamgym2018.com
6. VENUE LAYOUT	Will be send out with the Work Plan beginning of September.
7. APPARATUS SUPPLIER AND APPARATUS	<p>The LOC has an exclusive agreement with Euro Gymnastic Equipment that ensures an identical setup in both the training hall and competition hall. This means that all teams will have access to the best equipment during the Championships.</p> <p>FLOOR Dimension of the competition area: 16 m x 14 m Borderline: 5 cm white velcro Colour: Light grey</p> <p>The floor exercise is performed on a 35 mm thick mat of carpet-bonded foam, with a marked performing area of 16 m x 14 m.</p> <p>The area is made up of 8 mats, 16 m long and 1.8 m wide. The mats are connected with hidden built-in hook and loop fasteners. There will be no visible Velcro except for the borderline.</p> <p>TUMBLE Run-up: 16 m x 1 m consisting of 8 blocks of 2 m x 1 m, in blue colour, made in PVC and hard foam. Level with the tumbling track. Tumbling track: 15 m x 2 m Euro Gymnastic Equipment Side safety strips: 3 m x 0.5 m each side and level with the tumbling track Landing area: A total area of 4 m x 7 m level with the tumbling track. The stability top mat has a marked landing zone in white colour of 2 m x 4 m. Base colour is blue. All mats are connected with Velcro.</p> <p>One additional safety mat is provided for tumbling and it consists of a foam mat in white colour of 2 m x 4 m, 10 cm thick.</p>

	<p>TRAMPET Run-up: Two separate roll mats. Each mat is 25 m x 1 m, 25 mm thick with anti-slip underneath. Vaulting Table: Model Flying, Euro Gymnastic Equipment, colour blue and black Trampets: Super G 40 (MD Super-Elite) springs and Super G 36 springs, Euro Gymnastics Equipment. Landing area: A combined landing area 7 m x 7 m foam mats including a top stability mat. The stability mat has 2 landing zones marked in white colour of 2 m x 4 m and the height is 35 cm. All mats are connected with Velcro.</p> <p>One additional safety mat is provided, it consists of a foam mat in white colour of 2 m x 4 m, 10 cm thick.</p>
<p>8. RULES AND REGULATIONS</p>	<p>The competition will be organised according to the current UEG regulations. We refer to the current Technical Regulations Edition 2017, which includes the Specific Rules for TeamGym, plus the Code of Points for TeamGym 2017-2021 and any subsequent clarifications/modifications sent out to the National Federations.</p> <p>Also, we refer to the TeamGym Directives for Equipment, September 2013 and the updates of February 2016 (Revision A); please note that the floor area was reduce to 16 m x 14 m (see Code of Point part 3, art. 21.1). Please note that the teams are not allowed to bring their own trampet.</p> <p>Also, applicable</p> <ul style="list-style-type: none"> • FIG and UEG Statutes • FIG Doping Control Rules • FIG Code of Ethics • UEG Medical Guidelines • UEG Media Rules • UEG Advertising and Publicity Rules • UEG Accreditation Directives • UEG Rules “Ceremonies of UEG Events” <p><i>and subsequent decisions of the FIG/UEG Executive Committee</i></p>
<p>9. FEDERATIONS INVITED</p>	<p>All National Federations (NF) affiliated to the UEG are admitted to the TG ECh, provided that their financial obligations to the UEG are fulfilled. The registrations have to be made by the national federations.</p>
<p>10. AGE LIMITS</p>	<p>Seniors The minimum age is 16 years (born in 2002 or before)</p> <p>Juniors Minimum age 13 years, maximum age 17 years (born between 2001 and 2005)</p> <p>Gymnasts have the right to participate if they reach this age during the year of the competition. For clarification, if gymnasts have their 16th or 17th birthday during 2018, they may be entered in either Senior or Junior Championship – but NOT both.</p>
<p>11. JUDGES AND JURIES</p>	<p>All judges must be holders of the UEG TeamGym brevet for the corresponding cycle. Each participating NF is obliged to nominate at least one judge and maximum 4 judges.</p> <p>Sanctions for the NF regarding the judges: If a federation does not enter a judge as asked, the UEG will request a sanction of € 2'000.-</p>

12. REGISTRATION DEADLINES	<p>The registrations have to be sent to the UEG office: info@ueg.org.</p> <table border="1" data-bbox="528 174 1426 248"> <tr> <td>Definitive registration:</td> <td>July 18th, 2018</td> </tr> <tr> <td>Nominative registration</td> <td>September 17th, 2018</td> </tr> </table> <p>Registration Sanctions: - Definitive entry received after the deadline € 1'500.- - Nominative entry received after the deadline € 1'000.- - Non-participation (information at the venue) € 1'000.-</p>	Definitive registration:	July 18 th , 2018	Nominative registration	September 17 th , 2018
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13. ENTRY FEES	<p>The entry fee for this event will be € 600.- per team and has to be paid to the UEG by September 17th, 2018 on the following bank account:</p> <p style="text-align: center;">Banque Cantonale Vaudoise Place St-François 14, CP 300 1002 Lausanne, Switzerland Account No: L 5205.70.49 Union Européenne de Gymnastique Avenue de la Gare 12, 1003 Lausanne, Switzerland IBAN Code: CH05 0076 7000 L520 5704 9 Swift Code: BCVLCH2LXXX</p>				
15. ACCREDITATION	<p>Accreditation will be held at Pavilhão Multiusos de Odivelas. Each delegation will be taken to the hotel (if the accommodation package was booked through the LOC) upon arrival, accreditation will be made later at a specific time. For these cases the LOC will take care of transport. The Accreditation Centre will be open on October 15th, 2018 between 14:00 and 20:00. There will be a possibility for a late accreditation at Pavilhão Multiusos de Odivelas on October 16th, 2018 between 09:00 and 18:00.</p> <p>Following documents must be presented at the accreditation:</p> <ul style="list-style-type: none"> • Passport of gymnasts and judges • For FIG approved medical persons, the proof of their professional competences • Payments of outstanding accounts • Advertising applications forms – will be checked during the orientation meeting • Written medical declaration for use of medications • Confirmation of national flag and anthem of the country • Judges' Brevet • Proof of insurance for all the members of the delegation, except gymnasts and judges <p>Only the Head of Delegation or his/her delegate is allowed to enter the accreditation area.</p> <p>For those delegations that have not ordered the accommodation package from the organiser, please contact teamgym@gympor.com</p> <p>All delegation members will receive an accreditation. The accreditation is personal, non-transferable and compulsory to get access to the competition arena, warm-up and training area, local transportation, lunches, dinners and the closing banquet.</p> <p>All participants and officials are required to wear their accreditation at all times.</p> <p>Together with the nominative registration and to accelerate the process of the accreditation, each delegation is kindly asked to upload at http://gyndata.online a photo (identity colour photo in format JPEG – 45 mm x 35 mm).</p>				

For gymnasts and judges a copy of valid passport (format JPG) is to be added also. Requirements for each identity colour photo:

- Identity: country_code_function_full name
for example: POR_Team Manager_Álvaro Sousa
- File format: .jpg or .jpeg
- Dimensions: 350 mm x 450 mm or 276 pixels wide x 354 pixels high

Delegations who omit to upload their pictures to the LOC by September 17th, 2018 will have to pay € 10 for each picture taken by the LOC during the accreditation. To replace a lost accreditation will cost € 180

Multiple roles: The functions of judge, team leader and medical staff may not be combined with any other function.

Additional accreditations: € 200 per accreditation

Each national federation is responsible for the following:

- The correct age of their gymnasts
- The gymnasts having the nationality of the nation they represent
- The eligibility of the gymnasts to represent their federation and country
- Written approval from the National Federation allowing gymnasts to perform triple saltos

**16. EVENT
FORMAT**

There are three sections in the Senior Competition and three in the Junior Competition:

	Junior	Senior
Section 1	A boys' team	A men's team
Section 2	A girls' team	A women's team
Section 3	A mixed team	A mixed team

A gymnast may only compete for one team.

In the senior's category, each Federation may enter one team per section, in the junior's category also one team per section. A team consists of 8 – 12 male / female gymnasts (the reserve gymnasts are included in this number). A maximum of 12 gymnasts per team can be accredited.

Each team must perform 3 apparatus:
 Apparatus 1 – Floor programme
 Apparatus 2 – Tumble
 Apparatus 3 – Trampet

All gymnasts participating in the competition must perform the floor programme.

The order of the teams will be decided by an official drawing of lots done by the UEG Sports Coordinator & Head of Media. The draw will take place in Lausanne, on August 17th, 2018.

The six teams with the highest ranking from the Qualification are qualified for the Finals.

The team's total score is the sum of the final scores of all three disciplines. The winning team for each of the sections shall receive the title European TeamGym Champion.

The maximum size of the official delegation for each federation is as follows:

Gymnasts	Seniors	Juniors
Women	10 (+2 reserve)	10 (+2 reserve)
Mixed	10 (+2 reserve)	10 (+2 reserve)
Men	10 (+2 reserve)	10 (+2 reserve)
Coaches	9 (3x3)	9 (3x3)

Head of Delegation	1
Deputy Head of Delegation	1
Team Leader	1
Doctor	1
Physiotherapist	6
Judges	4

A maximum of 3 Coaches and 1 Physiotherapist per team.

17. PROVISIONAL SCHEDULE

Sunday, October 14th	Arrival of the UEG TC members & UEG officials
Monday, October 15th	Arrival of the delegations and accreditation
Tuesday, October 16th	Late accreditations Training for Junior Teams Judges' meeting Orientation meeting
Wednesday, October 17th	Training for Senior Teams Opening Ceremony Qualifications – Juniors Mixed Qualifications – Juniors Women Qualifications – Juniors Men
Thursday, October 18th	Qualifications – Seniors Mixed Qualifications – Seniors Women Qualifications – Seniors Men
Friday, October 19th	Finals – Juniors Mixed Finals – Juniors Women Finals – Juniors Men
Saturday, October 20th	Finals – Seniors Mixed Finals – Seniors Women Finals – Seniors Men Banquet (All Stars Team award)
Sunday, October 21st	Departure of the delegations, UEG TC members & UEG officials

Please note that the schedule is subject to change due to the number of registered teams in each section.

18. MEDICAL SERVICES

Medical premises and services to be provided in accordance with the UEG/FIG Directives for the medical organisation of official competitions and Anti-Doping.

19. VISA

Please verify immediately with your travel agent or the Portuguese Embassy or Consulate in your country if a visa is required for your travel to Portugal. The Organising Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made **until July 18th, 2018** to the LOC. Fill in at <http://gyndata.online> together with a copy (upload) of the valid passport of each member.

General visa information can be obtained at:

https://www.sef.pt/portal/v10/EN.aspx/apoiocliente/detalheApoio.aspx?fromIndex=0&id_Linha=4771

20. INSURANCE	<p>We would like to inform you that the UEG has concluded a contract with IMSSA International Medical & Security Sports Assistance. The detailed terms and conditions of this insurance policy can be found on our intranet website (www.ueg.org under “Contractual Documents”).</p> <p>People insured: all the gymnasts participating in the European TeamGym Championships and the people acting as judges during these Championships.</p> <p>Attention: the coaches, heads of delegation, etc, are NOT insured, please present a proof of insurance at the accreditation.</p>																								
21. INTERNATIONAL TRANSPORTATION	<p>The participating national federations shall pay for the travelling and accommodation expenses (including meals) of their delegations.</p> <p>Arrival airport: International Airport of Lisbon Humberto Delgado (LIS)</p> <p>The Travel Schedule Form must be returned to the LOC until September 17th, 2018.</p>																								
22. LOCAL TRANSPORTATION	<p>Transportation by bus to and from Lisbon airport is included in the competition package price given that transportation information has been sent in due time.</p> <p>There are no hotels within a walking distance from the Sports Hall. Transportation from the hotels will be available free of charge with the accreditation for the delegations that have booked accommodation with the LOC.</p>																								
23. ACCOMMODATION	<p>Hotel category prices are per night/per person (including breakfast, VAT, final banquet, airport transfer from Lisbon and daily shuttle transfer from the hotel in the area of Odivelas to the competition hall).</p> <p>The LOC offers a package in 5 different categories Hotels. The package includes the following:</p> <ul style="list-style-type: none"> • Accommodation in full board at the chosen category Hotel • Meals: breakfast in the Hotel. Lunch and dinner will be served at the Arena. • Free Transportation between Lisbon airport to the Hotels and vice-versa • Free Local transportation • Banquet • Discount on official merchandise <table border="1" data-bbox="459 1191 1490 1509"> <thead> <tr> <th style="background-color: #92d050;">Packages</th> <th style="background-color: #92d050;">Single room (Full Board) Person/night</th> <th style="background-color: #92d050;">Double room (Full Board) Person/night</th> <th style="background-color: #92d050;">Triple room (Full Board) Person/night (only some hotels)</th> </tr> </thead> <tbody> <tr> <td>HOTEL cat.1</td> <td>190 EUR</td> <td>140 EUR</td> <td>135 EUR</td> </tr> <tr> <td>HOTEL cat.2</td> <td>170 EUR</td> <td>125 EUR</td> <td>120 EUR</td> </tr> <tr> <td>HOTEL cat.3</td> <td>150 EUR</td> <td>110 EUR</td> <td>105 EUR</td> </tr> <tr> <td>HOTEL cat.4</td> <td>130 EUR</td> <td>105 EUR</td> <td>100 EUR</td> </tr> <tr> <td>Low cost</td> <td>110 EUR</td> <td>85 EUR</td> <td>80 EUR (pp/multiple room)</td> </tr> </tbody> </table> <p>Hotels Category 1: 4* Hotels located in Lisbon Hotels Category 2: 3* Hotels located in Lisbon or 4* located near Lisbon Hotels Category 3: 2* or 3* Hotels located near Lisbon Hotel Category 4: 4* Hotel located near Lisbon (just some rooms remodelled) Low Cost: Youth Hostel located in Lisbon</p> <p>While the Accommodation Form must be filed in at http://gyndata.online until July 18th, 2018 at the very latest, the Hotel rooms will be allocated on a “<i>first come, first serve</i>” basis.</p> <p>Rooms available at Hotel Category 4 and Low Cost are very limited in numbers!</p> <p>The participating federations must pay for the accommodation expenses of their delegation members.</p>	Packages	Single room (Full Board) Person/night	Double room (Full Board) Person/night	Triple room (Full Board) Person/night (only some hotels)	HOTEL cat.1	190 EUR	140 EUR	135 EUR	HOTEL cat.2	170 EUR	125 EUR	120 EUR	HOTEL cat.3	150 EUR	110 EUR	105 EUR	HOTEL cat.4	130 EUR	105 EUR	100 EUR	Low cost	110 EUR	85 EUR	80 EUR (pp/multiple room)
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	<p>The costs for the accommodations must be paid as follows:</p> <ul style="list-style-type: none"> • Deposit of 50% of the total due amount by July 18th, 2018 • Settlement of the remaining 50% by September 17th, 2018 <p>In case of cancellation, costs will be refunded as follows:</p> <ul style="list-style-type: none"> • Cancellations are accepted until July 18th, 2018 without any penalties • from July 18th to August 17th, 2018: 25% of the total amount due will be charged • from August 18th to September 17th, 2018: 50% of the total amount due will be charged • from September 17th, 2018 on: no refund will be given 														
24. MEALS	<p>Breakfast will be served at the hotels; the price is included in the cost of each hotel booking.</p> <p>Lunch and Dinner at the venue Price: Included in the package</p>														
25. FINAL BANQUET	<p>The delegations that book their accommodation through the LOC are invited to the final banquet hosted by the Organising Committee.</p> <p>Extra tickets for the banquet can be purchased for € 75 per person, please contact the LOC.</p>														
26. BANK ACCOUNT INFORMATION	<p>Each participating member Federation is kindly requested to transfer the payments – <u>except for the entry fee which is payable to the UEG</u> – to the account as follows:</p> <table border="1"> <tr> <td>Beneficiary</td> <td>Federação de Ginástica de Portugal</td> </tr> <tr> <td>Beneficiary address:</td> <td>Estrada da Luz, Nº 30 – A 1600-159 LISBOA Portugal</td> </tr> <tr> <td>Account number</td> <td>1880157890</td> </tr> <tr> <td>Bank</td> <td>Millennium BCP</td> </tr> <tr> <td>Bank address:</td> <td>Rua Professor Reinaldo dos Santos, nº 7 1500-501 Lisboa, Portugal</td> </tr> <tr> <td>Iban</td> <td>PT50 0033 0000 01880157890 96</td> </tr> <tr> <td>Swift code</td> <td>BCOMPTPL</td> </tr> </table> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: Odivelas 2018_Federation – example: Odivelas 2018_GBR</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>	Beneficiary	Federação de Ginástica de Portugal	Beneficiary address:	Estrada da Luz, Nº 30 – A 1600-159 LISBOA Portugal	Account number	1880157890	Bank	Millennium BCP	Bank address:	Rua Professor Reinaldo dos Santos, nº 7 1500-501 Lisboa, Portugal	Iban	PT50 0033 0000 01880157890 96	Swift code	BCOMPTPL
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27. MARKETING	UEG advertising and publicity norms must be respected														
28. MEDIA	<p>Mrs Elena Rosca +351 211 574 830 comunicacao@gympor.com</p>														
29. SOCIAL MEDIA	<p>https://www.teamgym2018.com/ https://www.facebook.com/ginasticaportugal/ https://www.instagram.com/federacaodeginasticadeportugal/</p>														

30. DEADLINES SUMMARY	Definitive Registration (UEG Office)	July 18 th , 2018
	Accommodation Form (LOC) – Gymdata	July 18 th , 2018
	Visa Request Form (LOC) – Gymdata	July 18 th , 2018
	Payment of the Accommodation costs (LOC)	
	50%	July 18 th , 2018
	100%	September 17 th , 2018
	Travel Schedule Form (LOC) – Gymdata	September 17 th , 2018
	Accreditation picture (LOC) – Gymdata	September 17 th , 2018
	Nominative Registration (UEG Office)	September 17 th , 2018
	Payment of the entry fees (UEG Office)	September 17 th , 2018
31. ADDITIONAL INFORMATION	<p>SmartScoring: The global partner of the UEG, is happy to provide to the LOC their platform http://gymdata.online for the following forms: accommodation, visa, travel & accreditation pictures. We warmly thank them for that! For the Definitive & Nominative registrations, please fill in the Excel file and send it to the UEG.</p> <p>Training Camp: The Portuguese Gymnastics Federation will organise a training camp for young gymnasts and their coaches that will include gymnastics training, fun activities, accommodation, meals and free entrance to watch the competitions. tqtrainingcamp2018@gympor.com</p> <p>Tickets: Advance sell of tickets will be made exclusively included in a fan package. For more info please contact Cosmos Travel Agency info@cosmosactive.com</p> <p>For both programmes you can find more information at https://www.teamgym2018.com/ or through teamgym@gympor.com</p>	

We look forward to seeing you in Portugal

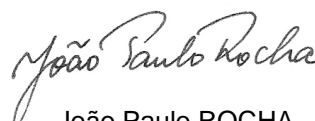
Yours Sincerely,

UNION EUROPEENNE DE GYMNASTIQUE

FEDERAÇÃO DE GINÁSTICA DE PORTUGAL



Per SJÖSTRAND
The President TC-TG



João Paulo ROCHA
The President of the Federation