



CÂMARA MUNICIPAL DE GUIMARÃES



TEMPO LIVRE GUIMARÃES



European Gymnastics



Federação de Ginástica de Portugal



13TH EUROPEAN CHAMPIONSHIPS TEAMGYM

1 - 4 DECEMBER 2021 | MULTIUSOS GUIMARÃES | PORTUGAL



WORKPLAN



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Part 1 – COVID-19

1.1 COVID-19 MEASURES

- European Gymnastics has created some COVID-19 guidelines, please see Appendix 1
- **A valid EU (European Union) Digital Covid Certificate** (printed document) proving that a person has a full vaccination against COVID-19, has recovered from the disease in the last 6 months or has received a negative result in the last 48 hours (antigen test - TRAg) or 72 hours (TAAN test).
- Only the EU approved vaccines are allowed at the event ([BioNTech/ Pfizer](#), [Moderna](#), [AstraZeneca](#) and [Janssen Pharmaceutica NV](#)). This means that the following are **not** valid: Sputnik, Chinese vaccines, Canadian vaccine and other domestically produced local vaccines.
- National Federations are requested to send for each delegation member a health insurance confirmation document, valid in Portugal and stating that it covers the consequences of Covid-19; as for the COVID-19 related quarantine costs, if it is not included in the insurance coverage, the federation must confirm in writing to assume the financial risk themselves. The insurance confirmation must be handed at accreditation.
- FIG's IMSSA insurance covers COVID-19 as illness (including all treatments, possible repatriation etc.) for gymnasts and judges. However, an eventual needed quarantine period (or need to stay on site as accompanying person) of a "not ill" person is **NOT** covered. The national federation must take care of an according coverage or financial planning themselves. The LOC is offering an insurance for the duration of the event at a cost EUR 50.00/person.
- It is the responsibility of the NF to verify the current information before departure to Portugal with the LOC and on <https://www.visitportugal.com/en/content/covid-19-measures-implemented-portugal> or <https://www.traveldoc.aero>.
- A second mandatory quick test, for all delegation's members, will be done on site during the week (at the charge of each NF). This test will cost EUR 20.00/person. Payment must be done during accreditation in cash. At accreditation, LOC will inform the respective schedule.
- If a quick test or a PCR test is needed to travel back home (Quicktest EUR 20.00 / PCR-test EUR 80.00 per person), please make the registration for that with the form in Appendix 7.
- Face masks (only surgical, or FFP2) are mandatory for all delegation's members! Please bring enough face masks for all your teams.
- Fill in the form in the European Gymnastics COVID-19 guidelines and return it at accreditation.
- All side events such as the welcome reception, round table, banquet have been cancelled.
- Each Head of Delegation is to be responsible for its own teams.
- Spectators are allowed to the event. Spectators must come with a **valid EU (European Union) Digital Covid Certificate** as proof of vaccinated or tested person (with a PCR/quick test not older than 72h/48h) and wear a face mask at all times.

1.2 RESPONSIBILITIES

- In order to maintain the safety for everyone participating in the event it is the responsibility of the NF that all of their delegation members commit to fully respect the COVID-19 guidelines for European Gymnastics events. We are convinced the COVID-19 risks can be brought to a minimum with that. The LOC will prepare the necessary arrangements of eventual quarantine/positive COVID-19 cases. Nonetheless, the responsibility for eventual quarantine and/or positive COVID-19 cases concerning their delegation remains with the NF. This includes the covering of all costs.

Part 2 – Officials and Organising Committee

2.1 EUROPEAN GYMNASTICS

EUROPEAN GYMNASTICS OFFICIALS	
President	Dr. Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Michel BOUTARD
EC member (Member of the Appeal Jury)	Sólveig JÓNSDÓTTIR
Director	Lisa WORTHMANN
Head of Media	Tina GERETS
Sports Coordinator	Claire TURNER
Official Doctor	Dr. Gérald GREMION

TEAMGYM TECHNICAL COMMITTEE	
President	Per SJÖSTRAND
Vice-President	Heli LEMMETTY
Secretary	Peter TRANCKLE
Member	Max ANDERSEN
Member	Pauline ANGE
Member	Bianca FRANZOI
Member	Petr GRYGA

2.2 OFFICIAL EUROPEAN GYMNASTICS CONTACT ADDRESS

EUROPEAN GYMNASTICS

Claire Turner
Sports Coordinator
Avenue de la Gare 12
CH – 1003 Lausanne, SWITZERLAND
Tel.: + 41 – 21 – 613.10.20
E-Mail: cturner@europeangymnastics.com
Website: www.europeangymnastics.com



2.3 HOST FEDERATION

GYMNASTICS FEDERATION OF PORTUGAL

Contact Person: Teresa Loureiro
Estrada da Luz n°30 – A
1600 – 159 Lisbon, Portugal
Tel: +351 21 814 1145
Email: federacao@ginastica.org
Website: www.ginastica.org



2.4 LOCAL ORGANISING COMMITTEE CONTACT ADDRESS

GYMNASTICS FEDERATION OF PORTUGAL

Contact Person: Paula Araújo & Ricardo Lima
Estrada da Luz n°30 – A
1600 – 159 Lisbon, Portugal
Tel: +351 21 814 1145
Email: TGEuropeans2021@ginastica.org
Website: [European Championships in TeamGym | European Gymnastics](http://EuropeanChampionshipsinTeamGym.com)



2.5 LOCAL ORGANISING COMMITTEE

FUNCTION	PERSON
LOC President (Member of the Appeal Jury)	Luís Arrais
Executive Director	Ricardo Lima
Podium Manager	Bruno Oliveira
Competition Coordinator	André Nogueira
Head of Finances	Sandra Pires
Responsible for the Technical Equipment	Tiago Horta
Secretariat & Accreditation	Paula Araújo
Head of Security	Emanuel Martins
Ceremonies Director	Duke Oliveira
Responsible for the trainings	Victor Gomes
Judges Liaison	Inês Casaca
Responsible for the hotels & meals	Josefina Cruz
Responsible for the transport	Rui Martins
Responsible for the music	Sara Luna
Volunteer Manager	Patrícia Jorge
Media Manager	Joana Patrocínio
Official Doctor of the LOC	Dra. Úrsula Martins
Organizing Federation Delegate	Teresa Loureiro

Part 3 – The competition

3.1 COMPETITION SCHEDULE

Sunday, November 28 th , 2021			
<i>As announced</i>	<i>Official arrival day of European Gymnastics TC-TeamGym</i>		<i>Hotels</i>
Monday, November 29 th , 2021			
<i>As announced</i>	<i>Official arrival day of Delegations</i>		<i>Hotels</i>
All day	Accreditation		Arena/Multiusos
All day	European Gymnastics TC-TeamGym meeting		
Tuesday, November 30 th , 2021			
All day	Late accreditations		Arena/Multiusos
Schedule	Official training for Junior Teams		
10:00 – 15:30	Judges' instruction meeting (part 1) and draw		
16:00 – 17:00	Orientation meeting		
18:00	Official reception for HoD		
Wednesday, December 1 st , 2021			
Schedule	Official training for Senior Teams		Arena/Multiusos
10:00 – 10:45	Head Judges' meeting		
11:00 – 12:30	Judges' instruction meeting (part 2)		
13:30 – 15:00	Panel meetings Junior Qualifications		
15:30 – 16:00	Opening Ceremony		
16:00 – 16:49	Juniors	Qualifications – Men's Teams	
17:30 – 19:25		Qualifications – Women's Teams	
20:00 – 21:23		Qualifications – Mixed Teams	
Thursday, December 2 nd , 2021			
12:00 – 13:00	Panel meetings Senior Qualifications		Arena/Multiusos
14:30 – 15:45	Seniors	Qualifications – Mixed Teams	
16:30 – 18:21		Qualifications – Women's Teams	
19:00 – 20:23		Qualifications – Men's Teams	
Friday, December 3 rd , 2021			
12:00 – 13:00	Panel meetings Junior Finals		Arena/Multiusos
14:30– 15:13	Juniors	Finals – Men's Teams	
15:18– 15:33	Award Ceremony for Junior Men's Teams		
16:15 – 17:38	Juniors	Finals – Women's Teams	
17:43 – 17:58	Award Ceremony for Junior Women's Teams		
18:30 – 19:54	Juniors	Finals – Mixed Teams	
19:59 – 20:14	Award Ceremony for Junior Mixed Teams		

Saturday, December 4 th , 2021		
10:30 – 11:30	Panel meetings Senior Finals	
13:00 – 14:15	Seniors	Finals – Mixed Teams
14:20 – 14:35	Award Ceremony for Senior Mixed Teams	
14:50 – 16:13	Seniors	Finals – Women’s Teams
16:18 – 16:33	Award Ceremony for Senior Women’s Teams	
17:00 – 18:23	Seniors	Finals – Men’s Teams
18:25 – 18:28	SmartScoring’s Shooting Star Award	
18:28 – 18:43	Award Ceremony for Senior Men’s Teams	
18:43 – 19:15	All-Star Announcement and Closing Ceremony	
Sunday, December 5 th , 2021		
<i>As announced</i>	<i>Official departure day of Delegations and European Gymnastics</i>	<i>Hotels</i>

Arena/Multiusos

3.2 AMENDED TABLE FOR CALCULATING THE AWARDED C- AND D-ELEMENT VALUES ON FLOOR

The table in the Code of Points (Revision B, June 2019) section 20.4 has been amended to increase the resolution in the final CD panel scores on Floor. The updated table does not change the deductions applied nor the work by the judges. The scoring system calculates the final CD panel scores for each team (to 2 decimal places).

Determination of Floor D scores Input from individual judges per element				Awarded value
CD#	CD#	CD#	CD#	
Full	Full	Full	Full	1.0x
Half	Full	Full	Full	1.0x
No	Full	Full	Full	1.0x
Half	Half	Full	Full	0.75x
No	Half	Full	Full	0.75x
Half	Half	Half	Full	0.5x
Half	Half	Half	Half	0.5x
No	Half	Half	Full	0.5x
No	No	Full	Full	0.5x
No	Half	Half	Half	0.5x
No	No	Half	Full	0.25x
No	No	Half	Half	0.25x
No	No	No	Full	0
No	No	No	Half	0
No	No	No	No	0

On European Gymnastics website, there are also documents containing clarifications to the Code of Points and answers to frequently asked questions (FAQ).

Please visit <https://www.europeangymnastics.com/page/rules>

3.3 COMPETITION EQUIPMENT

- Delegations are asked to submit the Equipment Set Up Form for Trampet and Tumble (Appendix 4) at the accreditation.
- If any changes are required, the form must be re-submitted **no later than 17:00** the day before the competition at the Information desk.
- The information submitted will ensure that the correct equipment is set up. The equipment will be adjusted by the competition technical staff in accordance with the submitted form. The coaches should check the settings and if required ask officials to change.
- Supplier of the event: **PE-Redskaber**

Floor

Dimension of the competition area: 16 m x 14 m

Borderline: 5 cm white velcro

Colour: Dark blue

The Floor programme is performed on 35 mm thick mat of carpet-bonded foam and area made up of 8 mats, 14 m long and 2 m wide in dark blue. It will be connected side by side with a blue Velcro on the top, the connections will be in the short side. (Ref.: PE-72263)

Tumble

Run-up: 16 m x 1 m consisting of 8 blocks of 2 m x 1 m, in black colour, made in PVC and hard foam. Level with the tumble track, ref.: PE-2025b-33.

Tumble track: 15 m x 2 m

Side safety strips: 2 m x 0.5 m each side and level with the tumble track

Landing area: A total area of 7 m x 4 m level with the tumble track. The stability top mat has a marked landing zone in red colour of 2 m x 4 m. Base colour is blue. All mats are connected with Velcro.

One additional safety mat is provided for tumble and it consists of a foam mat in red colour of 2 m x 4 m, 10 cm thick.

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 Tarpan, colour blue and black, ref.: PE-5605.

Trampets: "Dorado 36 Teamgym" with 36 springs and front protection. (Ref.: PE-3036 and Ref.: PE-3158)

Trampets: "Dorado 40 Teamgym" with 40 springs and front protection. (Ref.: PE-3040 and Ref.: PE-3158)

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.

One additional safety mat is provided, it consists of a foam mat in white colour of 2 m x 4 m, 10 cm thick.

3.4 SPOTTING OF THE ATHLETES

- Two (2) coaches are required to stand-in for trampet and one (1) for tumble.
- A separate place on the Field of Play will be provided for the remainder of the team's coaches and reserve gymnasts.

3.5 ORIENTATION MEETING

- The orientation meeting for the Heads of Delegation will take place on **Tuesday, November 30th** at 16:00 at Arena/Multisusos.
- The presence of the participating National Federations at the orientation meeting is mandatory. Due to the situation, only 1 member of the delegation can join. The orientation meeting will also be provided on ZOOM if other member of the delegation wishes to join.
- Unjustified failure by a federation to attend will result in a sanction of EUR 1000.- to be paid to European Gymnastics.
- At this meeting, the LOC and the TC-TeamGym will give practical information on the organisation and the running of the competition.
- This Orientation meeting will be held in English only.

3.6 SIZE OF THE DELEGATIONS

- The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per European Gymnastics Rules for Accreditation is as follows:

Function	Seniors	Juniors	Total
Gymnasts – Women’s team	12	12	24
Gymnasts – Mixed team	12	12	24
Gymnasts – Men’s team	12	12	24
Coaches – Women’s team	3	3	6
Coaches – Mixed team	3	3	6
Coaches – Men’s team	3	3	6
Physiotherapist – Women’s team	1	1	2
Physiotherapist – Mixed team	1	1	2
Physiotherapist – Men’s team	1	1	2
Head of Delegation	1		1
Team Leaders	2	2	4
Doctor	1		1
Judges	3		3
Chaperon* (1 per 10 gymnasts under 18 years)	4		4
Guest*	No limits		
VIP-Guest*	No limits		

Note: Additional transferable access cards may be delivered by European Gymnastics upon request by the delegation due to competition schedule/conditions.

* Accreditation at the charge of the Federation

Additional accreditations for Chaperon, Guest and VIP-Guest may be delivered, with the costs identified on the next table (to be paid to the LOC):

Additional accreditations	Price*
Chaperon	EUR 180.-
Guest	EUR 180.-
VIP-Guest	EUR 250.-

* Those prices will be applied to the ones who book accommodation through LOC and include : transfer service, local transportation and access to the Delegations seating zone (Chaperon; Guest), or VIP seating zone and VIP lounge (VIP-Guest).

3.7 COMPETITION HALL

GUIMARÃES's MULTIUSOS ARENA

Alameda Cidade de Lisboa, nº 481

Creixomil, 4835-037 Guimarães

Email: multiusos@tempolivre.pt

Website: www.tempolivre.pt



- Reserved seating will be allocated for each delegation, i.e., for all gymnasts and officials not engaged in the competition.

3.8 WARM-UP AND TRAINING HALLS

- The competition, training and warm-up halls are located in Guimarães's Multiusos Arena
- Teams are allowed to enter the warm-up hall 10 minutes before the start of their warm-up session.

3.9 TRAINING INFORMATION

- The official training for Juniors will be on Tuesday, November 30th, 2021
- The official training for Seniors will be on Wednesday, December 1st, 2021

- Access to the training halls is limited to the nations concerned and to the people being in possession of and wearing the accreditation at all times. The accreditation is personal and cannot be used by other people.
- Training and competition schedules can be found in the Appendix 5 and 6.

3.10 PICTURE OF THE TEAM

- After their training session on **Tuesday, November 30th for Juniors and on Wednesday, December 1st for Seniors** each team must take an official picture for the presentation at the led wall during the qualifications and finals.
- Athletes must wear their competition leotard.
- The pictures will be taken at the entrance to the training hall.

3.11 STARTING ORDER

- The draw for the starting order in qualifications and finals took place in Lausanne on September 16th.
- The starting orders can be found in Appendix 3.
- If a team is withdrawn prior to the start of the championships, the starting order may be changed for a smooth running of the competition.

3.12 PARTICIPATING GYMNASTS

- Participating gymnasts will be nominated by their national federation in the Nominative Entry
- A Name Declaration Form needs to be submitted at the Accreditation (Appendix 8), indicating which gymnasts are planned to compete and the reserves.
- The maximum number of accredited gymnasts per team is 12, including the reserves.
- For the floor exercise, all the gymnasts must participate.

3.13 ALTERATION OF THE GYMNASTS

- Alterations of nominative lists of the gymnasts are possible no later than 24 hours prior to the start of the competition. For these Championships, the deadlines for alterations of gymnasts are as follows:

▪ Junior teams	November 30 th at 16:00
▪ Senior teams	December 1 st at 14:30
- According to Art 3. of Technical Regulations – Specific Rules TeamGym: *“The actual gymnasts proposed to perform must be declared to the organisers at least ten minutes before the scheduled start of the team’s first discipline in the competition. This may be a minimum of 8 and a maximum of 10 gymnasts”*. If a team wishes to change the actual gymnasts performing, they shall resubmit the Name Declaration Form (Appendix 8) with revisions for Qualifications or the Finals to the Information desk.

3.14 REPLACEMENT OF INJURED GYMNASTS

- European Gymnastics Technical Regulations – Specific rules for TeamGym (Edition 2020, Art. 3) state that: *“All declared gymnasts must perform the floor. If a **gymnast is injured** during the competition **prior to the floor**, the following disposition will be applied: After the team declaration, reserves may only be used in case of injury or illness confirmed by the official doctor of the European Championships. The affected gymnast can then be replaced with an accredited reserve for this team. Gymnasts that are replaced may not participate further in the Championships”*.
- In case of an injury to a nominated gymnast, the coach must request an inspection by the LOC doctor.
- The coach must complete the Request to Replace an Injured Gymnast Form (Appendix 9) and hand it to the doctor during inspection of the injury and if acceptable he will sign the form. The LOC doctor will then take the Form to the Official European Gymnastics’ Doctor, who will confirm the withdrawal.
- The Coach will need to inform the Information desk to amend the Name Declaration Form (Appendix 8) in time for the next discipline.

3.15 TRIPLE SALTO DISPENSATION

- Note that in accordance with the Code of Points, gymnasts performing triple saltos must be approved by their Federation in advance.
- A written dispensation from the National Federation, allowing specific gymnasts to perform triple saltos at the European Championships in Guimarães. **The dispensation must be handed in at the Accreditation.**

3.16 MUSIC

- The music has to be uploaded on <http://gyndata.online> in MP3 format not later than **November 2nd**.
The name of each music file must contain the following information:
Junior or Senior_ Team (Mixed, Women or Men)_Apparatus(Floor, Trampet or Tumble)_
Nation (POR). (Example: Senior_Men_Floor_POR.mp3).
- The authorised sound level in the training and competition halls is limited to 80 dB resp. 1000 Hertz (Hz).
- Teams are not allowed to bring their own music players into the Warm-up/Training Hall.
- Personal music players with earphones are allowed.

3.17 TARIFFS

- The deadline for Tariffs upload is **17th November 2021** and for any corrections until midnight the day before the start of the qualifications/finals. Any changes after that will not be accepted.
- Further information about the tariff system will be provided by the end of October.
- At the accreditation coaches must check and sign the **floor** tariff of their team to make sure that all details are correct. If any changes are made to the floor tariff form after accreditation, the Information desk must be informed. No tariff forms on paper will be accepted at any point in time. Only tariff entered online is accepted.
- We strongly suggest that you have entered your information well in advance.

3.18 ACCESS TO THE COMPETITION AREA

- The competition area is accessible to members of the various juries, competing gymnasts and their accredited coaches, auxiliary personnel of the Jury, the official European Gymnastics doctor, the official LOC doctor, team doctors and medical staff. A team medical person is permitted to accompany the gymnasts and coaches during all Competitions.
- The competition area is strictly forbidden to all other people.

3.19 THE USE OF ELECTRONIC DEVICES

- The use of mobile phones including smart watches or any other electronic communication device by gymnasts, coaches, judges, or medical staff of the delegations on the field of play is forbidden during the entire duration of all European Gymnastics Competitions. If this rule is violated, the concerned persons will receive a written warning. If this behaviour is repeated after the written warning is issued, the concerned person will be excluded for the rest of the competition. It is the responsibility of the Superior Jury to decide these disciplinary measures. Appeals against these decisions must be submitted to the Jury of Appeal whose decision is final.

3.20 CEREMONIES

Award ceremonies

- All award ceremonies will take place after each session of finals. It will be carried out in accordance with the European Gymnastics Regulations for Award Ceremonies.
- Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies.
- All gymnasts must wear competition attire. No national flag.

- On the podium, medals and flowers will be presented to the gymnasts, reserve gymnasts and coaches (max. allowed: 12 gymnasts and 3 coaches)

SmartScoring Shooting Star Award

- The SmartScoring Shooting Star Award will take place on **Saturday, December 4th**, at 18:25 in Guimarães's Multiusos Arena.

Opening ceremony

- The opening ceremony will take place on **Wednesday, December 1st** at 15.30 in Guimarães's Multiusos Arena.
- 1 gymnast of each NF will participate. The gymnast must wear the official tracksuit.

Closing ceremony

- The closing ceremony will take place on **Saturday, December 4th** after the last awarding ceremony and the All-Star Announcement.

3.21 MEDICAL

Doping control

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/European Gymnastics regulations. Doping controls will be carried out in accordance with the WADA/FIG regulations.

Therapeutic Use Exemption (TUE)

Gymnasts with a documented medical condition requiring the use of a Prohibited Substance must provide a valid Therapeutic Use Exemption (TUE) from their National Anti-Doping Organisation, to be given at the accreditation.

Medical certificate – official doctor

Only the official doctor or his representatives are authorised to establish the necessary medical certificate.

Official doctor of the LOC: Dra. Úrsula MARTINS
Official doctor of European Gymnastics: Dr. Gérald GREMION

Part 4 – The Jury

4.1 SUPERIOR JURY

The Superior Jury is formed of 7 TC members. The TC President Mr. Per Sjöstrand functions as President of the Superior Jury.

4.2 JURY OF APPEAL

The Jury of Appeal is composed of 2 members of European Gymnastics' Executive Committee (one of them acting as President) and a member of the LOC who was not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned.

President	Mr. Michel Boutard
Member	Mrs. Sólveig Jónsdóttir
Member	Mr. Luís Arrais

4.3 JUDGES' INSTRUCTION, DRAW OF LOTS AND PANEL MEETINGS

- The initial meetings with draw and practice judging, which are compulsory for all participating judges, will take place at Guimarães's Multiusos Arena on Tuesday, November 30th, at 10:00. For the other dates and times of the meetings, please see the schedule of this Work Plan.
- The judges' instruction will be held in English ONLY.
- The judges' oath will be carried out during the judges' meeting by one judge of the host federation (Portugal).
- The panel meetings prior to the competition will take place in the judges' room.

4.4 CODE OF ETHICS

- Any close family relative to a competitive gymnast may not judge that gymnast or this team at this European Gymnastics sanctioned event. If a conflict should or could appear, the European Gymnastics President is to be informed, so appropriate action can be taken.

4.5 SCORING AND DISTRIBUTION OF RESULTS

- Smart Scoring will provide the official scoring service and management of the start lists, scores and results.
- The scores of the different exercises will be published on a board indicating the teams and the final note.
- The secretary of the competition will provide the results by email after each competition. All results will be posted on the information board at the competition venue.
- At the end of the competition all delegations will be provided with a complete set of results including the judges' individual scores for all competitions.

4.6 CONTROL VIDEOS

Control videos will be available for the Superior Jury.

4.7 INQUIRIES PROCEDURE

- Inquiries for the difficulty scores only are allowed, provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following team. For the last team of a session, this limit is **one minute** after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure. Only the team's accredited coaches will be entitled to submit an inquiry. Late verbal inquiries will be rejected.
- A federation will not be allowed to complain against a team from another federation.
- The inquiry will have to be confirmed as soon as possible in writing, but within **4 minutes** at the latest

after the verbal inquiry and will require an agreement of payment of:

- EUR 300.- for the first complaint
 - EUR 500.- for the second complaint and
 - EUR 1'000.- for the third complaint.
- Should the inquiry not be confirmed in writing within 4 minutes, then the procedure will become obsolete.
 - Should the final score be higher, this sum will **not** be invoiced by European Gymnastics to the Federation. However, if after review of the routine the score is unchanged or lower, the inquiry is considered as rejected and the amount will be invoiced by European Gymnastics.
 - Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken. The detailed procedure is laid down in the European Gymnastics and FIG Technical Regulations.

Part 5 – The organisation of the event

5.1 TRANSPORTATION

International

- The international transportation costs are covered by the participating delegations. European Gymnastics and the LOC strongly recommend that each Federation takes cancellation insurance for their international transportation.
- Accredited delegations who
 - filled in the travel schedule form for arrivals and departures on <http://gyndata.online> by November 2ndwill be provided with local transport from the Porto International Airport to the Accreditation Centre and to the hotels and back.

Local

- All delegations will have shuttle buses from the official Hotels to the training and competition venue
- Shuttle buses timetables will be provided at the accreditation.

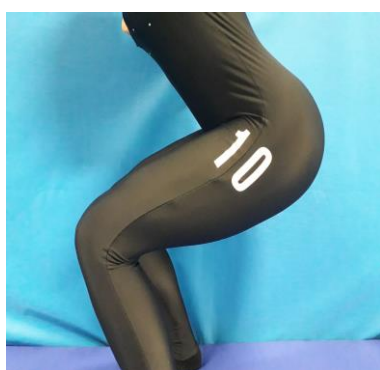
5.2 ACCREDITATION

- Accreditation will be held at Guimarães's Multiusos Arena s on Monday, November 29th, from 08:30 to 20:00. Late accreditation will also be possible on Tuesday, November 30th from 09:00 to 18:00.
- Each delegation (Head of Delegation + 1 person) will have a specific schedule for accreditation according to their arrival travel plan.
- The following items will be checked:
 - The passport of all members of the delegations;
 - **EU (European Union) Digital Covid Certificate** of vaccination or testing results for all delegation members;
 - Pre-Event Health- and Responsibilities Questionnaire (form in the COVID-19 guidelines);
 - Proof of insurance including COVID-19 coverage, for all delegation members, except gymnasts and judges;
 - Prove of the fulfilment of all financial obligations to the LOC;
 - Written declaration for use of medication (i.e. asthma medicine on the doping list);
 - Written approval of gymnasts performing triple saltos;
 - Name declaration form signed (Appendix 8);
 - Equipment set-up form (Appendix 4);
 - Departure confirmation
 - HoD e-mail address and Whatsapp number for official information
- The accreditation card must always be visible in the Venue. In case of losing the accreditation card, a new one will be issued for a fee of EUR 150.00.
- All NF have to upload at <http://gyndata.online> a photo of each member of the delegation
 - Requirements for each identity colour photo:
 - Identity: country code_function_First name Last name
 - Exemple: POR_Team Manager_TiagoHorta
 - 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 **November 2nd** will have to pay EUR 20.00 for each picture taken by the LOC during the accreditation.

5.3 GYMNAST NUMBERS

- All gymnasts must have their competitor's number on their competition attire (see CoP 4.2.5.). They are used to identify the gymnasts for the audience, the press and especially for the All-Stars selection.
- Each gymnast of the team must choose one number from 1 to 20. The assignment can be done as wanted. The numbers must be announced in the nominative entry and at accreditation.

- If the whole team has no numbers, the deduction is by the SJ. Individual missing or loose numbers are covered by the E1 in each apparatus.
- **Every team must bring their own numbers and apply them according to the following guidelines:**
 - All numbers for each team must be the same size and font. The numbers must be clear, from 8 mm to 10 mm thick and approximately 8 cm high.
 - Fastening of the numbers must be secure and tight.
- **Placing of the numbers:**
 - When wearing long trousers / leggings the numbers must be placed on both thighs, to the side, to the upper part of the thigh;
 - When wearing shorts the numbers must be placed on to both sides, as low as possible;
 - When wearing only a leotard (no trousers / shorts / leggings) the numbers must be placed on both sides, above the hip bone.
- Numbers must differentiate clearly from the background (e.g. white numbers on black trousers)
- Numbers can be printed straight on to the trousers/shorts/leotard or on a separate piece of cloth (similar colour as the area where it will be fastened) which then must be sewn to the competition leotard.
- Also stickers can be used but make sure that the numbers don't come loose during the competition.



5.4 TRANSFERABLE ACCESS CARDS (TAC) FOR WARM-UP AND COMPETITION HALL

- The transferable access cards will be given to each HoD at the accreditation according to the size of the delegation (see European Gymnastics accreditation rules art. 1.11). Such cards may only be used by people already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the NF's official delegation and appropriate function.

5.5 INFORMATION DESK

- Information desk will serve for the exchange of training/competition information between the organisers and delegations.
- It will be located at the accreditation and the following changes in the performance of teams can be handled:
 - **Name Changes (revised order)** in case of replacing gymnasts due to injury or other reasons at the latest 10 minutes prior to the Team's first discipline.
 - **Tariff form changes** if any changes are made to the tariff forms after accreditation, the Information desk must be informed.
 - **Equipment Set-Up** in case of any changes at the latest 1 day before the Finals.

5.6 DELEGATION BOXES

- Out of a desire to save unnecessary paper use, all Information regarding competition, warm-up, trainings, and notification of meetings, transport, official functions as well as European Gymnastics and LOC correspondences will be distributed via email and WhatsApp of the HoD.
- Free internet is available at the competition hall so the HoD will have access to the information.
- If needed, a printed copy of the information will be available at the LOC office upon request.

5.7 ACCOMMODATION

- All the information regarding the hotels is listed in the Directives.

5.8 MEALS

- Breakfast will be served at the hotels.
- Lunch from Monday to Saturday and dinner from Monday to Saturday will be served at Arena/Multiusos.
- Meals must either be booked through the LOC or taken at the hotels. Going into restaurants is forbidden.

5.9 All Stars Team

- The All Stars Team at the European TeamGym Championships consists of the best male and female gymnasts from each apparatus. Six (6) male gymnasts and six (6) female gymnasts.
- The selection includes gymnasts from the combined senior and junior competitions.
- The All Stars Team will be announced after the last award ceremony on Saturday, December 4th.

The members of European Gymnastics EC AND TC will handle unforeseen incidents or events that might occur during these championships.

This event will be organised under the FIG/European Gymnastics rules as listed in the Directives.

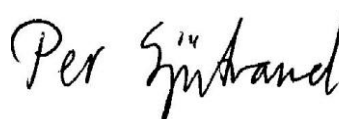
Part 6 – Appendix

- Appendix 1: COVID-19 guidelines
- Appendix 2: Venue Layout
- Appendix 3: Draw
- Appendix 4: Equipment set up for Trampet and Tumble
- Appendix 5: Training schedules
- Appendix 6: Qualification and final schedules
- Appendix 7: Quick- or PCR test form to go home
- Appendix 8: Name declaration form
- Appendix 9: Request form to replace an injured gymnast
- Appendix 10: Inquiry form

Kind reminder for important deadlines:

For European Gymnastics	Deadline
Nominative Registration – Gyndata	November 2 nd
Payment of the European Gymnastics Registration Fees	
Media accreditation	November 17 th

For the LOC (Forms / Accommodation)	Deadline
Visa Request – SmartScoring’s digital platform	November 2 nd
Travel Schedule – SmartScoring’s digital platform	
Photos & passports for Accreditation – SmartScoring’s digital platform	
Music – SmartScoring’s digital platform	
Accommodation costs (last 50%)	November 2 nd
Extra meals (100%)	



Per SJÖSTRAND
President of European Gymnastics TC-TeamGym

Stokholm/Lausanne, October 19th 2021