



CÂMARA
MUNICIPAL DE
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GUIMARÃES



European
Gymnastics



29TH TRAMPOLINE EUROPEAN CHAMPIONSHIPS



MULTIUSOS
DE GUIMARÃES

03 - 07
APRIL 2024

WORKPLAN

SMARTSCORING

EUROTRAMP

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1.1 EUROPEAN GYMNASTICS

EUROPEAN GYMNASTICS OFFICIALS	
President	Dr Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Dr Edvard KOLAR
EC Delegate (Member of the Appeal Jury)	Paolo FRISING
Director	Lisa WORTHMANN
Sports Coordinator	Michaël ALGER
Head of Media	Tina GERETS
Official Doctor	Dr Filipa FERNANDES

TRAMPOLINE'S TECHNICAL COMMITTEE	
President	Babette VAN WETERING
Vice-President	Luis NUNES
Secretary	Clive MORGAN
Member	Konrad BOJAKOWSKI
Member	Andrew COULTER
Member	Patrick SIEGFRIED
Member	Jenny SÖDERLUND

1.2 OFFICIAL EUROPEAN GYMNASTICS CONTACT ADDRESS

EUROPEAN GYMNASTICS

Contact Person: Ms. Michaël Alger
Sports Coordinator
Avenue de la Gare 12
CH – 1003 Lausanne, SWITZERLAND
Tel.: + 41 – 21 – 613.10.20

E-Mail: malger@europeangymnastics.com
Website: www.europeangymnastics.com
Direct event site: [2024 Guimaraes Trampoline](http://2024.GuimaraesTrampoline)



1.3 HOST FEDERATION AND LOCAL ORGANISING COMMITTEE CONTACT ADDRESS

GYMNASTICS FEDERATION OF PORTUGAL (FGP)

Contact Person: Mrs. Teresa LOUREIRO
Function: Executive Director
Address : Estrada da Luz, 30 A
1600 - 159 Lisboa, PORTUGAL

Tel: +351 926 241 139
E-mail NF: federacao@ginastica.org
E-mail LOC: eurotrampoline2024@ginastica.org



1.4 LOCAL ORGANISING COMMITTEE (LOC)

FUNCTION	Name
President	LUIS ARRAIS
Executive Director Event Manager	TERESA LOUREIRO
ADMINISTRATIVE MANAGEMENT	
Budget and Finance	SANDRA PIRES
General Secretariat and Accreditation	ISABEL FALCÃO
Secretariat Support	PAULA ARAÚJO
TECHNICAL MANAGEMENT	
FoP Manager & Competition Director	JOÃO MARQUES
Logistics and Equipment	TIAGO HORTA
Warm-up and Training	FERNANDO GASPAR
Liaison Judges	DIOGO PINTO
Awards Ceremonies	LAURA SALES
Opening and Closing Ceremonies	RICARDO LIMA
Speaker, Music, Entertainment	PEDRO CANILHAS
Spotters	MIGUEL ARRAIS
TRANSPORTATION ACCOMMODATION/HOTELS MEALS	
Transportation	ANDRÉ NOGUEIRA
Accommodation	BERNARDO TOMÁS
Meals and Catering	FABIANA RAMOS
OTHER SECTORS	
Design and Image	SUSANA SOUSA
Volunteers Manager	RUI PRAXEDES
Head of Media	MÁRCIA SOBRAL
Doctor	ANA RENTE
Physiotherapist	BEATRIZ ALMEIDA
Sport Presentation/Led Wall	NELSON RODRIGUES SÉRGIO MATEUS
Safeguarding Officer	VICTOR VAREJÃO

Part 2 – The competition

2.1 COMPETITION SCHEDULE

DESCRIPTION		LOCATION
Sunday, March 31st, 2024		
<i>As schedule</i>	<i>Official arrival day of TC-TRA</i>	<i>OPO Airport</i>
<i>As schedule</i>	<i>Optional arrival day of Delegations</i>	<i>OPO Airport</i>
Monday, April 1st, 2024		
<i>As schedule</i>	<i>Official arrival day of Delegations</i>	<i>OPO Airport</i>
<i>By arrival</i>	Accreditations	Venue
09:00 – 21:00	Free training (competition, warm-up & training halls) <i>After arrivals are known, scheduled training if possible</i>	Venue
16:30 – 18:00	Judges draw TRA, DMT, TUM (participation judges not compulsory)	Meeting room
Tuesday, April 2nd, 2024		
<i>As schedule</i>	Scheduled training (competition, warm-up & training halls)	Venue
13:30 – 14:50	DMT Judges meeting & scoring system instruction	Meeting room
14:30 – 15:50	TUM Judges meeting & scoring system instruction	
15:30 – 16:50	TRA Judges meeting & scoring system instruction	
18:00 – 19:00	Orientation meeting	
Wednesday, April 3rd, 2024		
12:00 – 17:50	TRA Junior Qualifications	Venue
12:00 – 18:20	DMT & TUM Senior Qualifications	
19:00 – 19:30	Opening Ceremony	
19:30 – 20:30	TRA Junior Team Finals & Award Ceremony	
Thursday, April 4th, 2024		
09:30 – 10:30	Medical meeting	Meeting room
12:00 – 17:50	DMT & TUM Junior Qualifications	Venue
12:00 – 17:50	TRA Senior Qualifications	
19:30 – 20:30	TRA Senior Team Finals & Award Ceremony	
Friday, April 5th, 2024		
12:00 – 15:00	TRA SYN Junior Qualifications	Venue
16:00 – 16:45	DMT Women & TUM Men Senior Team Finals & Award Ceremony	
16:45 – 17:30	TRA SYN Junior Finals & Award Ceremony	
17:30 – 18:15	DMT Men & TUM Women Senior Team Finals & Award Ceremony	
Saturday, April 6th, 2024		
09:30 – 10:30	Round Table by the TRA TC for Heads of Delegation and Coaches	Meeting room
12:00 – 15:00	TRA SYN Senior Qualifications	Venue
16:00 – 16:45	TUM Boys Junior Team Finals & Award Ceremony	
16:45 – 17:30	DMT Boys & TUM Girls Junior Team Finals & Award Ceremony	
17:30 – 18:15	TRA SYN Senior Finals & Award Ceremony	

Sunday, April 7 th , 2022		
10:30 – 11:50	TRA Junior Semi-Finals & TUM Senior Semi-Finals Men	Venue
12:00 – 13:20	TRA Senior Semi-Finals & TUM Senior Semi-Finals Women	
14:30 – 15:00	DMT Girls & TUM Boys Junior Finals	
15:00 – 15:30	DMT Boys & TUM Girls Junior Finals	
15:30 – 16:00	TRA Junior Finals	
16:00 – 16:30	Award Ceremony	
16:30 – 17:00	DMT Women & TUM Men Senior Finals	
17:00 – 17:30	DMT Men & TUM Women Senior Finals	
17:30 – 18:00	TRA Senior Finals	
18:00 – 18:10	SmartScoring Shooting Star Award	
18:10 – 18:40	Award Ceremony	
18:40 – 18:50	Closing Ceremony	
21:00 – 00:00	Farewell Party	MitPenha
Monday, April 8 th , 2024		
<i>As schedule</i>	<i>Departure of Delegations & European Gymnastics officials</i>	<i>Hotel</i>

2.2 ORIENTATION MEETING

The orientation meeting for the Heads of Delegation will take place on **Tuesday, April 2nd**, at **18:00** at the Venue's Meeting Room.

The presence of the participating National Federations at the orientation meeting is mandatory. Unjustified failure by a federation to attend will result in a sanction of EUR 1000.- to be paid to the European Gymnastics. At this meeting, the LOC and the TC-TRA will give practical information on the organisation and the running of the competition.

This orientation meeting will be held in English only.

2.3 SIZE OF THE DELEGATIONS

The maximum size of each delegation as per European Gymnastics Accreditation rules is as follows:

GYMNASTS	Men		Women		TOTAL
	JUN	SEN	JUN	SEN	
Trampoline individual	4	4	4	4	16
Trampoline synchro	2 pairs	2 pairs	2 pairs	2 pairs	8 pairs
Reserve individual and synchro* **	-	-	-	-	-**
Double mini-trampoline	4	4	4	4	16
Reserve double mini-trampoline*	1	1	1	1	4
Tumbling	4	4	4	4	16
Reserve tumbling*	1	1	1	1	4

Each team participating in the team competition is composed of 3 to 4 individual gymnasts.

FUNCTION	TRA		TUM		DMT		TOTAL
	JUN	SEN	JUN	SEN	JUN	SEN	
Head of delegation	1						1
Team manager juniors	1						1
Team manager seniors	1						1
Coaches*** (8 or less gymnasts)	4		4		4		12
Coaches*** (more than 8 gymnasts)	6		4		4		14
Judges****	1	1	1	1	1	1	6
Doctor	1						1
Physiotherapist	1		1		1		3

* Reserve gymnasts can only compete if a gymnast is injured; this has to be confirmed by the official doctor.

** Reserves for Trampoline Synchro must come from Trampoline Individual and vice versa.

*** Not more than 1 coach per gymnast

**** Participating in junior and senior events of one discipline (TRA, TUM or DMT) with more than 5 registered gymnasts, the NF is obliged to bring two judges per discipline. Participating in junior and senior events of one discipline (TRA, TUM or DMT) with 5 registered gymnasts or less, the NF can bring either one or two judges per discipline. For detailed judges' provisions see Article 5 in the Directives

Additional accreditations

The costs for accreditations of additional coaches, paramedical staff and guests have to be assumed by the National Federation and must be paid directly to the LOC until 1st March, 2024.

Additional accreditations	Cost
Additional coach	120 EUR
Additional paramedical staff	120 EUR
Guest	120 EUR
VIP Guest*	180 EUR

This cost will be applied to the ones who book accommodation through the LOC. It includes:

- Transfer service, local transportation, Farewell Party, and access to the:
- Delegations seating zone (Guest)
- VIP tribune and catering zone (VIP-Guest).

2.4 COMPETITION, TRAINING & WARM-UP HALLS

Competition Arena	<p>Pavilhão Multiusos de Guimarães Alameda Cidade de Lisboa 481 Guimarães</p> <p>Hall Capacity: 2840 seats Length: 49,50 m Width: 42 m Ceiling height: up to 14 m</p> <p>Distance from the official hotels: 2 - 22 km</p>
Training & Warm-up Hall	<p>Pavilhão Multiusos de Guimarães Alameda Cidade de Lisboa 481 Guimarães</p> <p>Hall 1: 61 m x 13 m Hall 2: 34 m x 19 m Ceiling height: up to 14 m</p>

2.5 TRAINING INFORMATION

All trainings are according to the schedule.

The gymnasts competing in TRA SYN only will participate in the TRA training sessions dedicated to their respective delegations. Training groups and detailed Training and Competition schedule will be delivered to participating NFs after the Nominative entries. If possible, a training schedule for Monday April 1st will be established according to arrivals reported by participating delegations to LOC on delegation.gymdata.

- Trampolines will be available in the training area.
- Trampolines, 1 Tumbling Track and 1 Double Mini-Trampoline will be available in the warm-up area.
- Trampolines, 1 Tumbling Track and 1 Double Mini-Trampoline will be available in the FoP/competition hall.

Access to training, warm-up and FoP/competition hall is limited to the NF's concerned and the persons being in possession of and wearing the right accreditation, at all times. The accreditation is personal and non-transferable.

2.6 GYMNASTS' PORTRAITS

Immediately after their scheduled training on Tuesday, April 2nd, a picture of each gymnast will be taken for the presentation on the LED- wall during the qualifications, semi-finals, and finals.

Gymnasts must wear their official tracksuit.

The pictures will be taken in the Venue (place to be indicated).

2.7 DRAWING OF LOTS AND STARTING ORDER

The drawing of lots for the starting order of all qualifications using the NFs names and gymnasts' numbers **1 to 4** will take place on March 8th, during the TRA TC Meeting. The starting order per gymnast / pair has to be handed in by the NFs at the accreditation, on **Tuesday, April 2nd, 10:00** at the latest (see Appendix 3, starting order per gymnast forms).

The order indicated for the nominative registrations in registry.gymdata will have no impact on the draw and/or starting order per gymnast / pair of the NF.

The starting order for all Qualifications (Q1) will be established on **Tuesday, April 2nd after 15:00h**. Should there be substantial changes to participating numbers, the European Gymnastics TRA-TC in

consultation with the Competition Director reserves the right to make adjustments (change the groups, number of competitors per group, etc.), depending on the number of competitors after accreditation to facilitate the running and organisation of the competition.

The starting order of the Semi-Final (Q2) and Final is determined by draw. The starting order for F2 will follow the same order as F1.

The starting order in the Team Final will be in reverse rank of the order of merit from the Team Qualification (Q1) results, i.e. lowest first, with the first gymnast from the team on 5th place going first, followed by the first gymnast representing the team on 4th place, etc. NF will nominate the three athletes in the order they will compete for their team on the competition card for the respective Team Final.

The list of the Semi-finalists and Finalists, with two reserves, will be sent via e-mail to the Head of Delegation after each Qualification and Semi-Final.

2.8 COMPETITION FORMAT

The competition programme in the disciplines TRA, DMT and TUM consists of a qualifying competition and a final. Qualifications in TRA, DMT and TUM are divided in two rounds– Qualification (Q1) and Semi-Final (Q2). Q1 acts as Team Qualification also for Team Finals.

Individual finals in DMT and TUM are divided into two rounds – F1 and F2.

TRA Individual competitions consist of Qualification (Q1 – two exercises), Semi-Final (Q2 – one exercise) and a Final (one exercise).

DMT and TUM Individual competitions consist of Qualification (Q1 – two exercises), Semi-Final (Q2 – one exercise) and a Final (F1 – one exercise and F2 – one exercise).

TRA Synchro competitions consist of Qualification (Q1 – two exercises) and Semi-Final (Q2 – one exercise) and a Final (one exercise).

TRA, DMT and TUM Team competitions consist of Qualification (Q1 – two exercises) and a Final (one exercise).

If there are less than 4 teams for a team competition, the team competition will be cancelled.

Qualification Seniors & Juniors

All participants must take part in the Qualification (Q1) in order to achieve a place in the next round. The winner of each competition group will qualify to Semi-Final (Q2) or to the Final.

Semi-Finals (Q2), TRA, DMT and TUM, Seniors and Juniors

All gymnasts / pairs qualified from Qualification (Q1) must take part in the Semi-Final (Q2), if held, in order to achieve a place in the Finals.

Participation: The number of gymnasts who will go forward from Qualification (Q1) to Semi-Finals (Q2) depends on the number of entries in the nominative registrations:

- 1-31 entries No Semi-Final (Q2)
- 32-47 entries Semi-Final (Q2) with 16 gymnasts/ pairs
- 48 and + entries Semi-Final (Q2) with 24 gymnasts / pairs.

Only 3 gymnasts / 2 pairs per member federation may compete in the Semi-Final (Q2).

The gymnasts / pairs start the Semi-Final (Q2) with a score of zero.

The winner of each competition group will qualify to the Final.

Finals Seniors & Juniors

The finals determine the European Champions.

Participation:

A maximum of 8 individual gymnasts per discipline and age category, men and women (maximum 2 per NF). In DMT and TUM Final 4 gymnasts qualify from F1 to F2.

- A maximum of 8 synchro pairs per age category, men and women (maximum 1 per NF).
- The top 5 teams in TRA, DMT and TUM per age category, men and women (3 gymnasts per team).

If there are less than 12 entries in a category, only 6 will proceed to the final.

The winner is the gymnast / pair with the highest score in Finals (in F2 in DMT and TUM), in Team Finals the winner is the team with the highest sum of ranking points.

Exercise requirements

The requirements comply with the valid FIG Code of Points for seniors and with valid FIG TRA Junior and WAGC Rules 2022-2024.

Tie breaking rules

The FIG tie breaking rules of the World Championships in force are to be applied.

Reserves

Reserves for the Semi-Finals (Q2) and Finals will be in accordance with the FIG/TR.

2.9 WARM-UP

Immediately prior to all competition phases (qualifications, semi-finals, finals, team finals, TRA, SYN, DMT, TUM) each gymnast/pair will be allowed one (1) touch warm-up on the competition apparatus according to the FIG Code of Points.

Please note that abusing the above will be penalised by 0.3 points.

2.10 COMPETITION CARDS

The competition cards (appendix 4) must be returned to the Competition Office as follows:

- All Qualifications - during the accreditation, resp. **no later than Tuesday, April 2nd, 18:00** at the orientation meeting
- TRA Team Finals:
Juniors – no later than Wednesday, April 3rd, **18:15**
Seniors – no later than Thursday, April 4th, **18:15**
- DMT & TUM Team Finals:
Seniors – no later than Thursday, April 4th, **18:00**
Juniors – no later than Friday, April 5th, **18:00**
- SYN finals:
Juniors – no later than Friday, April 5th, **15:45**
Seniors – no later than Saturday, April 6th, **15:45**
Sundays' Semi-Finals and Finals – no later than Saturday, April 6th, **16:00**
(TRA Junior & Senior Individual Semi-Finals and Finals, DMT & TUM Junior & Senior Finals)

2.11 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.

Interpreters may not enter the competition area without the permission of the President of the TC-TRA/European Gymnastics.

The competition area is strictly forbidden to all other people.

During the competition medical staff may access the Field of Play with a Transferable access Card only.

Maximum 4 TRA, 2 TUM and 2 DMT coaches per category per starting group may accompany their gymnasts on the Field of Play during the competition. During Synchro competitions, maximum 4 own spotters are allowed.

Use of electronic communication devices.

During the official duration of official European Gymnastics competitions, judges on the field of play are prohibited from using cellular phones and any other kind of electronic communication devices. Other delegation members (gymnasts, coaches, medical staff) on the field of play are prohibited from using cellular phones and any other kind of electronic communication devices. However, gymnasts are allowed to listen to music (with earphones and on a sound level which is not observable for surrounding persons). It is also allowed to other delegation members to take photos (but no videos), without flash and not interrupting the running of the competition.

If these rules are violated, the persons concerned will receive a verbal warning. If this behaviour is repeated after the written warning is issued, those persons concerned will be excluded for the rest of the competition. The Superior Jury is responsible to decide these disciplinary measures. Appeals against these decisions have to be submitted to the Jury of Appeal whose decision is final.

2.12 CEREMONIES & SMARTSCORING SHOOTING STAR AWARD

Award ceremonies

All award ceremonies will take place after each block of finals. They will be carried out in accordance with the European Gymnastics Regulations for Award Ceremonies. On the podium, awards will only be presented to the gymnasts, pairs and teams ranked from 1st to 3rd place. For the team award ceremonies, 1 coach is invited on the podium. Please ensure that your NFs medallists are in time for the line-up prior to the ceremonies.

All gymnasts & coaches must wear the official tracksuit.

The participation of the medallists in the award ceremonies is compulsory. All gymnasts that are absent for unjustified reasons will be disqualified.

Opening ceremony

The opening ceremony will take place on **Wednesday, April 3rd** at 19:00 in the Venue (stage). It consists of:

- Presentation of the participating NF's flags
- National Anthem of Portugal
- Official speeches (Guimarães City Hall; LOC/FGP; European Gymnastics)
- Judges, Coaches and Gymnasts oaths
- Show
- Flashmob of the Europeans

Note: There will be no marching-in with gymnasts.

Closing ceremony

The closing ceremony will take place on **Sunday, April 7th** after the last award ceremony. It consists of the Official closing speech only.

SmartScoring Shooting Star Awards

On **Sunday, April 7th** after the last final, European Gymnastics Global Partner SmartScoring will hand over the Shooting Star Awards to one female senior gymnast and one male senior gymnast of these European Championships.

Started in 2018, this award aims to put gymnasts with an exceptional story in the spotlight as an inspiration

for the future generation of gymnasts and the general public alike. The winners will be chosen by a selection committee consisting of representatives from SmartScoring and European Gymnastics authorities and staff.

2.13 MEDICAL

Doping control

Any doping is prohibited. An anti-doping control can be requested at any time. Anti-doping controls will be made as per Anti-Doping Control Regulations of FIG and WADA.

Insurance

The Host Federation, the LOC and European Gymnastics will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), repatriation and the like. All participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents, and repatriation **for ALL the members of the Delegations**. Basic insurance (sickness, accident, and repatriation) in your country of residence is compulsory in order for gymnasts and judges to be able to benefit from coverage by FIG IMSSA subsidiary insurance which is valid for this event. Please also refer to <https://www.gymnastics.sport/site/pages/medical-insurance.php> for additional information regarding the FIG IMSSA insurance for Gymnasts and Judges. If the respective certificate/proof of insurance has not been sent in advance (until the **1st of March 2024**, which is strongly recommended), the LOC will verify the insurance coverage upon arrival of the delegation members (e.g., cover note or photocopy of the valid policy). The insurance must be valid at least, starting from the arrival day of the delegation and must last for the delegations' entire stay.

If needed the LOC will subsequently offer insurance at the participating Federations own charge as follows: 80 EUR per person per day / from April 1st to 8th, 2024.

Medical certificate – official doctor

Only the official doctor or her representatives are authorised to approve the necessary medical certificate.

- Official doctor of the LOC: Dr. Ana RENTE
- Official doctor of the European Gymnastics: Dr. Filipa FERNANDES

Part 3 – The jury

3.1 SUPERIOR JURY

The Superior Jury is formed of the TC members. The superior jury may also be nominated from the participating or invited judges, if necessary. Ms. Babette van Wetering functions as President of the Superior Jury for Trampoline and Double-Mini-Trampoline competitions and Mr. Andrew Coulter functions as President of the Superior Jury for Tumbling competitions.

3.2 JURY OF APPEAL

The Jury of Appeal is composed of 2 members of the 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	Dr. Edvard KOLAR
Member	Mr. Paolo FRISING
Member	Mr. Fábio VIEGAS

3.3 JUDGES' INSTRUCTION, JUDGES' MEETINGS AND DRAW

All judges' meetings and draws will be held at the Venue's meeting room:

- | | | |
|----------------------------------|-------------|--|
| ○ Monday, April 1 st | 16.30-18:00 | Judges draw TRA, DMT & TUM
(participation of judges not compulsory) |
| ○ Tuesday, April 2 nd | 13:30-14:50 | DMT Judges meeting & scoring system instruction |
| | 14:30-15:50 | TUM Judges meeting & scoring system instruction |
| | 15:30-16:50 | TRA Judges meeting & scoring system instruction |

According to the FIG/TR, the presence of the judges to the judges' instruction and all judges' meetings is mandatory.

The judges' meetings and instructions will be held in English **only**.

Additional judges' briefings prior to semi-finals and finals will be held if necessary.

The judges have to be on their places **30 minutes** before the competition starts.

3.4 CODE OF ETHICS

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

3.5 SCORING AND DISTRIBUTION OF RESULTS

SmartScoring will provide the official scoring service and management of the start lists, scores and results. All lists will be sent by e-mail to HoD e-mail addresses to be confirmed during accreditation.

The secretary of the competitions will provide after each competition through a WhatsApp message to the number of the HoD, collected during accreditation, the results. If needed, a printed copy will be available at the LOC office upon request.

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 by email.

3.6 INQUIRIES PROCEDURE

Inquiries for the Difficulty score are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following gymnast is shown.

In case 2 categories are judged alternatively, the inquiry must be made before the score of the following gymnast of the same category is shown.

For the last gymnast of a group, the limit is 1 minute after the score is shown on the scoreboard. Late verbal inquiries will be rejected.

The inquiry must be confirmed as soon as possible in writing, but within four (4) minutes at the latest after the verbal inquiry.

Only accredited coaches in the competition area are entitled to submit an inquiry

A NF is not allowed to complain against a gymnast from another NF.

Any submitted inquiry requires the agreement of payment

- EUR 300.-- for the first complaint
- EUR 500.-- for the second complaint made by the same NF
- EUR 1'000.-- for the third & subsequent complaint by the same NF throughout the event

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

The detailed inquiry procedure is outlined in article 8.5 of the FIG Technical Regulations 2024.

4.1 TRANSPORTATION

International

The international transportation costs are covered by the participating delegations. European Gymnastics and the Organising Committee strongly recommend that each Federation takes out cancellation insurance for their international transportation.

The official arrival airport is: “Francisco Sá Carneiro” International Airport – Porto (OPO).

The travel details must be submitted at the online platform: <https://delegation.GYMDATA.online/login> until **March 1st, 2024**.

Local

Free local transportation will be offered to all delegations who book their accommodation through the LOC:

- From the above-mentioned official airport to the hotel and back.
- From the hotel to the competition venue and back (shuttle service).

Schedules will be given to the Head of Delegation during the accreditation procedures.

4.2 ACCREDITATION

For the accreditation process, **only** the Head of Delegation (or his representative) is requested to present him/herself at the accreditation centre. The accreditation card must always be worn visible in the venue. In case of losing the accreditation card, a new one will be issued for a fee of EUR 150.-

The following items will be checked there with the Heads of Delegation:

- Passports/IDs of all the delegation members
- Travel information: departure
- Certificate of a valid insurance **for all the members** of the delegation (it must include **all the names**) - see point 2.13
- Fulfilment of all financial obligations to the LOC
- National Anthem and Flag confirmation
- Submission of Competition cards (appendix 4)
- Submission of Starting order per gymnast forms (appendix 3)

In order to speed up the process of the accreditation, each participating Federation is kindly requested to upload photos and passport copy of each member of the delegation (gymnasts, head of delegation, team leaders, coaches, judges, doctor, physiotherapist, etc.) into the LOC's digital platform:

<https://delegation.GYMDATA.online/login>.

The deadline for the photos and passport copies upload (identity colour photo in JPG format, size – 45 mm x 35 mm, resolution: 800x600px) is **March 1st, 2024**. Submission of photos in due time will prevent the delegations from waiting at the accreditation office upon arrival.

- 25 EUR will be charged for each missing photo that the LOC has to take at the arrival of the delegation.
- Photo should be in colour, in JPG format, 45mm x 35mm, resolution: 800 x 600px, on a white or light blue background and named as follow: NF_last name_first name.jpg (ex. HUN_Smith_Anna.jpg).

4.3 TRANSFERABLE ACCESS CARDS (TAC)

The Transferable access cards are only transferable within the NF's official delegation and appropriate function. They can only be used in conjunction with the primary Accreditation card.

Lost or stolen transferable cards shall not be replaced.

Transferable access cards for coaches

- No transferrable access cards will be issued. Maximum 4 coaches per category at the same time will have access to Zone 1 (Competition Area) with their primary accreditation card.

Transferable access cards for medical staff:

	TRA	TUM	DMT	Mixed
Transferable Access Card – Zone 1 – Medical Staff	1	1	1	3

4.4 DIPLOMAS

In regard to preserve the planet, the diplomas (participation and classification) will be sent by email to the Head of Delegation.

4.5 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 WhatsApp group and e-mail addresses of the HoD collected with the nominative registration and confirmed during accreditation.

Free internet is available at the competition hall, so the HoD will have access to the information.

4.6 ACCOMMODATION

The European Gymnastics Authorities, Officials and Staff, and the Delegations that booked accommodation through the LOC, are distributed over 9 Hotels. The respective costs are indicated in the Directives. The Hotels are as follows:

Hotel	Km	Categ.	SITES
H. Eurostars Santa Luzia	2,8	A	https://www.eurostarshotels.co.uk/eurostars-santa-luzia.html
H. de Guimarães	1,9	A	https://www.hotel-guimaraes.com/en/
H. Open Village & Sports	9,6	A	https://www.ovs.pt/EN/hotel.html
Hotel Fundador	1,9	B	https://www.hotelfundador.com/en/
B&B Hotel Guimarães	3,8	B	https://www.hotel-bb.com/en/hotel/guimaraes
Basic Braga by Axix Hotel	22,6	B	https://www.axishoteis.com/en/axis-basic-braga.html
Fafe Flag Hotel	16,7	C	https://flagworldhotels.com/hotel.php?h=2
Flag Hotel Braga	22	C	https://flagworldhotels.com/hotel.php?h=1
Bienestar Termas de Vizela	9	C	https://www.hotelbienestervizela.com/

4.7 MEALS

Breakfast will be served at the hotels.

Lunch & Dinner will be served at the Venue, from the lunch on the 1st, to the dinner on the 7th April:

- Lunch: 12:30h – 15:30h
- Dinner: 18h – 21h (*)
(*) On 7th April, the Dinner service will finish at 20h.

4.8 FAREWELL PARTY

The LOC will host a Farewell Party for all delegation members.

Location: **MitPenha**, Rua da Montanha, Mesão Frio, Guimarães <https://mitpenha.pt/>

Schedule: 21h to 00h00

A dedicated Bus service will be organised. The schedule will be given at the accreditation. The legal alcohol drinking age in Portugal is 18. Bracelets will be given at the accreditation for all the Delegation members, in different colours according to the age. Snacks and drinks (alcoholic or non-alcoholic) included – 4 points of bar service (one outdoor)

Disco, DJs; music to dance.

Accredited Delegation members (except for E- and R- media), who stay at one of the official hotels and book their accommodation through the LOC will receive the bracelets for the entrance at the Farewell Party.

Tickets for the Party for Accredited Delegation members not booking their accommodation through the LOC can be purchased for **EUR 50 per person**, provided that a request is sent by email to eurotrampoline2024@ginastica.org by **March 1st**, at the very latest.

4.9 VISA

The visa request must be submitted in the LOC online registration platform: <https://delegation.GYMDATA.online/login> by **March 1st** at the latest. The LOC will always be at your disposal at the respective email address: eurotrampoline2024@ginastica.org.

4.10 SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer. The contacts will be communicated upon arrival of the delegations. In addition, posters of the “10 Golden Rules of Gymnastics” – the FIG campaign to raise awareness about youth protection in Gymnastics - will be displayed in several locations, including training and warm-up halls and public zones.

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

This event will be organised under the FIG/European Gymnastics rules.

Part 5 – Appendix

- Appendix 1: Venue layout
- Appendix 2: Withdrawal form
- Appendix 3: Starting order per gymnast forms
- Appendix 4: Competition cards

Kind reminder for important remaining deadlines:

For European Gymnastics	Deadline
Nominative Registration – on registry.gymdata	March, 1st
Payment of the European Gymnastics Registration Fees	March, 25th
Media Accreditations	March, 25th

For the LOC (Forms / Accommodation)	Deadline
Visa Request	March, 1st
Travel Schedule	March, 1st
Extra Meal booking (<i>not included in the accommodation board</i>)	
Photo & passports for Accreditation	
Accommodation costs (last 50%)	

EUROPEAN GYMNASTICS
Babette VAN WETERING
Technical Committee President




