

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



COIMBRA TRAMPOLINE WORLD CUP, COIMBRA – 6TH TO 7TH JULY 2024



DIRECTIVES

EVENT ID: 17525

Dear FIG Affiliated Member Federation,

Following the decision of the Executive Committee, the Gymnastics Federation of **Portugal** has the pleasure to provide information related to the organization of the **Coimbra Trampoline World Cup**

FIG	Fédération Internationale de Gymnastique (FIG) Contact person: Rui Vinagre 12A Avenue de la Gare 1001 Lausanne Switzerland Tel: +41 21 (0) 321 55 10 / Direct: +41 (0) 21 321 55 32 Fax: +41 (0) 21 321 55 19 / Sport department +41 (0) 21 321 55 29 e-mail: rvinagre@fig-gymnastics.org website: www.gymnastics.sport					
HOST FEDERATION	Gymnastics Federation of Portugal Contact Person: Teresa Loureiro 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: federacao@ginastica.org website: www.ginastica.org					
ORGANIZING COMMITTEE	Associação Académica de Coimbra Secção de Ginástica R. Padre António Vieira, 1 3000-315 Coimbra, Portugal Contact Person: Jorge Abrantes Mobile: +351 918 733 044 e-mail: worldcup@coimbragymfest.org website: http://coimbragymfest.org/en/home/					
LOCATION	Coimbra - Portugal					
DATE	From 6th to 7th July, 2024					
VENUE	Pavilhão Multidesportos Mário Mexia Praça Heróis do Ultramar 3030-327 Coimbra, Portugal Tel.: +351 239 796 625 e-mail: worldcup@coimbragymfest.org website: http://coimbragymfest.org/en/home/					
APPARATUS SUPPLIER	apparatus list attach					
PROVISIONAL SCHEDULE	<table border="1"> <tr> <td>Day 1 (4th July - Thursday)</td> <td>Arrival of Delegations</td> </tr> <tr> <td>Day 2 (5th July - Friday)</td> <td>Training and Podium Training Orientation Meeting</td> </tr> </table>		Day 1 (4 th July - Thursday)	Arrival of Delegations	Day 2 (5 th July - Friday)	Training and Podium Training Orientation Meeting
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	<table border="1"> <tr> <td></td> <td>Judges' Instruction</td> </tr> <tr> <td>Day 3 (6th July - Saturday)</td> <td>Qualification TRA Ind., TUM*, TRA SYN** and DMT*</td> </tr> <tr> <td>Day 4 (7th July - Sunday)</td> <td> Finals (must be run separately) DMT W DMT M TRA IND W TRA IND M TUM W TUM M TRA SYN W TRA SYN M </td> </tr> <tr> <td>Day 5 (8th July - Monday)</td> <td>Departure of Delegations</td> </tr> </table> <p>*TUM and DMT can be run simultaneously with TRA individual or synchro ** SYN qualifications may also be run in the morning of day 4. It will be possible to organize early trainings (July 3rd and 4th) if requested by the nominative deadline.</p>		Judges' Instruction	Day 3 (6 th July - Saturday)	Qualification TRA Ind., TUM*, TRA SYN** and DMT*	Day 4 (7 th July - Sunday)	Finals (must be run separately) DMT W DMT M TRA IND W TRA IND M TUM W TUM M TRA SYN W TRA SYN M	Day 5 (8 th July - Monday)	Departure of Delegations
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PARTICIPATION	<p>The World Cup competition will consist of Qualifications and Finals.</p> <p><u>Participation in the Qualifications:</u></p> <ul style="list-style-type: none"> • All competitors must take part in the qualifications. • No qualifications must be held if there are less than 9 participants per discipline. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with the same final score will receive the same world cup points. <p><u>Participation in the Finals:</u></p> <ul style="list-style-type: none"> • The top eight gymnasts or pairs from the qualifications qualify for the finals. • Max. 2 individuals or 1 pair per NF per discipline. • In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. <p>Cancellation Policy (valid for TUM and DMT only):</p> <ul style="list-style-type: none"> – The organizing member Federation (LOC) may cancel the competition if at the time of the definitive entry there are less than 4 countries registered in this category. In case of such a cancellation, the LOC must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations (NF). – The participating member Federation (NF) may cancel its participation without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 participating countries in that category after the definitive deadlines. – Procedure and deadlines for the cancellation by the organising member federation or participation by the NF is as follows: – FIG shall inform the organising member federation about the participation, within 5 days after the Definitive registration deadline. – The organising member federation has the possibility to cancel the event respectively their participation within 5 days after information by the FIG. Such notification must be sent by e-mail or fax to the FIG. Cancellations after this deadline will not be accepted. 								
FEDERATIONS INVITED	The Organizing Member Federation invites all FIG Member Federations who have paid their annual membership fee for Trampoline Gymnastics.								
SIZE OF DELEGATION AND FIG LICENCE	Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnast' Licenses. No gymnasts will be accepted								

without a valid FIG License at the deadline of the Nominative Registration. The maximum size of the invited delegation is as follows:

Trampoline World Cups Series

	TRA IND		TRA SYN		TUM		DMT		Total
	M	W	M	W	M	W	M	W	
Head of Delegation	1		1		1		1		1
NF President or Secretary General	1		0		0		0		0
Team Manager	1		1		1		1		1
Coach	1	1	1		1	1	1	1	7
Gymnasts	4	4	4	4	4	4	4	4	32
Medical Doctor			1		1		1		1
Paramedical staff			1		1		1		3
Judge			2		2		2		6

AGE LIMITS

Participating gymnasts must be at least 17 years (born in 2007 or before) in all disciplines.

Note: gymnasts who have participated in a Senior World Championships, Senior Continental Championships or World Cup competitions may not participate in Junior competitions afterwards.

JUDGES AND JURIES

The number of Judges' panels may be decided by the organizing member federation depending on the number of participating competitors and judges. The Judges' panels will be set up by a draw – directed by the FIG Technical Delegate – from the judges present at the event.

Each participating federation must provide minimum one judge (minimum category III) per discipline in which they participate. Failure to do so will result in a fine of CHF 2'000.- to be paid to the organizing member federation.

The organizing federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function.

In trampoline gymnastics the judges' panels are as follows:

	Ind. TRA	Syn. TRA	TUM	DMT
Chair of Judges Panel	1	1	1	1
Judges for Execution	6	6	5	5
Judges for Difficulty	2	2	2	2
Total:	9	9	8	8

No panel may include more than one member from a single federation (excluding the CJP and D judges).

- For Judges Requirements, please see "General Judges Rules"

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.

The FIG Technical Delegate will serve as President of the Superior Jury.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative registrations must be completed by entering the composition of the delegation on-line on:

<https://database.gymnastics.sport/login>

These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	28 th , February, 2024	
Definitive registration:	1 st , May, 2024	
Nominative registration	29 th , May, 2024	

Late registrations and registrations which are not accompanied by the requested payments (if any) are subject to fines as follows:

Fine for missing or late Provisional Registration	CHF 500.-
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	<table border="1"> <tr> <td>Fine for missing or late Definitive Registration</td> <td>CHF 750.-</td> </tr> <tr> <td>Fine for missing or late Nominative Registration</td> <td>CHF 500.-</td> </tr> </table> <p>Registrations made after the gymnasts' drawing of lots will not be accepted and the Delegations will not be authorized to participate.</p>	Fine for missing or late Definitive Registration	CHF 750.-	Fine for missing or late Nominative Registration	CHF 500.-
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Fine for missing or late Nominative Registration	CHF 500.-				
DRAWING OF LOTS	The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.				
ENTRY FEES	<p>The cost for the entry fee is 135 € (one hundred and thirty five euros) per gymnast</p> <p>The invited participating federations must pay for all entry fees. At the time of the Definitive registration (2 months prior to the event) 100% of the entry fee must be paid to the LOC. The entry fee is not refundable. <i>Exception is if because of low number of participants, the event is no longer a FIG World Cup.</i></p> <p>Entries without payment of the entry fees will be considered as invalid and will be refused.</p>				
ACCOMMODATION	<p>The cost is person/night and includes (Package):</p> <ul style="list-style-type: none"> - Room - Breakfast (Hotel) + lunch + dinner - Banquet - Transfer from Porto Airport to Hotel/Sports Hall and back - Daily transportation from Hotel to Sports Hall and back <p>Hotel Vila Galé Coimbra **** The costs in this hotel are as follows (the cost is per person/night) 185€ (single) 155€ (double) 140€ (triple)</p> <p>Hotel Dona Inês **** The costs in this hotel are as follows (the cost is per person/night) 175€ (single) 150€ (double) 135€ (triple)</p> <p>Hotel D. Luís *** The costs in this hotel are as follows (the cost is per person/night) 160€ (single) 135€ (double) 115€ (triple)</p> <p>River Suites *** The costs in this hotel are as follows (the cost is per person/night) 160€ (single) 135€ (double) 115€ (triple)</p> <p>Ibis Hotel ** The costs in this hotel are as follows (the cost is per person/night) 145€ (single) 130€ (double)</p> <p>Hotel Vitória ** The costs in this hotel are as follows (the cost is per person/night) 140€ (single) 125€ (double)</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the LOC by 1st May, 2024 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis. Depending on uptake, a hotel at the same standard may be substituted.</p>				

	<p>The invited participating federations must pay for their accommodation costs. At the time of the Definitive registration (1st May, 2024) 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 29th May, 2024.</p>
MEALS	<p><u>Lunch and Dinner will be served nearby Sports Hall.</u></p> <ul style="list-style-type: none"> - All Meals are included in Full Pack;
FINAL BANQUET	<ul style="list-style-type: none"> - Banquet and Final Party are included in Full Pack;
INTERNATIONAL TRANSPORTATION	<p>The participating delegations must pay for the travel costs of their members. The Travel Schedule Form must be returned to the LOC by 29th May, 2024.</p>
LOCAL TRANSPORTATION	<p>Delegations that book Full Pack will be offered transport from:</p> <ul style="list-style-type: none"> - Porto International Airport (OPO) to Hotel/Sports Hall and back - The Hotel to Sports Hall and back <p>In case of need, is possible to arranged transfer from Lisbon International Airport (LIS) at delegation expenses. Quotation on demand.</p> <p>Information about flight details should be sent to OC until 29th May, 2024.</p>
VISA	<p>Please verify immediately with your travel agent or the Portugal Embassy or Consulate in your country if a visa is required for your travel to Portugal. an official invitation letter, provided that the request is made before 1st May, 2024.The request must include the full name, date of birth, gender, function, passport number, passport expiry date, and the arrival and departure dates of the delegation member as well as the city the visa application letter must be sent to.</p>
INSURANCE	<p>The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness (including COVID-19), 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 repatriation for all the members of their Delegation.</p> <p>Basic insurance (sickness, accident and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance. Please also refer to https://www.gymnastics.sport/site/pages/medical-insurance.php for additional information regarding the FIG IMSSA insurance for Athletes and Judges.</p> <p>If the note has not been sent in advance to the LOC (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).</p> <p>The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay</p> <p>Delegation members with insufficient insurance coverage must inform the LOC in advance. The LOC will subsequently offer insurance coverage at the Federations own charge as follows: 45€ (forty-five euros) per person/day.</p>
ACCREDITATION	<p>All delegations will be conducted to the hall (accreditations desk) upon arrival to Coimbra.</p> <p>Accreditation cards will be distributed at the Accreditation desk situated at the Competition Venue upon arrival of the delegations. The following items will be checked there with the Heads of delegations:</p> <ul style="list-style-type: none"> ● Passport of all members of the delegations ● Flight schedule ● The medical insurance for the members of the delegations ● 2 copies of competition cards for each gymnast/synchro pair ● National anthem and national flag

	<p>In order to accelerate the process of the accreditation, each participating Federation is kindly requested to send photos of each member of its delegation until 29th May, 2024.</p> <p>The photos (identity colour photo in JPG format) should clearly indicate the corresponding full name in the file title.</p> <p>In addition, the LOC will distribute information regarding the safeguarding Officer operations plan upon accreditation.</p>								
FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) or the LOC may not be allowed to participate in these World Cups.</p> <p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p>								
BANK ACCOUNT INFORMATION	<p>Account Name: AAC - Secção Ginástica Bank Name: Santander Totta Agency Name: Coimbra Polo I IBAN: PT50 0018 0003 53098810020 74 Swift Code: TOTAPTPL</p> <p>Please integrate the payment's purpose as follows: TWC24 + Name of the Delegation.</p> <p>The participating delegation is responsible for covering all bank fees in connection with the bank transfers.</p>								
CANCELATION POLICY	<p>All bookings (Accommodations, Meals, Banquet and Transfer) cancelled until 1st May, 2024 at the very latest, will be subject to a cancellation fee of 0%.</p> <p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 2nd May, until 29th May, 2024 at the very latest, will be subject to a cancellation fee of 50% to be paid by the delegation concerned.</p> <p>All reserves (Accommodations, Meals, Banquet and Transfer) cancelled from 30th May, 2024 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>								
TIE BREAKING RULES	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.</p> <p>The gymnasts with same final score will receive the same World Cup points.</p> <p>If there is still a tie, the points of the respective ranking are added and divided by the number of tied gymnasts / pairs.</p> <p>Example: 1, 1, 3 (points for rank 1 and 2 is added and divided by 2) 1, 2, 2, (points for rank 2 and 3 is added and divided by 2)</p> <p>The same principle applies to the prize money.</p>								
PRIZE MONEY	<p>The organising member federation will pay the following minimum prize money per discipline (amounts in Swiss Francs – CHF) - "discipline" means every final: individual trampoline men, individual trampoline women, synchro men, etc.</p> <p>The prize money, free of any deductible taxes, will be distributed in in swiss francs as follows:</p> <table border="1" data-bbox="803 1591 1237 1713"> <thead> <tr> <th>Ranking</th> <th>Prize money (CHF)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1'500</td> </tr> <tr> <td>2</td> <td>1'000</td> </tr> <tr> <td>3</td> <td>500</td> </tr> </tbody> </table> <p>No prize money, medals and World Cup Series Ranking Lists points will be given, if there are less than 4 participating federations in a category.</p> <p>In case of a tie, the prize money will be added and divided by the number of gymnasts: 1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2) 1, 2, 2, (prize money for rank 2 and 3 is added and divided by 2)</p>	Ranking	Prize money (CHF)	1	1'500	2	1'000	3	500
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3	500								

	<p>No prize money, medals and World Ranking Lists points will be given, if there are less than 4 participating Member Federations per category. This must be mentioned in the invitations.</p>																																																																
ASSIGNMENT OF WORLD CUP SERIES RANKING POINTS	<p>In principle, the official results and the updated FIG World Cup Series Ranking List will be published on the FIG web site within one working day after the competition.</p> <p>Separate World Cup Series Ranking Lists are established for every discipline, beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:</p> <ul style="list-style-type: none"> • Trampoline Individual Men / Trampoline Individual Women • Trampoline Synchro Men / Trampoline Synchro Women • Tumbling Men / Tumbling Women • Double Mini-Trampoline Men / Double Mini-Trampoline Men <p>For individual Trampoline, Tumbling and Double Mini-Trampoline, World Cup points are assigned to the competitors by name.</p> <p>Trampoline Synchro pairs are listed by name but considered as an entity. In case of change of a Synchro partner, the Synchro Pair is considered as a new pair.</p> <p>World Cup Points will be assigned to the competitors as follows:</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Points</th> <th>Rank</th> <th>Points</th> </tr> </thead> <tbody> <tr><td>1</td><td>60</td><td>16</td><td>15</td></tr> <tr><td>2</td><td>55</td><td>17</td><td>14</td></tr> <tr><td>3</td><td>50</td><td>18</td><td>13</td></tr> <tr><td>4</td><td>44</td><td>19</td><td>12</td></tr> <tr><td>5</td><td>38</td><td>20</td><td>11</td></tr> <tr><td>6</td><td>32</td><td>21</td><td>10</td></tr> <tr><td>7</td><td>28</td><td>22</td><td>9</td></tr> <tr><td>8</td><td>25</td><td>23</td><td>8</td></tr> <tr><td>9</td><td>22</td><td>24</td><td>7</td></tr> <tr><td>10</td><td>21</td><td>25</td><td>6</td></tr> <tr><td>11</td><td>20</td><td>26</td><td>5</td></tr> <tr><td>12</td><td>19</td><td>27</td><td>4</td></tr> <tr><td>13</td><td>18</td><td>28</td><td>3</td></tr> <tr><td>14</td><td>17</td><td>29</td><td>2</td></tr> <tr><td>15</td><td>16</td><td>30</td><td>1</td></tr> </tbody> </table> <p>In the case that less than four federations participate per category, no World Cup points, no medals and no prize money will be given.</p>	Rank	Points	Rank	Points	1	60	16	15	2	55	17	14	3	50	18	13	4	44	19	12	5	38	20	11	6	32	21	10	7	28	22	9	8	25	23	8	9	22	24	7	10	21	25	6	11	20	26	5	12	19	27	4	13	18	28	3	14	17	29	2	15	16	30	1
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WINNER OF THE ANNUAL WORLD CUP	<p>The winner of the annual World Cup per category is the individual gymnast / pair with the highest number of points of the World Cup Series Ranking List after the last event of the year:</p> <p>A special award ceremony will be held at the last World Cup Competition of the year (Cat. A) in which the World Cup winner will receive the World Cup.</p>																																																																
EVENT MANAGER	<p>Executive Director: Jorge Abrantes R. Padre António Vieira, 1 3000-315 Coimbra, Portugal Mobile: (+351) 918 733 044 e-mail: worldcup@coimbragymfest.org website: http://coimbragymfest.org/en/home</p>																																																																
MEDIA	<p>Ms. Elena Rosca e-mail: elena.rosca@ginastica.org</p>																																																																
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	<p>Youtube: https://www.youtube.com/channel/UCDzgHYmFxjfiG7A-CfM2Nsw</p> <p>Instagram: https://www.instagram.com/ginasticaportugal/</p> <p>Twitter: https://twitter.com/fgp_ginastica</p>
MEDICAL	The LOC. will provide first aid medical services. A team of physiotherapists will be present during the competition.
OFFICIAL HOSPITAL	Hospitais da Universidade de Coimbra Praçeta Prof. Mota Pinto 3000-075 Coimbra, Portugal Tel: (+351) 239 400 400
DOPING CONTROLS	<p>Doping controls</p> <p>Doping controls will be organised by the International Testing Agency (ITA) on behalf of the FIG and according to the World Anti-Doping Code (WADC), the international standards enacted by the World Anti-doping Agency (WADA) and FIG Anti-Doping Rules.</p> <p>Host federation WADC compliance</p> <p>The exploitation of any rights related to the hosting of an event is subject, at all times, to the compliance with the WADC and the international standards enacted by WADA.</p> <p>Regardless of whether the event has already been allocated or not, the FIG may terminate any collaboration with the host federation or the LOC, immediately and without paying any penalty and/or compensation or incurring liability of any kind, under the following circumstances:</p> <ul style="list-style-type: none"> - if the National Anti-Doping Organisation (NADO) in charge in the concerned country is declared non-compliant by WADA - if the relevant country has been ruled ineligible to host the event. <p>In such cases, the FIG is entitled to reassign the event to any other host federation in another country where the WADC and the WADA international standards are fully respected.</p>
COVID 19	The LOC should follow local guidelines in management of COVID-19. The LOC must facilitate COVID-19 testing for delegations when it is required to have a negative test for return to their country.
SAFEGUARDING	<p>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 the LOC Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.</p> <p>The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations.</p> <p>In addition, posters of the “10 Golden Rules of Gymnastics”, the FIG campaign to raise awareness about youth protection in Gymnastics, will have to be displayed in several locations, including training and warm-up halls and public zones.</p>
MARKETING	The FIG advertising and publicity norms will be respected.
TELEVISION	<p>The Organizing Member Federation will guarantee the production of a basic feed (international signal). The International signal will be available for the FIG and its Right holders free of charge at the international Broadcasting Centre or at the Gateway without any limitations and free of any access fees.</p> <ul style="list-style-type: none"> ● Host Broadcaster: RTP ● Address: Av. Marechal Gomes da Costa, nº 37 1849-030 Lisboa – Portugal ● International TV Rights Distribution: IEC
VIDEO CONTROL SYSTEM	The organizing member Federation will provide a high-quality video control system which allows the recording, storage and provision of all exercises of the competition, for the Judges, the Superior Jury and the President of the Superior

	Jury to treat inquiries. The videos will be sent to the FIG within one week after the competition.																												
RULES AND REGULATIONS	<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 or in the FIG World Cup Rules for Trampoline Gymnastics:</p> <ul style="list-style-type: none"> - Statutes - Code of Ethics - Code of Conduct - Technical Regulations - License Rules - Code of Points and relevant Newsletters - General Judges' Rules - Specific Judges' Rules for Trampoline Gymnastics - Medical Organization of the FIG Competitions and Events - Anti-Doping Rules - Framework for safeguarding athletes and other participants from harassment and abuse in sport during events - Media Rules - Apparatus Norms - Rules for Advertising and Publicity - Accreditation Rules - Rules for Awards Ceremonies - World Cup Rules for Trampoline Gymnastics <p>and subsequent decisions of the FIG Executive Committee</p>																												
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Sincerely Yours,

Place and date:
Lisboa, 8th of March, 2024



Signature of the Executive
Director of the FIG affiliated NF