



# FINA DIVING WORLD SERIES RULES & REGULATIONS 2018-2021

*These Rules & Regulations may be amended and/or updated by FINA if needed*

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## 1. GENERAL CONCEPT & RULES

- 1.1 The FINA Bureau approves the organisation of the FINA Diving World Series 2018-2021 (“DWS”); an annually staged elite level competition.
- 1.2 FINA owns all rights in the DWS and its Events except where granted to the HMF as set out in the Staging Agreement between FINA and the HMF.
- 1.3 The DWS will consist of a minimum of 4 and a maximum of 6 annual competitions (“Events”), staged by Organising Committees (“OCs”) under the recognition of the host National FINA-Member Federation (“HMF”), or by the HMF directly and, staged in March to May each year on dates to be approved by FINA.
- 1.4 The HMF of each Event shall enter into a Staging Agreement with FINA for the period 2018-2021 inclusive.
- 1.5 The HMF of each Event shall cover all Event 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 Event.
- 1.6 If an HMF withdraws from organising the Events at any time after signature of the Staging Agreement with FINA, then the HMF shall pay to FINA a cancellation fee of USD 50’000 for each Event not staged in the period 2018-2021.
- 1.7 All DWS Events will be conducted according to FINA Rules.
- 1.8 FINA Rule D1.4 applies to the FINA Diving World Series.

## 2. HMF GENERAL OBLIGATIONS

The HMF shall:

- Comply with and conduct the Event 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 Event to FINA no later than 3 months before the Event for FINA’s approval.
- Present the Event to the highest possible standard and undertake a promotion campaign to promote it to the widest possible audience locally, regionally and nationally. The OC will provide a draft copy of their marketing and communications programme no later than 3 months prior to the event using digital, traditional and communication platforms.
- 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 Event host country for all accredited persons based on a passport (or equivalent) and submit such guarantee in writing to FINA.

## 3. VENUE REQUIREMENTS & TECHNICAL FACILITIES

- 3.1 **Venue:** The Venue includes the competitions pools, the training and warm-up pools and all associated pool areas. The Venues also includes any press/media and broadcast areas, parking areas, hospitality facilities, franchise and display areas, officials hotels, and any and all other areas used in connection with the Event, and which are under the authority and the control of the HMF. These facilities shall also include at least dressing and restrooms at the competition Venue and adequate seating at the Venue for competitors, officials and spectators.

- 3.2 **Equipment:** The HMF and/or OC shall ensure that all the equipment required for the proper conduct of the Event as stated in the FINA Rules shall be provided, no later than three (3) days prior to the beginning of the Event. The equipment shall be subject to approval by FINA.
- 3.3 **Certification and Inspection:** The HMF and/or OC shall provide certification that the installations meet the requirements of the relevant national law. The HMF and/or OC shall also provide a written official document certifying all competition pool measurements. FINA may send a Delegate approved by the relevant Technical Committee for inspection of the facilities to insure that they are in good order
- 3.4 **Pools:** The competition pool must be 25m x 25m in size and a minimum of 5.0m deep, with both the 10m platform and the 3m springboards along one side of the pool. All facilities shall be in compliance with the relevant FINA Rules.
- 3.5 **Seating:** The venue capacity should be a minimum of 1'000 seats, with seating for athletes in accordance with FINA Rules. Seating positions along the side of the pool shall be provided for all competitors, team officials and unassigned technical officials, from which they may properly observe training and competition.
- 3.6 **Officiating & Technical Equipment:** The HMF shall provide officiating and judging equipment in accordance with FINA Rules.

The HMF 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.

- 3.7 **Scoring Partner Facilities & Services:** The HMF is responsible for securing the provision of both the scoring and results/information services, if not provided by the FINA-appointed Scoring partner, Omega. The HMF shall at its own cost, provide the Scoring Partner with the following facilities and services:
- **Control Room / Working Area:** the necessary room/area for the set-up and operation of the Scoring Partner's equipment, including the necessary power and other facilities, and with a clear view to the competition area.
  - **Customs Clearance & Fees:** assisting the Scoring Partner with respect to customs clearance, and shall be responsible for any fees or taxes imposed on the Scoring Partner for the temporary importation of its equipment for the Event.
  - **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 Scoring Partner, as well as any necessary storage space.
  - **Local Equipment Transportation:** local transportation before, during and after the Event 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 Scoring 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 Scoring Partner's equipment in a lockable control room. The HMF shall provide the Scoring Partner's staff with a key for their use.
  - **Electrical Power:** the necessary electrical power (if possible 220VAC, 16A and 50A) and power outlets sufficient to provide the services required.
  - **Working Conditions:** Maintain the Scoring Partner working areas at 20°C (+/- 2°C).
  - **Project Coordinator:** appoint an English-speaking person to act as a project coordinator to work with the Scoring Partner's personnel before and during the Event.
  - **Security Personnel:** provide a security service to ensure that no unauthorised persons have access to the Scoring Partner's and Host Broadcaster's equipment. Security must be provided 24 hours a day at all places where equipment is installed.
- 3.8 **Media Facilities:** The HMF shall provide suitable media facilities and procedures for written press and photographers in compliance with the FINA Media Guide.
- 3.9 **Insurance:** The HMF shall secure and maintain, at its cost, an adequate general liability insurance with a recognised and financially secure insurance company, covering the risks required by FINA relating to the hosting and staging of the Event. FINA has a right to approve such insurance and to be a co-insured party on the relevant policy.

3.10 **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 Event and one (1) month after the end of the Event, 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 Event. The insured value should be not less than one million United States dollars (USD 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

3.11 **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

3.12 **VIP Lounge:** The HMF shall provide a fully furnished, decorated and catered VIP lounge at the Venue, for its own guests and guests of FINA, the Teams, Sponsors and other guest in assigned seating within the spectator area. Where possible this should not be on the field of play.

## 4. PARTICIPATION/ENTRIES & COMPETITION FORMAT

4.1 **Participation:** For Individual events, 8 divers representing National Federations will receive direct invitations from FINA to participate in each discipline of the DWS, based on their ranking in the following qualifying events:

- for 2018, the FINA World Championships 2017
- for 2019, the FINA Diving World Cup 2018
- for 2020, the FINA World Championships 2019
- for 2021, the Olympic Games 2020 (for Mixed Synchro, the FINA World Championships 2019)

For Synchro and Mixed Synchro events, 6 teams representing National Federations will receive direct invitations from FINA to participate in each discipline, based on their ranking in the qualifying events, plus 1 team from the HMF (if not qualified in the top-6). Mixed Synchronised Diving will be as detailed in 4.4. The rule of "direct invitations" applies.

If participation of divers is lower than 8 in the individual events, then the entered synchronised divers of the same event will be offered the opportunity to dive in the individual event subject to placing in the preceding major event (FINA World Championships, FINA Diving World Cup or Olympic Games) or the previous leg of the FINA Diving World Series.

Starting from 2019, the overall winners of the four individual events of the FINA Diving Grand Prix, will each have the right to obtain a place in the FINA Diving World Series, as specified by the Rules & Regulations of the FINA Diving Grand Prix. Such attendance will have to be covered by the National Federation of the qualified diver. No financial subsidy will be provided by FINA nor the organizing committees. The qualified divers will be eligible for local prize money of the events they are attending, as well as for overall prize money, in case they attend all four events of the Series.

Host Federations, at their own expense, may enter 1 diver/team under the wild card system at each DWS leg if they do not have a qualified diver/team in the event. Additional places may be awarded to Host Nations at the Technical Meeting. FINA may also allow wild card entries. FINA may invite an additional synchro team under special circumstances. **Additional participation is awarded at each individual leg and does not carry forward.**

- 4.2 **Individual Competitions:** The Individual competitions comprise 3m Springboard and 10m Platform for both men and women, and will be held as a tournament in each event with 2 Semi-finals of 4 or 5 divers each and a Final with the 3 best divers from each semi-final.

The tournament system is the format for the individual competition, based only on dives with an unlimited degree of difficulty (6 dives for men and 5 dives for women). The tournament is organised as follows:

For the first event each year, the divers will be seeded in the semi-finals according to their ranking in the FINA-specified DWS qualifying event, with the divers ranked 8, 6, 4 and 2 in Semi-final A, starting in that order in the semi-finals as well as in the finals, and the divers ranked 7, 5, 3 and 1 in Semi-final B, starting in the same order.

At the 1<sup>st</sup> leg of the DWS 2018-2021 all invited divers will be ranked according to the specified FINA qualifying event

Additional divers will start as number one in Semi-final A or B, decided by the drawing of lots.

In the subsequent DWS the divers will be placed in the Semi A+B according to their placing from the previous DWS event.

Remaining places may be filled by host divers and those divers participating in the corresponding synchro event from the same height. The draw will take place at the Technical Meeting at each leg no later than 24 hrs before the first event.

In all sessions, the divers perform only dives with unlimited degree of difficulty, 6 for men and 5 for women.

- 4.3 **Synchronised Diving Men/Women (3m and 10m):** The Synchronised diving competitions will be held as a direct final. The start order will be in reverse order of their ranking from the FINA-specified qualifying event at the first DWS Event each year. For each following leg, the teams will dive in reverse order from their ranking in the previous DWS Event. Any wild-card team (see R&Rs 4.1) starts as number one.

The finals comprise 6 dives for men and 5 dives for women, of which the first two (2) rounds of dives have an assigned Degree of Difficulty of 2.0 for each dive regardless of the formula. The remaining rounds are without limit of Degree of Difficulty. All forward-facing dives on springboard shall be done with a running approach.

- 4.4 **Mixed Synchronised Diving (3m and 10m):** The Mixed Synchronised competition will be held as a direct final. The Event will comprise of two divers, one woman and one man of the same federation. The start order will be in reverse order of their ranking from the FINA-specified qualifying event at the first DWS Event each year. For each following leg, the teams will dive in reverse order from their ranking in the previous DWS Event. Any wild-card team (see R&Rs 4.1) starts as number one.

The competitions shall comprise of five dives from five groups, of which the first (2) rounds of dives will have an assigned Degree of Difficulty of 2.0 regardless of the formula. The remaining rounds are without limit of Degree of Difficulty.

- 4.5 **Scoring:** Seven (7) judges are used for individual competitions and scores should be calculated according to FINA Diving Rules D 7.5. Nine (9) judges are used for synchronised competition and scores should be calculated according to FINA Diving Rules D 7.7.

- 4.6 **Tie:** In the event of a Tie all divers go to the final. In the event of a Tie in the final all divers will receive the Prize money

- 4.7 **Information Bulletin:** The HMF shall publish an information bulletin (including entry forms, official hotel and transportation information, venue information, prize money distribution, etc.) to all FINA Member Federations and FINA at **least 3 months** prior to the event.

- 4.8 **Training:** For 2018 for leg 1 and 3 the organiser will provide a minimum of 2 days prior to the first competition. For leg 2 and 4 the organisers will provide 3 days prior to commencement of the first event.

- 4.9 **Managers/Representatives Meeting:** The HMF shall organise a Technical Meeting on the day before the first day of competition (Day 0) of the Event, to be held 24 hours prior to commencement of the first scheduled competition. The FINA TDC Commission shall chair this meeting.
- 4.10 **Withdrawals:** In the event of an athlete attending any of the legs but withdrawing pre-event or during the event, a withdrawal form should be completed. If the withdrawal is due to an injury, the athlete should provide a certificate signed by the event doctor as a record of attendance at the event and qualification for the overall prize money. If a certificate is not provided then the athlete will be shown as not attending.
- 4.11 **Event Programme:** Each Event shall be staged over 3 days. The program for Beijing will be as follows due to the contractual obligation with the local broadcaster.

<b>COMPETITION SCHEDULE</b>		*Note: Time to be confirmed by the Host Broadcaster		
	DAY 1	DAY 2	DAY 3	
Session 1*	<ul style="list-style-type: none"> <li>• <b>10m Synchro Women</b></li> <li>• Break 30 min</li> <li>• <b>10m Synchro Men</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• 3m Women (A+B)</li> <li>• Break 30 min</li> <li>• 3m Men (A+B)</li> </ul>	<ul style="list-style-type: none"> <li>• 10m Women (A+B)</li> <li>• Break 30 min</li> <li>• 10m Men (A+B)</li> </ul>	
Session 2*	<ul style="list-style-type: none"> <li>• <b>3m Synchro Women</b></li> <li>• Break 15 min</li> <li>• <b>3m Synchro Men</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>3m Women Final</b></li> <li>• Break 15 min</li> <li>• <b>3m Men Final</b></li> <li>• Break 15 min</li> <li>• <b>3m Mixed Synchro</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10m Women Final</b></li> <li>• Break 15 min</li> <li>• <b>10m Men Final</b></li> <li>• Break 15 min</li> <li>• <b>10m Mixed Synchro</b></li> <li>• Award Ceremonies</li> </ul>	

The program for the remaining legs of the DWS will be as follows:

<b>COMPETITION SCHEDULE</b>		*Note: Time to be confirmed by the Host Broadcaster		
	DAY 1	DAY 2	DAY 3	
Session 1*	<ul style="list-style-type: none"> <li>• <b>10m Synchro Women</b></li> <li>• Break 30 min</li> <li>• <b>10m Synchro Men</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• 10m Women (A+B)</li> <li>• Break 30 min</li> <li>• 3m Men (A+B)</li> </ul>	<ul style="list-style-type: none"> <li>• 3m Women (A+B)</li> <li>• Break 30 min</li> <li>• 10m Men (A+B)</li> </ul>	
Session 2*	<ul style="list-style-type: none"> <li>• <b>3m Synchro Women</b></li> <li>• Break 15 min</li> <li>• <b>3m Synchro Men</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10m Women Final</b></li> <li>• Break 15 min</li> <li>• <b>3m Men Final</b></li> <li>• Break 15 min</li> <li>• <b>10m Mixed Synchro</b></li> <li>• Award Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>3m Women Final</b></li> <li>• Break 15 min</li> <li>• <b>10m Men Final</b></li> <li>• Break 15 min</li> <li>• <b>3m Mixed Synchro</b></li> <li>• Award Ceremonies</li> </ul>	

It is recommended that there should be breaks of no more than 15 minutes between events unless dictated by TV requirements. There will be a short break, of no more than 5 minutes between semi-final A and B.

Award ceremonies should be staged as soon as practically possible after the end of each session, Medal ceremonies are included in the TV broadcast package. Media Interviews will take place after medal ceremonies.

- 4.12 The HMF and OC shall follow FINA Sport Presentation Guidelines which should be prepared 48 hrs in advance of the event and submitted to FINA Marketing and the DWS Managing Director for approval. For all final sessions, athletes must be presented individually (through a gate), wearing a bib on the chest (according to FINA specifications) which features their name/country. FINA advertising rules apply at all sessions.
- 4.13 **Declaration Forms:** 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.

## 5. DELEGATES, TECHNICAL OFFICIALS & JUDGES

- 5.1 **FINA Representatives:** For each Event, FINA will nominate a Technical Delegate (FINA TDC Commission: Bureau Liaison, Chairman, Vice Chairman, Honorary Secretary) a Doping Control Delegate and/or a member of FINA Staff. FINA may also appoint a DWS Managing Director to attend the Series. FINA will cover their travel expenses to and from the Events. Each HMF will be responsible for all accommodation, meals and local transportation costs of these FINA Representatives as set out herein.
- 5.2 **Technical Delegate:** The FINA TDC Commission and DWS Managing Director shall submit written reports to FINA, covering the administration and conduct of the Event, including the official hotels, meals and dining facilities, transportation, Venue and competition facilities, protocol, etc.
- The Technical Delegate shall chair the Technical Meeting.
- The Technical Delegate shall conduct judging evaluations and shall present a written report and summary of evaluations to the FINA TDC Member responsible for the compilation of judging evaluations.
- 5.3 **Technical Officials:** FINA shall appoint the Technical Officials for each Event, and all other officials, marshals and other persons required shall be recruited and appointed by the HMF.
- 5.4 **Judges:** There shall be 9 Judges at each Event. FINA shall appoint 9 of the Judges and the HMF shall nominate 1 referee, whose appointment shall be subject to FINA's approval.
- 5.5 **FINA Office:** The HMF shall provide an office at the venue for use by the FINA Delegates and FINA representatives, with a computer, internet connection, a photocopier and printer, a suitable number of chairs and desks and such other items as FINA requests before the competition.

## 6. DOPING CONTROL & MEDICAL SERVICES

- 6.1 The doping control measures at the Event will be organised and implemented according to FINA Rules, and overseen by the FINA Medical and Doping Control Delegate.
- 6.2 The HMF 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 Event in accordance with FINA Rules.
- 6.3 The HMF shall cover the cost of the doping control measures, with a minimum of 3 tests for Men and 3 tests for Women, and the analysis will be made at the WADA- recognized laboratory in the host country, or as agreed with FINA. In addition to the Standard In-competition Analyses, a minimum of 2 samples shall be analysed for GHRFs (Growth Hormones Releasing Factors).
- 6.4 The HMF shall provide the chaperones to assist in the implementation of doping control measures.
- 6.5 The HMF shall provide the following First Aid, and medical services:
- Appointment of a suitable qualified Event medical officer/doctor.
  - Free medical service for all competitors and officials at the Event 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 DWS, which means the following:
- DWS title partnership/sponsorship rights and all sponsorship and merchandising rights to the lighting and lamps category;
  - all sponsorship and merchandising rights to the timepieces/watches, timing and data-processing category, which FINA has granted to Omega; and
  - all sponsorship and merchandising rights to the sports clothing, swimwear and swimming accessories category.
  - Event presenting sponsor rights in the automobile product category for the Beijing leg of the DWS

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.

The HMF 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 the right to exploit the National Marketing Rights to their respective Event 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 Event and to receive other benefits and support as follows:

- Sale of sponsorship rights (excluding any company conflicting with the International Marketing Rights of FINA);
- Grant aid or other support from national/regional/local government and other public institutions;
- Hospitality at the Event;
- Event ticketing and spectator admissions;
- Concession sales at the Event venue (food and beverages, gifts, etc.);
- Donations;
- Sale of an Event programme and advertising in any Event programme; and
- Sale of merchandising items bearing the Event name/logo (excluding any clothing bearing the Event name/logo).

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

The signage/venue dressing opportunities are described in the "FINA Diving World Series Technical Manual".

7.3 **Event Title & Logo:** The HMF shall only use the DWS 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 shall submit all materials bearing the DWS Event title and logo to FINA for its prior approval.

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

7.4 **TV Broadcast:** The HMF shall provide a Host Broadcaster at no cost to FINA and shall procure that such host broadcaster shall produce and distribute an international quality HDTV standard television signal incorporating live action, replays, graphics in English (as provided by Omega) and, with ambient sound (the "Basic Feed"), broadcast in accordance with FINA's host broadcasting production requirements and, it shall provide at no cost to FINA and any third parties designated by FINA, access to the Basic Feed at locations to be notified by FINA, as well as 2 copies of the Basic Feed on a tape format to be agreed with FINA in advance.

The HMF shall provide the basic requirements to allow the Host Broadcaster to undertake its work, including space (for cameras, camera platforms, studios, etc.), TV Compound space, power and adequate lighting (at least 1500 Lux over the entire pool and competition area), parking, etc.

The HMF shall ensure, through the Host Broadcaster, the use of the FINA opening and closing sequence as well as the replay swipe.

7.5 **International TV Rights:** FINA retains all rights to exploit the broadcast of the Basic Feed in every country worldwide except for the host country of the Event ("International TV Rights"). FINA may at its sole discretion share all or part of any net benefit gained from the exploitation of the International TV Rights with the HMF.

7.6 **National TV Rights:** FINA grants to each HMF the right to exploit the broadcast of the Basic Feed of their respective Event within the host country only ("National TV Rights"), and to retain any and all the benefits so gained.

## 8. MEDIA & PRESS SERVICES

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

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

The Press Officer must develop a strategy covering 3 phases:

**a) Before the Event:**

- 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 Event;
- Regularly send information to the media and FINA Communications Department about the Event preparation (divers, venues, accredited press...);
- Plan and supervise the set-up of the press facilities at the venue, following the principles set out in the FINA Media Guide.

**b) During the Event:**

- Ensure the distribution to the media of the relevant information concerning the Event: results, standings, comments, interview/press conferences quotes, information from the participating 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.

**c) After the Event:**

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

- 8.2 **FINA Communications Department:** The FINA Communications Department is the point of contact for the Event Press Officers for all matters concerning the media planning and preparation of the Event, the diffusion of information and the establishment of the guidelines concerning the Event media facilities. The contact between the Event Press Officers and the FINA Communications Department shall be by e-mail (press@fina.org).

The main duties of the FINA Communications Department are:

**a) Before the Event:**

- Ensure the correct application of the standards for the set-up of the Event press facilities as described in the FINA Media Guide;
- Check and approve the accredited media for the Event;
- Provide historical information about the Event participants;
- Distribute to the international media and to publish in the FINA official website all relevant information prior to the Event that was received from the local Press Officer.

**b) During the Event:**

- Ensure the international distribution and update the FINA official website with all the relevant information concerning the competition – results, standings, comments, quotes, information from the National Federations;

**c) After the Event:**

- Publish the Event report and results sent by Event Press Officer in FINA publications and on the FINA Website.

- 8.3 **Information Distribution:** The HMF shall ensure the distribution of Event information to national/local and international Press Agencies of participating nations and written press, local media and to FINA (for circulation to international media).

The Event Press Officer must establish a complete list with names and contact details of the local and on-site media as well as individual journalists to be contacted, together with a checklist of the material that should be sent and distributed to them (to complement the information received by the international media).

The information to be distributed includes:

- Press releases and website articles (generated in co-operation between the Event Press Officer and FINA Communications Department),
- Start Lists (produced by the Event Press Officer and distributed on-site to the accredited press (including TV broadcasters), on the Event website and sent to the FINA Communications Department),



- Results/ranking of divers since the beginning of the DWS (produced by the FINA Communications Department and FINA Scorer) and distributed by FINA to the International Media and published on the FINA official website.

The Event Press Officer must establish a complete list with names and contact details of the local and on-site media as well as individual journalists to be contacted, together with a checklist of the material that should be sent and distributed to them (to complement the information received by the international media).

8.4 **Press Information Kit:** The HMF shall prepare a Press Information Kit giving detailed Event information and distributed at the Press Conferences before the Event, as well as via the Event website. The kit must include:

- Detailed presentation of Event participants (history, performances, biographies, etc.)
- Competition formula
- Competition schedule
- Press Conferences time schedule and place
- Training facilities of the divers
- Name and contact details of the Event Press Officer and of the FINA Communications Department
- Referee, Judges and FINA Delegates' names
- List of FINA and DWS personalities

The Press Information Kit is produced by the FINA Communications Department in conjunction with each local Press Officer.

The Press Information Kit, as well as the Official Programme and daily Press Releases shall be distributed to: FINA representatives on site and the FINA Communications

The Department, participating National Federations, TV Broadcasters, accredited Media, Sponsors, VIP guests, etc.

8.5 **Press working room:** The HMF 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 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.

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

8.7 **Press Conference Room:** The HMF shall provide and furnish a press conference room for the duration of the Event, very close to the press working room and accessible to the coaches and the divers 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 DWS Event title and logo, as per the FINA guidelines included in the "FINA Diving World Series Technical Manual".

8.8 **Press Conference:** The HMF shall stage a pre-Event 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 diver and 1 coach from its team, as well as inviting divers/coaches from other participating teams to attend.

All divers and coaches participating in a DWS event are obliged to attend the pre-Event press conference, if requested by FINA and/or the HMF. All team managers and/or national press officers should be informed that the presence of their respective athletes/coaches may be requested for a press conference.

After each competition session, all medal winning athletes are obliged to attend a post-event press conference, and they will be brought to the press conference room by the HMF.

8.9 **Mixed Zone:** All participating divers are obliged to pass through the mixed zone after competing, and are encouraged but not obliged to give interviews to the media present there.

- 8.10 **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. Holders of a FINA Press Card will be automatically accredited.

## 9. TRAVEL, VISAS & TRANSPORTATION

- 9.1 **International Travel:** FINA shall provide travel assistance to the divers and/or participating National Federations towards the cost of their economy-fare air travel for all the DWS Events. The overall amount for this travel assistance cannot exceed USD 150'000.

FINA will pay for international travel expenses for the designated FINA Representatives and the 9 international judges appointed by FINA to attend each Event.

- 9.2 **Travel Assistance:** A Diver of a non-host federation is entitled to receive Travel Assistance of USD 4'000, only if he/she takes part in all the meets of the Series.

A Diver of a host federation is entitled to receive Travel Assistance of USD 2'500, only if he/she takes part in all the meets of the Series.

If a diver participates in an Individual Event and also in a Synchronised Diving Event or in a Mixed Synchro Event, then he/she receives travel assistance as Individual diver only.

If a diver participates in a Synchronised Diving Event only or in a Mixed Synchro Event, he/she will receive travel assistance only if he/she takes part in all the meets of the Series.

FINA will provide travel assistance for a maximum of two (2) divers participating in a Synchronised Diving Event or in a Mixed Synchro Event. The National Federation will be responsible for the travel expenses for any additional diver.

One Coach per non-host federation is entitled to receive Travel Assistance of USD 4'000, only if the federation takes part in all meets of the Series.

One Coach per host federation is entitled to receive Travel Assistance of USD 2'500, only if the federation takes part in all meets of the Series.

- 9.3 **Visas:** The HMF shall make best efforts with its government regarding entry visas for all Event competitors and team officials from any National FINA Member Federation, as well as for FINA officials and Media attending the Event.

- 9.4 **Local Transportation:** The HMF shall welcome all entered divers, team officials, Judges and FINA Delegates 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) free of charge for the following persons for the duration of the Event and 2 days prior thereto, plus the day after the conclusion of the Event:

- FINA Representatives: up to 7 persons (with chauffeured car, if necessary)
- FINA Judges: 9 persons
- Divers: approximately 60 persons
- Officials: 6 persons

Where the hotel locations and diving facility is within one mile radius pool athlete transport will not be required.

- 9.5 **Equipment Transportation:** The HMF shall be responsible for the transport costs of any equipment needed by any FINA Scoring Partner at the Event, from the point of entry into the Host Country to the Venue, and for its subsequent return after the Event.

## 10. ACCOMMODATION & MEALS

- 10.1 **Divers and Team Officials:** The HMF shall provide accommodation in a minimum 4-star hotel with full board (3 meals per day of adequate quantity and quality) for all the qualified divers (minimum of 60 divers) and for 1 team leader/coach for a minimum of 6 days and 6 nights; except for the 2nd leg of the Series where the HMF shall provide accommodation in a minimum 4-star hotel with full board (3 meals per day of adequate quantity and quality) for up to 7 days and 7 nights
- 10.2 **FINA Representatives:** The HMF shall provide accommodation in a minimum 4-star hotel with full board (3 meals per day of adequate quantity and quality) for 7 persons designated by FINA for 5 days and 5 nights (including the FINA Technical & Doping Control Delegates, any DWS Managing Director and Event Press Officer) except for the 2nd leg of the Series where the HMF shall provide accommodation in a minimum 4-star hotel with full board (3 meals per day of adequate quantity and quality) for up to 7 days and 7 nights.
- 10.3 **FINA Judges:** The HMF shall provide accommodation in a minimum 4-star hotel with full board (3 meals per day of adequate quantity and quality) for 9 Judges for 5 days and 5 nights.
- 10.4 **Scoring Partner:** The HMF 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 Scoring Partner for 7 days and 7 nights. In the event that any meal is not included with the accommodation provided, then the HMF shall provide a sum of the equivalent value in local currency of thirty Swiss Francs (CHF 30.-) per meal not provided.
- 10.5 **Venue Inspection:** The FINA TDC Commission will recommend the appointment of a delegate to inspect any new FINA DWS venues and the HMF will have to take care of the related board, accommodation and local transportation for a period of 3 days. Venue inspection will only be undertaken when a new location is announced.

## 11. PRIZE MONEY

- 11.1 **Local Prize Money:** The HMF shall provide and pay prize money to a net total amount of USD 120'000 at each Event to be divided between all of the 10 Individual, Synchro and Mixed Synchro competitions, as follows:

1 <sup>st</sup> place:	USD 5'000
2 <sup>nd</sup> place:	USD 4'000
3 <sup>rd</sup> place	USD 3'000

**Sub-Total                      USD 12'000**

Total x 10 Events = USD 120,000

- a. The total amount of the Prize Money shall be paid in full without any deductions. If necessary, the HMF shall gross up the amounts so that the net amounts paid out as prize money are the same as set out above.
- b. The prize money may be paid by the HMF to FINA and then distributed by FINA to the athletes or their national federation.
- c. FINA will verify with the respective national federations of all divers winning prize money to determine if the payment shall be made to the diver's national federation or directly to the diver.
- d. Prize money will be distributed after the conclusion of all DWS Events and after final clearance of FINA's Doping Control Department.
- 11.2 **Additional Awards/Prizes:** The HMF 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.

- 11.3 **Overall Prize Money:** FINA shall pay the overall prize money of USD 870,000 to be divided between all of the 10 individual and synchro events, as follows:

1 <sup>st</sup> place:	USD 30'000
2 <sup>nd</sup> place:	USD 20'000
3 <sup>rd</sup> place	USD 15'000
4 <sup>th</sup> place	USD 10'000
5 <sup>th</sup> place	USD 7'000
6 <sup>th</sup> place	USD 5'000

**Sub-Total                      USD 87'000**

Total x 10 Events = USD 870,000

A diver participating in an Individual Event is entitled to the overall prize money only if he/she takes part in all the meets of the Series. If a diver for reason of illness or injury is forced to withdraw part way through an event, the athlete will be deemed participated and will still be eligible for the prize pot as long as they participate in the remaining legs.

For synchronised and mixed synchronised events, overall prize money will be paid only if a national federation's team takes part in all the meets of the Series.

- 11.4 **Winners Trophies:** FINA in collaboration with the HMF may provide a trophy to the overall Men's and Women's winners.

## 12. EVENT CLOTHING

- 12.1 In the case that FINA Sponsor will not supply clothing, the HMF shall be responsible for the provision of clothing to the judges, pool deck officials and FINA Delegates, to be worn for all competition sessions. Such clothing shall consist at minimum of polo shirts, which shall be white for all judges and pool deck officials.

- 12.2 The HMF shall ensure that any clothing sourced and provided by the HMF to accredited DWS participants (including judges, pool deck officials, FINA delegates, volunteers, etc.) shall be branded with the DWS Logo, applied according to FINA guidelines.

The HMF shall ensure that such DWS participants do not wear any clothing that is visibly branded with the name or trademark of any competitor of FINA Sponsor, as the DWS Series Sponsor in the sportswear product category. The HMF shall ensure that any offending name or trademark visible on any such clothing, shall be covered with tape.

- 12.3 FINA will seek to obtain clothing (including polo shirts, T-shirts, trousers and baseball caps) as value-in-kind from FINA Sponsor, as the DWS Series Sponsor in the sportswear product category, however the HMF shall be responsible for the costs of any Customs clearance of such VIK products, their transportation from the port of arrival in the host country to the Venue, and any other taxation and expense from the port of arrival.

The HMF shall submit its reasonable needs to FINA in writing in advance as notified by FINA. The HMF shall be responsible for the receipt, storage and distribution of any such clothing provided by the FINA Sponsor, as the DWS Series Sponsor in the sportswear product category.

- 12.4 The HMF shall ensure that any clothing provided by FINA Sponsor, as the DWS Series Sponsor in the sportswear product category is worn at all times during the competition by those provided the clothing.

- 12.5 The HMF may at its own cost, print additional logos of its event sponsors on any clothing provided by FINA Sponsor, as the DWS Series Sponsor in the sportswear product category, however the layout and size of any such additional printing shall be subject to the prior approval of FINA, and shall respect FINA guidelines and FINA Rules.

- 12.6 The merchandising rights to all clothing and swimwear items are strictly reserved by FINA and exclusively granted to FINA Sponsor as the DWS Series Sponsor in the sportswear and swimwear product category. The HMF shall not produce any clothing items for sale without the explicit prior permission of FINA.

## 13. EVENT REPORT

- 13.1 **Content:** Upon conclusion of the Event, the HMF and/or OC shall prepare and publish an Event Report in English on the organisation and staging of the Event including full details of the sports programme, official events and activities surrounding the Event and the results of the exploitation of the Commercial and Broadcasting Rights. The Event Report shall include at least the following items:
- History of the Organising Committee
  - General Organisation Structure
  - Administration (Staffing, Budget, Insurances, Accommodation, Visas, Government Relations, Travels)
  - Venues (Accreditation, Transportation, Medical/Paramedical Support, Available Technologies, Volunteers)
  - Communication and Media
  - Results of the Exploitation of the Commercial and Broadcasting Rights
  - Corporate Support and Sponsorships and License Merchandise
  - Activities Surrounding the Event
  - Ceremonies and Protocol
  - Special Events and Receptions
  - Competitions (Venues, Number of entries per discipline)
  - Full details of the Sports Programme
  - List of all Competitors including their contact details
  - Medals, Awards, Certificates
  - Recommendations and Comments from the Organising Committee
- 13.2 **Submission and Approval:** The HMF and/or OC shall submit to FINA, not later than three (3) months after the conclusion of the Event, a detailed outline of the contents of the Event Report and shall submit the proofs of the contents of the Event Report. FINA shall give a written approval prior to publication of the Event Report by the HMF and/or OC.
- 13.3 **Copies:** The HMF and/or OC shall provide FINA, at no charge, copies of the Event Report, in such number and format as specified by FINA. The HMF and/or OC acknowledges and agrees that the Event Report may be used by FINA (in any manner whatsoever) for the bid process in respect of future FINA events.