

FINA SWIMMING WORLD CUP 2019

Rules & Regulations for HMF/OC

(updated 6 May 2019)

1. GENERAL CONCEPT & RULES

- 1.1 The FINA Bureau approves the organisation of the FINA Swimming World Cup (“SWC”). The SWC is an annually staged elite level competition.
- 1.2 FINA owns all rights in the SWC and its Meets except where granted to the HMF as set out in the staging agreement between FINA and the HMF (host National FINA-Member Federations).
- 1.3 The SWC will consist of a number of competitions “Meets”, staged by Organising Committees (“OC’s) under the recognition of host National FINA-Member Federations (“HMF’s”) and staged each year on dates to be approved by FINA. Each HMF/OC commits not to stage any other events during the training and competition days of SWC event (without prior approval of FINA).
- 1.4 The HMF of each SWC Meet shall enter into a staging agreement with FINA.
- 1.5 The HMF of each SWC Meet shall cover all Meet organisation costs including the competition venue, organisation, staff and officials, press facilities, TV broadcast, all secretarial services and all other operational costs incurred in organising the Meet.
- 1.6 The SWC shall be open to all FINA affiliated Federations, subject to the relevant qualifying conditions (as specified in point 4 below).
- 1.7 All SWC Meets will be conducted according to FINA Rules and these Rules & Regulations may be amended and/or updated by FINA.

2. HMF/OC GENERAL OBLIGATIONS

The HMF/OC shall:

- 2.1 Comply with and conduct the Meet in accordance with the FINA Constitution and all FINA Rules and Regulations, handbooks and guideline manuals (“FINA Rules”), including those instructions relating to security, accommodation, transportation, accreditation, doping control, competition facilities, marketing, television, media, medical, hospitality and protocol and, to submit all arrangements for the Meet to FINA no later than 4 months before the Meet for FINA’s approval.
- 2.2 Present the Meet to the highest possible standard and undertake a promotion campaign to promote it to the widest possible audience locally, regionally and nationally with the host country.
- 2.3 Use its best endeavours to ensure that its national Government provides guarantees that it shall respect the FINA Rules (including the provisions relating to free access to the Meet host country for all accredited persons on the basis of a passport (or equivalent) and submit such guarantee in writing to FINA.

3. VENUE REQUIREMENTS & TECHNICAL FACILITIES

- 3.1 **Pools:** The Meet competition pool must be of 50m long with preferably 10 lanes. At each venue there must also be a warm-up pool (minimum of 25m long and 6 lanes). All facilities shall be in compliance with the relevant FINA Rules.
- 3.2 **Seating:** The Meet venue overall capacity should be a minimum of 2’000 seats for spectators. Seating positions shall be provided for all competitors, team officials and unassigned technical officials, from which they may properly observe training and competition (possibly outside the main TV cameras and within the actual bleachers). The HMF/OC shall ensure a minimum spectators’ attendance of 60% (within the overall seating plans) in the evening session (mandatory requirement). Coaches and athletes seating have to be located within the bleachers of the venue in order to implement a clean pool deck policy. On a case by case

basis, FINA/OC can review its placement due to space constraint (eventually on pool deck, not facing the main TV cameras).

- 3.3 Officiating & Technical Equipment:** The HMF/OC shall provide automatic officiating/timing equipment with ARES and Timing Partner touch pads, together with semi-automatic back-up timing, in accordance with FINA Rules.

The HMF/OC shall provide technical equipment for the competition including scoreboards and a video-board. The scoreboard control unit must have a minimum of 12 lines containing 32 digits (or scoreboard as described in FINA Rule FR4.7.1). The scoreboard must be able to display all recorded information.

- 3.4 Timing Partner Facilities & Services:** The HMF/OC shall at its own cost, provide the SWC Series/Meet Timing Partner with the following facilities and services:

- **Customs Clearance & Fees:** assisting the Timing Partner with respect to customs clearance, and shall be responsible for any fees or taxes imposed on the Timing Partner for the temporary importation of its equipment for the Meet.
- **Equipment / Storage Space:** the necessary space (that can be locked) at the Venue for the installation of the equipment needed for the fulfilment of the services of the Timing Partner, as well as any necessary storage space.
- **Local Equipment Transportation:** local transportation before, during and after the Meet for the moving of equipment to and from various sites, as well as all assistance with the loading and unloading of vehicles.
- **Connections:** all necessary connections and cabling as required by the Timing Partner, HB, media and others, as to be agreed between the parties.
- **Furnishings:** the necessary tables, chairs, and the like for the satisfactory installation and operation of the Timing Partner's equipment in a lockable Timing Control room. The HMF/OC shall provide the Timing Partner's staff with a key for their use.
- **Electrical Power:** the necessary electrical power (if possible 220VAC, 16 & 50 Amps) and power outlets sufficient to provide the services required.
- **Working Conditions:** Maintain the Timing Partner working areas at 20°C (+/- 2°C).
- **Project Co-ordinator:** appoint an English-speaking person to act as a project co-ordinator to work with the Timing Partner's personnel before and during the Meet.
- **Security Personnel:** provide a security service to ensure that no unauthorised persons have access to the television and Technical Sponsors' equipment. Security must be provided 24 hours a day at all places where equipment is installed.

The HMF/OC is responsible for securing the provision of both the time-keeping/scoring and results/information services from a Timing Partner to be approved by FINA, if not appointed by FINA.

- 3.5 Media Facilities:** The HMF/OC shall provide suitable media facilities and procedures for press and photographers in compliance with the FINA Media Guide.

- 3.6 General Liability Insurance.** The HMF, the City and/or OC shall secure and maintain, no less than three (3) months before the beginning of the Meet and one (1) month after the end of the Meet, at its own cost, an adequate general liability insurance policy with a well-recognized and financially secure insurance company covering the risks related to the planning, hosting and staging of the Meet. The insured value should be not less than one million United States dollars (US\$1'000'000) or equivalent in local currency.

The policies should include the World Wide Jurisdiction clause. The athletes and the delegation of the participating federations shall be included in the coverage. Any warranty or special endorsement related with this group shall be submitted to FINA for its prior written approval. The HMF/OC shall designate and maintain FINA as an additional insured party in all policies of insurance.



Upon request, the HMF/OC shall provide FINA a copy of its certificate of insurance outlining the insurance coverage set out above. The policy shall include, but not be limited to, the following coverage:

- Third Party Bodily Injury and Property Damage Liability
- Personal and Advertising Injury
- Participant Legal Liability
- Contractual Liability
- Products and Completed Operations
- Tenant's Legal Liability
- Non-Owned Automobile Insurance

Event Insurance. In addition, it is mandatory for the HMF, the City and/or OC to secure and maintain, at its own cost, an adequate event insurance policy with a well-recognized and financially secured insurance company. The insured value should be not less than 75% of the Budget amount. The HMF/OC shall designate and maintain FINA as an additional insured party in all policies of insurance. Upon request, the HMF/OC shall provide FINA a copy of its certificate of insurance outlining the insurance coverage set out above. The policy shall include, but not be limited to the following coverage:

- Event Cancellation
- Adverse Weather
- Contingency
- Prize Insurance

3.7 **VIP Lounge:** The NF shall provide a fully furnished, decorated and catered VIP lounge at the Venue, for its own guests and guests of FINA, Sponsors and other guests.

4. PARTICIPATION/ENTRIES & COMPETITION FORMAT

4.1 **Participation:** Meets are open to entries from all national member federations of FINA and from domestic clubs affiliated with the HMF. Except for these clubs within its own country, the HMF shall correspond with, and accept entries, only from national member federations of FINA, and not with clubs, coaches or individual swimmers. The HMF may choose to send a National Team and/or Club. **The number of club swimmers participating in the Event may not exceed 200.**

FINA will to invite a minimum of 20 star athletes, preferably medallists from the most recent editions of the Olympic Games, FINA World Championships, FINA World Swimming Championships and FINA Champions Swim Series. These personal invitations to swimmers are allowed under the approval of FINA and the HMF/OC shall provide a fix amount per swimmer toward the international travel (i.e. Asian Cluster - USD 1'000; Europe - USD 500; and Middle East - USD 800), board and lodging. While FINA will liaise with each of the NF for the international travel arrangements, each HMF/OC is responsible for coordinating the local transportation, board and lodging (see also section 9 and 10).

All athletes are required to sign off the "athlete declaration form" in which he/she agrees to make themselves available for a minimum of one (1) hour per day during the event (before and each day of the competition) for promotional activities linked with the Event. The Organising Committee and/or the Host Member Federation must provide all Declaration Forms completed and signed by Athletes and Team Officials/ National Federation Representatives in accordance with FINA procedures, regulations and instructions.

Each HMF shall be obliged to ensure the participation of its best swimmers (OG, WCHs, WSCHs medallists) within the Host Country meet and shall ensure the attendance of these swimmers in all other Meets. Having swimmer medallists attending any leg of the Series will enhance the promotion of the Event (i.e. clinics, master class, etc.) and development of Swimming.

Each HMF shall be obliged to enter a minimum of 2 swimmers (preferably medallists from the most recent editions of the Olympic Games, FINA World Championships and FINA World Swimming Championships – whenever applicable) to all the other Meets and shall use its best efforts to send its top swimmers. In case of a non-appearance, a fine of up to US\$15'000 may be imposed by the FINA Executive.

4.2 **Registration:** All National Federation registration and entries will take place through the FINA General Management System (GMS) via <https://data.fina.org>. Each national federation will access the system to

complete their registrations of athletes and officials before the designated deadline for each meet. Clubs from HMF's must collect entries outside of the FINA GMS and provide the times directly to OMEGA in the specific format provided by FINA.

4.3 **Entries times:** The entry times will only be accepted if they have been completed within the maximum qualifying period of 15 months prior to the entry deadline. All times outside of this qualifying period will not be accepted. For 50m-pool meets, only times in 50m-pool will be accepted.

4.4 **Final Entries:** Final Entries are to be submitted to the HMF through FINA GMS no later than 10 days prior to the Meet. The HMF/OC is not obliged to guarantee or provide any logistical assistance for those delegations that do not meet this deadline.

Each swimmer will be able to swim an unlimited number of individual events, but with a limit of the best 3 results as per meet points counting towards the ranking/scoring.

For relays, entries are accepted as follows: one team per relay per nation/NF, plus any club team from the domestic HMF.

4.5 **Information Bulletin:** The HMF/OC shall publish an information bulletin (including entry forms, official hotel and transportation information, venue information, prize money distribution, etc.) which should be submitted to FINA prior its approval (at least 3 months prior the Meet)

4.6 **Team Leaders Meeting:** The HMF/OC shall organise a Team Leaders Meeting on the day before the first day of competition of the Meet, preferably in the afternoon. The FINA Technical Delegate shall chair this meeting.

This will be the only opportunity for last minute entry changes (any withdrawals, but additional entries only for duly entered members of national teams - no additions for club representatives) for duly entered national teams and clubs.

(a) Scratches for the first session of heats are due by the close of business of the Managers/Representatives Meeting.

(b) Scratches for the each session of heats are due 1 hour prior to the start of finals the evening before.

(c) DNS will be fined according to FINA Rules.

(d) A positive check-in for timed final races should be made in order to avoid open lanes in the finals.

(e) Any entered competitor may be substituted by another entered competitor at the Team Leaders Meeting. It is mandatory for one representative of each Federation to take part in the Team Leaders Meeting. Failing to do so will result in a fine of 100 Swiss Francs (GR 7.1).

4.8 **Meet Programme:** Each Meet shall be staged over 3 days with heats in the morning session and all finals in the late afternoon/evening session. There shall be a minimum of 5 hours between the end of the heats and the start of the finals.

Heats will be held using up to 10 lanes, Finals will be held using 8 lanes and the 3-day competition programme shall be as outlined below. All events will be swum with heats and finals, except the 800m freestyle women, 1500m freestyle men, and 400m individual medley men and women, to be staged as timed finals with the slowest(s) heats(s) during the morning session and the fastest heat during the Finals session.

The FINA SWC meet will consist of the following individual events for both Men and Women:

- **Freestyle** 50m, 100m, 200m, 400m, 800m (W), 1500m (M)
- **Backstroke** 50m, 100m, 200m
- **Breaststroke** 50m, 100m, 200m
- **Butterfly** 50m, 100m, 200m
- **Individual Medley** 100m, 200m, 400m

A total of 32 individual events + 2 relays per meet (in 50m)

Cluster 1 (50m) – 3 days event (Heats – morning; Finals – evening)

FÉDÉRATION INTERNATIONALE DE NATATION		<h1 style="margin: 0;">COMPETITION SCHEDULE</h1> <h2 style="margin: 0; color: #FFC000;">CLUSTER 1/2/3</h2>		
50m POOL	DAY 1 10 EVENTS	DAY 2 12 EVENTS	DAY 3 12 EVENTS	
	START TV BROADCAST	START TV BROADCAST	START TV BROADCAST	
	> 400m FREESTYLE WOMEN	> 400m IND. MEDLEY WOMEN	> 400m IND. MEDLEY MEN	
	> 400m FREESTYLE MEN	> 1500m FREESTYLE MEN	> 800m FREESTYLE WOMEN	
	> 50m BACKSTROKE WOMEN	> 50m BACKSTROKE MEN	> 100m BUTTERFLY WOMEN	
	> 200m BACKSTROKE MEN	> 200m FREESTYLE WOMEN	> 50m BUTTERFLY MEN	
	AWARD CEREMONY EVENT 1 TO 3	> 200m IND. MEDLEY MEN	> 200m BACKSTROKE WOMEN	
	> 200m BUTTERFLY WOMEN	> 100m BACKSTROKE WOMEN	> 100m BACKSTROKE MEN	
	> 100m BUTTERFLY MEN	AWARD CEREMONY EVENT 1 TO 5	AWARD CEREMONY EVENT 1 TO 5	
	> 200m BREASTSTROKE WOMEN	> 50m BREASTSTROKE MEN	> 50m BREASTSTROKE WOMEN	
	> 100m BREASTSTROKE MEN	> 50m BUTTERFLY WOMEN	> 200m BREASTSTROKE MEN	
	> 50m FREESTYLE WOMEN	> 100m FREESTYLE MEN	> 100m FREESTYLE WOMEN	
> 50m FREESTYLE MEN	> 100m BREASTSTROKE WOMEN	> 200m FREESTYLE MEN		
AWARD CEREMONY EVENT 4 TO 10	> 200m BUTTERFLY MEN	> 200m IND. MEDLEY WOMEN		
	> 4X100m FREESTYLE MIXED	> 4X100m MEDLEY MIXED		
	AWARD CEREMONY EVENT 6 TO 12	CLUSTER CEREMONY *		
		* ONLY IN THE FINAL LEG OF CLUSTER		

***In the final sessions, these races will be outside the TV feed**

NOTE: Same schedule for each of the heat and final sessions

FINA will provide a standard running order template including the same events programme and the awards ceremony, so that all Meets can provide their individual running order in the same format. The running order for the finals should consider time for interviews with race winners/stars after each race.

Each HMF/OC shall submit their session start times and running order to FINA for approval **no later than 6 weeks prior to each Meet in each year**. Timings should be arranged with the HB in order to maximise the visibility of the event (within the host country / HB request) as well as respecting the rest phase for swimmers.

For awarding the medals to the winners, two parades of Champions are foreseen (every day) after the first 7 events (awarding the first 6 medallists) and at the very end.

5. DELEGATES, TECHNICAL OFFICIALS & JUDGES

5.1 FINA Delegates: For each Meet, FINA will nominate a Technical Delegate and a Doping Control Delegate. FINA may also appoint a Scorer, Media Delegate and any representatives from the FINA office (Marketing, GMS, Event Management, etc.) responsible for the respective areas/activities to attend the Meets. FINA will cover their travel expenses to and from the Meets. Each HMF/OC will be responsible for all accommodation, meals and local transportation costs of these FINA representatives as set out herein.

FINA Delegates shall submit written reports to FINA, covering the administration and conduct of the Meet, including the official hotels, meals and dining facilities, transportation, Venue and competition facilities, protocol, etc.

5.2 Technical Officials: The HMF shall appoint/approve the Technical Officials for each Meet, and all other officials, marshals and other persons required shall be recruited and appointed by the OC. Referees and Starters shall be on valid FINA Swimming Officials Lists.

- 5.3 **FINA Office:** The HMF/OC shall provide an office at the venue for use by the FINA Delegates and FINA representatives, with internet connection, a photocopier and printer, and a suitable number of chairs and desks.

6. DOPING CONTROL & MEDICAL SERVICES

- 6.1 The doping control testing at the Meet will be organised and implemented according to FINA DC Rules and the WADA International Standards, and under the supervision of the FINA Medical & Doping Control Delegate.
- 6.2 The HMF/OC shall designate a qualified doping control/medical officer and co-operate fully with the FINA Doping Control Delegate in conducting the doping control tests at the Meet in accordance with FINA DC Rules.
- 6.3 The HMF/OC will cover the cost of the doping control measures, with a minimum of 20 tests, and the analysis will be made at the WADA-accredited laboratory in the host country, or as agreed with FINA.
- 6.4 In the case of a World Record or World Junior Record, the swimmer establishing the new time shall be mandatorily tested. A urine sample shall be collected and an ESA analysis (EPO) must be performed on the sample in addition to the regular in-competition analysis.
- 6.5 The HMF/OC shall provide the chaperones to assist in the implementation of doping control measures.
- 6.6 The HMF/OC shall provide the following first aid, and medical services:
- Appointment of a suitable qualified Meet medical officer/doctor.
 - Free medical service for all competitors and officials at the Meet venue.
 - First aid facilities at the official hotels.
 - Ambulance on permanent standby at the competition/training venue.
 - Designation of a local hospital and provision of information to teams on local doctors, pharmacies, dentists, etc.
 - Rooms for Massage services at the official hotels and competition venue.

7. MARKETING RIGHTS & TELEVISION

- 7.1 **International Marketing Rights:** FINA retains all rights to exploit the International marketing Rights to the SWC, which means the following:
- SWC Title partnership/sponsorship rights;
 - all sponsorship and merchandising rights to the timing and data-processing category and swimwear, swim accessories and sports clothing category.
 - all advertising on the touch-pads is exclusively reserved by FINA
- FINA may at its sole discretion share all or part of any net benefit gained from the exploitation of the International Marketing Rights with the HMF's/OC's.
- The HMF/OC shall provide at its own cost, the sponsorship rights and opportunities afforded to any FINA-appointed sponsor.
- 7.2 **National Marketing Rights:** FINA grants to each HMF/OC the right to exploit the National Marketing Rights to their respective Meet and to retain any and all the benefits so gained. The National Marketing Rights include the right to seek and appoint sponsors, sell advertising and other opportunities related to the Meet and to receive other benefits and support as follows:
- Sale of sponsorship and advertising rights (excluding any company conflicting with the International Marketing Rights of FINA – as per point 7.1 above), including the appointment of a presenting sponsor for its Meet (provided that such sponsor does not conflict with any FINA-appointed sponsor). In such cases the meet shall be referred to as the:
 - FINA/Title Sponsor Swimming World Cup - [*City, Year*], presented by [*Event Sponsor*];
 - Grant aid or other support from national/regional/local government and other public institutions;

- Hospitality at the Meet;
- Meet ticketing/admissions;
- Concession sales at the Meet venue (gifts, food and beverage, etc.);
- Sale of an Meet programme and advertising in any Meet programme; and
- Sale of merchandising items (excluding clothing items) bearing the Meet name/logo.

The HMF/OC shall inform FINA about the contents of the sponsor packages offered to the market. In the Meet of any doubt, the HMF/OC shall check with FINA in advance to obtain clearance.

The signage/venue dressing opportunities are described in the “FINA/Title Sponsor Swimming World Cup branding guidelines”.

- 7.3 **Event Title & Logo:** The HMF/OC shall only use the SWC Event title and Event logo determined by FINA in all its applications, and shall comply with FINA’s guidelines for the use of such title and logo. The HMF/OC shall submit all materials bearing the SWC Event title and logo to FINA for its prior approval.

The HMF/OC shall, at its own cost, use the SWC Event title and logo in Venue decoration, including backdrops and the like, and in keeping with any FINA guidelines.

A clean pool deck policy has to be implemented for TV and spectators, in order to focus exclusively on the FOP. Specific guidelines will be made by FINA.

8. MEDIA & PRESS SERVICES

- 8.1 **Press Officer:** The HMF/OC shall appoint a Press Officer responsible for all Meet media and press operations at least 3 months before the Meet.

The Press Officer should be a professional journalist, a swimming specialist and English-speaking. The duties of the Press Officer are to generate and distribute information before, during and after the Meet, ensure optimum press coverage, arrange good working conditions for the accredited media, and prepare a final report after the Meet

The Press Officer must develop a strategy covering 3 phases:

a) **Pre-Meet:**

- establish a list of the main local media, including the National News Agency, the main national and regional written publications, radio and TV stations and develop with them a media plan to maximise the promotion of the Meet;
- regularly send information to the media and FINA Communications Department about the Meet preparation (swimmers, venues, accredited press, etc.);
- plan and supervise the set-up of the press facilities at the venue, following the principles set out in the FINA MEDIA GUIDE.
- check and approve the accredited media for the Meet;
- make its utmost to create awareness of the event through an effective promotional plan

b) **During the Meet:**

- Ensure the distribution to the media of the relevant information concerning the Meet: results, standings, comments, interview/press conferences quotes, information from the National Federations, etc.
- Ensure good working conditions for the media representatives;
- Maintain a permanent contact with the FINA Communications Department to assure the diffusion of information throughout the world.
- Implement side activities such as swim master class, press conference in iconic location, athletes’ autograph session, invite “Hall of Fame” athletes to come and be part of the competition, etc.
- The contact between the Meet Press Officers and the FINA Communications Department shall be by email (press@fina.org).

c) **Post-Meet:**

- prepare a final report for the FINA Communications Department including the effective media coverage, press clippings, Meet photos, activities around the Meet (e.g. ceremony with the presence of official personalities, sponsor activities, etc.)

8.2 **Information Distribution:** The HMF/OC shall ensure the distribution of Meet information to national/local and international press agencies of participating nations and written press, local media and to FINA (for circulation to international media).

Press releases and website articles (generated in co-operation between the Meet Press Officer and FINA Communications Department),

- Entry List and Start Lists (produced by the timing company and distributed by the Meet Press Officer on-site to the accredited press (including TV broadcasters), on the Meet website and sent to the FINA Communications Department),
- Results/Ranking of swimmers since the beginning of the SWC (produced by the FINA Communications Department and FINA Scorer) and distributed by FINA to the International Media and published on the FINA official website.

8.3 **Press Information Kit:** The HMF/OC shall prepare a press information kit giving detailed Meet information and distributed at the press conferences before the Meet, as well as via the Meet website. The kit must include:

- Detailed presentation of Meet participants (history, performances, biographies, etc.)
- Competition formula
- Competition schedule
- Press conferences time schedule and place
- Training facilities of the swimmers
- Name and contact details of the Meet Press Officer and the FINA Communication Department
- List of FINA and World Cup personalities

The press information kit, as well as the official programme and daily press releases shall be distributed to: FINA representatives on site, participating National Federations, TV Broadcasters, accredited media, sponsors, VIP guests, etc.

8.4 **Press working room:** The HMF/OC shall provide and furnish a press working room, which must have direct access to the press tribune and include: tables and chairs, power outlets for PCs and telephones, internet access (wireless connections are desirable); TV monitors showing the competition; and refreshments. A separate photographers' working area should be provided.

The HMF/OC shall provide a computer with an Internet connection and a printer for the journalists to consult the FINA official website and the local website of the competition.

8.5 **Press Tribune:** The HMF/OC shall provide and furnish a press tribune which should offer a clear visibility of the finish end of the pool to all journalists. Power outlets sockets must be available in accordance with the number of accredited press.

8.6 **Press Conference Room:** The HMF/OC shall provide and furnish a press conference room for the duration of the Meet, very close to the press working room and accessible to the coaches and the swimmers without them having to pass through any zone open to the public. The room must be big enough for a minimum of 25 journalists and a TV crew, with a head table for 4 persons. At least 1 microphone must be provided for the head table and another for the interpreter as well as one wireless microphone for the questions. The HMF/OC shall provide and furnish a backdrop behind the head table with the SWC Event title and logo, as per the FINA guidelines.

8.7 **Press Conference:** The HMF/OC shall stage a pre-Meet press conference on the day before the first day of competition, and the HMF shall ensure the participation of at least 1 male and female swimmer and 1 coach from its team, as well as inviting swimmers/coaches from other participating teams to attend. Press Conferences shall be staged in key locations (i.e. shopping mall, city centre downtown, etc.) in order to further promote the event as well as reaching wider audiences. Invited athletes should be

invited to come to the respective city well in advance in order to involve them in community activities and further promote swimming.

During the competition, athletes will be brought to the press conference room on a requested basis. All team managers and/or national press officers should be informed that the presence of their respective athletes may be requested for a press conference

8.8 **Accreditation:** Only professional journalists and photographers may be accredited. In order to be accredited, journalists have to fill and return to the OC a media accreditation form indicating their national or AIPS press card number.

8.9 **Promotion Plan:** The HMF/OC shall provide in accordance with the staging agreement a detailed promotional plan which mandatorily includes the following elements:

- City promotion (billboard, posters, outdoor campaign, etc.)
- Digital
- Radio
- PR Activities & Athletes involvement
 - Clinics – prior agreement with athletes/coaches
 - Exhibition type: a chance for local swimmers to compete against world class swimmers or a chance to swim with a star
 - Press Conference (-1 day prior to the event) to be staged mandatorily in key locations (shopping mall, city centre downtown, etc.) in order to further promote the event as well as reaching wider audiences. Invited athletes should be invited to attend well in advance in order to involve them in community activities with the aim to further promote swimming.
 - Previous star athletes should be also invited and be part of the event and/or promotion of the event.
 - Special package/visit of the city and other “special” activities should be organised as a “collateral” for top key swimmers.
 - Timelines of implementation

8.10 **Social Media:**

- FINA Social media platforms & input
 - Teasers
 - Photos
 - Interaction with athletes
 - Funny/curious/historic facts about the meet
 - Venues description
 - Behind the scene features
 - Quotes
 - Results
 - WR highlights
- List of FINA hashtags
 - #swimming
 - #SWC18
 - #50BREAST
 - #100BREAST
 - #200BREAST
 - #50BACK
 - #100BACK
 - #200BACK
 - #50FREE
 - #100FREE
 - #200FREE
 - #400FREE
 - #800FREE
 - #1500FREE
 - #50FLY
 - #100FLY
 - #200FLY
 - #100IM
 - #200IM
 - #400IM
 - #worldrecord / #WR
 - #aquatics / #aquaticsport
 - #watersports

8.11 **Event Website and Promotion of FINAtv**

- Venue info
- Competition/programme info
- News/results/photos



- Social activities
- Stars' bios
- Start lists

A link to the FINA official website must be foreseen.

8.12 Photos and photo gallery

- A photo gallery has to be updated after each session (heats and finals) within the OC website
- A minimum of 30-40 images per session has to be provided to FINA (media@fina.org & socialmedia@fina.org) immediately after each session. These images should be provided in at least 150 dpi with a clear indication of the photographer credit/athletes.
 - These images should feature the following:
 - Athletes' introduction (+ bibs)
 - Alignment of all swimmers within the starting blocks, clearly featuring the start side backdrop
 - Athletes' dive in from the starting block, displaying perimeter boards
 - Under water (i.e. turn end)
 - Athletes celebration at arrival
 - Awarding ceremonies (+ bibs & winner cheques)
 - Overview of the stadium during each of the final session
 - Press conference and any other PR activities (master classes, athletes teaching class, etc.)
 - Hospitality area & VIP
 - A selection of "behind the scene" including member of the staff, volunteers, etc.

9. TRAVEL, VISAS & TRANSPORTATION

9.1 **International Travel:** All participating national member federations of FINA are responsible for all the international travel costs of their athletes and team officials.

FINA will pay for international travel expenses for the designated FINA Delegates and any other representatives appointed by FINA to attend each Meet.

The HMF/OC shall bear the costs for the return economy air travel of the appointed Referees and Starters.

9.2 **Visas:** The HMF/OC shall make best efforts with its government regarding entry visas for all Meet competitors and team officials from any National FINA Member Federation, as well as for FINA officials and media attending the Meet. Visa requirements for FINA officials shall be provided and is the responsibility of the respective HMF/OC.

9.3 **Local Transportation:** The HMF/OC shall welcome all entered swimmers, team officials and FINA Delegates and Judges at the nearest airport/railway station upon arrival, and shall provide appropriate transportation to the official hotels. The HMF shall also provide the return travel arrangements and confirm in advance the departure times from official hotels to the airport/railway station.

The HMF shall provide local transportation between official hotels and training/competition venues (shuttle system every 20 min) free of charge for the following persons for the duration of the Meet and 2 days prior thereto, plus the day after the conclusion of the Meet:

- FINA Delegates: cars with drivers
- Swimmers & Team Officials: shuttle buses with drivers and guides
- Referee & Starter
- Officials

9.4 **Equipment Transportation:** The HMF/OC shall be responsible for the transport costs of any equipment needed by any FINA Timing Partner at the Meet, from the point of entry into the host country to the Venue, and for its subsequent return after the Meet.



10. ACCOMMODATION & MEALS

10.1 **Swimmers & Team Officials:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (3 meals per day of adequate quantity and quality) for a minimum of 2 athletes and 1 team leader/coach for each of the other HMF's of the SWC as follows:

- Neighbouring countries – for 3 days/nights
- Same continent – for 4 days/nights
- Another continent – for 5 days/nights

In addition, the HMF/OC shall provide a fix amount per swimmer toward the international travel (i.e. Asian Cluster – USD 1'000; Europe – USD 500; and Middle East – USD 800) and shall cover all costs associated to the board and lodging of a minimum 20 (foreign) swimmers (mandatory requirement).

All other participating National FINA Member Federations are responsible for their own swimming team's accommodation and board expenses.

10.2 **FINA Delegates:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (3 meals per day of adequate quantity and quality) for 5 persons designated by FINA for 5 days and 5 nights.

10.3 **Timing Partner:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (3 meals per day of adequate quantity and quality) for 5 staff of any Timing Partner for 7 days and up to 8 nights.

10.4 **Venue Inspection:** The HMF/OC shall provide accommodation with 3 meals per day and, local transportation for a period of 3 days for 1 inspection by an individual to be appointed by FINA prior to the competition dates, if so requested by FINA and/or the Host Federation. Economy ticket airfare to be covered through the FINA SWC budget.

11. SCORING & PRIZE MONEY

11.1 **By Meet**

11.1.1 **By Event**

a) Medal points

At each Meet, the competition programme includes 16 individual events for women and men. For each individual event, the points are awarded to the medallist as follows:

- First place (Gold Medallist): 12 points
- Second place (Silver Medallist): 9 points
- Third place (Bronze Medallist): 6 points

In case of tie, both swimmers receive the same number of points (e.g. two winners 12 points each, 6 points for third).

b) Prize money for Medallists

For each individual event, the prize money shall be distributed as follows:

- | | | | |
|-----------------|--------------|-----------------|------------|
| - First place: | US\$ 1,500.- | - Fourth place: | US\$ 400.- |
| - Second place: | US\$ 1,000.- | - Fifth place: | US\$ 300.- |
| - Third place: | US\$ 500.- | - Sixth place: | US\$ 200.- |

In case of tie, the prize money will be shared (e.g. if there are two winners: US\$ 1,500 + US\$ 1,000 = US\$ 2,500 to be equally shared i.e. US\$ 1,250 for each swimmer – the third placed swimmer receives US\$ 500.-).

The method of distribution of the prize money shall be announced to the swimmers at each Meet during a briefing or at the Managers/Representatives meeting.

For the event Prize Money of Budapest, Tokyo and Kazan, FINA will transfer the money at the end of the Series. Each of the swimmers /NF has to fill the concerned form and return it to FINA (accounting@fina.org).

c) Relays Prize Money

OC will provide the following Prize Money in each meet:

Each Mixed Relay (2 events per meet):

- First place: US\$ 3,000.-
- Second place: US\$ 2,000.-
- Third place: US\$ 1'000.-

Only teams representing National Federations (not clubs) will be entitled to Relay Prize Money (maximum one team/NF per race).

The National Federation of all swimmers winning prize money will inform the HMF/OC as to whether the prize money will be paid to the National Federation or directly to the athlete.

The total amount of the prize money (USD 144'600) has to be paid to the swimmers without any deductions. In the event that local taxes are due, the OC shall instead pay the full amount to FINA and FINA will pay out the prize money.

11.1.2 Meet Performance points

According to the FINA points table of the relevant year, the following additional scoring shall be awarded to the top 3 best performances men and to the top 3 best performances women, swum at heats or finals:

- Best performance (highest FINA points table): 24 points
- Second best performance: 18 points
- Third best performance: 12 points

These performance points are not cumulative, only the best performance of each swimmer is taken into account.

In case of tie within any of the top 3 swimmers, the second best performance of the relevant swimmers is taken into account, thereafter the third best performance if the tie remains.

11.1.3 World Records

A swimmer breaking a world record shall receive the following bonuses:

- an extra 20 points
- a prize money of US\$ 10,000.-

A swimmer equalling a world record shall receive the following bonuses:

- an extra 10 points
- no prize money will be distributed

Handling for World Records:

- The payment of US\$ 10,000.- shall be symbolically made with a presentation cheque to be handed out at the awards ceremony
- FINA will provide artwork for a presentation cheque to be used at all Meets (OC to produce)
- If in one same event (heat or final) two or more swimmers better the World Record, only the winner of that event will receive the US\$ 10,000.- Prize Money
- World Records achieved at a split will not be considered neither for the 20 bonus points nor for the US\$ 10,000.- Prize Money. To be eligible, World Records must be achieved over the actual competition distance of the event.

11.1.4 Meet scoring

The Meet Scoring is the total of the Medal points, the Performance points and the World Record points. One ranking shall be established for women, another for men.



11.1.5 Additional Awards/Prizes

Each HMF/OC may offer additional awards and prizes as it sees fit. Any such awards and prizes should be clearly identified at the Managers/Representatives Meeting at the latest.

11.2 By Cluster

11.2.1 Cluster Scoring

The ranking of each Cluster will be established by adding the Meet Scorings of the relevant Meets of that Cluster, once for men, once for women.

In case of tie, consideration will be given to achievements at any event during that Cluster as follows:

- If a swimmer breaks one World Record (or break one more WR than the other swimmer), priority is given to the swimmer with this exclusive WR performance
- If both swimmers break one WR each (or break a same number of WR), priority is given to the swimmer having the best FINA Points Table WR
- If the tie remains, or if there is a tie between swimmers who didn't broken any World Record, priority is given to the swimmer with the highest total of Medal points during that Cluster
- In case of tie with the Cluster Medal points, priority is given to the swimmer with the highest Meet Medal points achieved at any of the Meet of that Cluster
- If the tie subsists, priority is given to the athlete with the highest performance (in accordance with the FINA Points Table) in any of the respective races counting for the scoring.

NOTE: to be eligible for this Cluster Scoring, it is compulsory to participate at all Meets of that Cluster.

11.2.2 Cluster Prize Money

For each Cluster, the following Prize Money will be distributed, once for men, once for women:

1 st place: US\$ 50,000.-	5 th place: US\$ 10,000.-
2 nd place: US\$ 35,000.-	6 th place: US\$ 5,000.-
3 rd place: US\$ 30,000.-	7 th place: US\$ 4,000.-
4 th place: US\$ 20,000.-	8 th place: US\$ 3,000.-

The total Prize Money per Cluster is US\$ 314,000.- which makes an overall purse of US\$ 942,000.-

Handling for the Cluster Winners (first female, first male):

- The payment of US\$ 50,000.- shall be symbolically, at the conclusion of the last meet of that Cluster, made with a presentation cheque to be handed out at the awards ceremony
- FINA will provide artwork for a presentation cheque to be used at all Clusters (OC to produce)

11.3 Overall Final Classification

11.3.1 Overall Scoring

The Overall winners (first woman and first man) will be decided by adding all Meet Scorings of the participants.

The male swimmer and the female swimmer finishing first of the Overall Scoring shall be declared Winners of the SWC.

In case of tie, priority is given to the swimmer with the best position in any of the Clusters.

If the tie remains, the following tie-breakers shall be considered:

- If a swimmer breaks one World Record (or break one more WR than the other swimmer), priority is given to the swimmer with this exclusive WR performance
- If both swimmers break one WR each (or break a same number of WR), priority is given to the swimmer having the best FINA Points Table WR

- If the tie remains, or if there is a tie between swimmers who didn't break any World Record, priority is given to the swimmer with the highest total of Medal points during the whole series
- In case of tie with the Series Medal points, priority is given to the swimmer with the highest Meet Medal points achieved at any of the Meet.
- If the tie subsists, priority is given to the athlete with the highest performance (in accordance with the FINA Points Table) in any of the respective races counting for the scoring.

11.3.2 Overall Prize Money

The total sum of US\$ 300,000.- shall be equally shared between the first 3 female winners and first 3 male winners as follows:

- 1st place: US\$ 150,000.-
- 2nd place: US\$ 100,000.-
- 3rd place: US\$ 50,000.-

Handling for the Overall Winners (first female, first male):

- The payment of US\$ 150,000.- shall be symbolically made with a presentation cheque to be handed out at the awards ceremony, at the conclusion of the last meet of the Series (OC to produce)
- FINA will provide artwork for a presentation cheque to be used at the last Meet.

11.4 Winners Trophies

After the last event of the year, FINA in collaboration with the HMF/OC shall provide a Trophy to the overall Men's and Women's winners.

12. SPORTS PRESENTATION

12.1 Guidelines

Specific guidelines concerning the general entertainment programme, equipment, staffing and other elements related to the event will be delivered separately.

The live sport experience is ever evolving and the way crowds are entertained is a huge factor in this. The idea is that the crowd will feel engaged, excited, and a part of the event, not merely spectators to the action on the field of play. Therefore, while there is the need to competition punctuated by short, sharp, and engaging entertainment throughout, there is the necessity to maintain integrity of swimming competition as the centrepiece attraction.

As part of a successful sports presentation there is a well-balanced level of crowd participation enhancement, creative lighting, interactive use of video boards, entertaining music/DJs, interactive cams, interviews and announcer(s). The use of creative lighting in this segment of the event is mandatory together with engagement activities foreseen for the public by the local announcer(s).

The overall entertainment plan has to be shared with FINA well in advance, for its prior approval (i.e. opening ceremony – not mandatory) including the flow diagram of the movement of people (pool deck area/podium – officials, basket carriers, VIP, etc). The OC in sending the overall entertainment plan has to provide all details (crowd involvement, sponsors segment, give-aways, mascot, local band, artist / performances, etc.) at least 4 months ahead of the event.

Each HMF/OC must ensure all minimum technical and operator requirements (**mandatorily**) = such as:

- Audio system, production equipment and operators
- Communications equipment and technicians
- Vision screens, vision production and operators
- Allowance to develop the detail in the provided vision content templates
- Dedicated Sport Presentation Camera



- Experienced announcers/commentators – which approval will be given by FINA. In case of failure FINA will appoint announcers/commentators at HMF/OC's cost.
- Creative lighting (mandatory)

Furthermore, the HMF/OC is strongly encouraged to invest in items to enhance the Sport Presentation at the Event

- ProVision –Specialised Vision Playback System and Operator
- Special effects (e.g. pyro, Co2)
- LED wall for the start side backdrop

13. CONTROL OF EVENTS

As per FINA Rules C 3.11 and GR 9.4