



Fina
WORLD SWIMMING
CHAMPIONSHIPS (25M)

Summons for the
14th FINA World Swimming Championships
(25m)
11 - 16 December 2018
Hangzhou, China

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The “Fédération Internationale de Natation” (FINA) hereby notifies and invites all affiliated National Federations to participate in **the 14th FINA World Swimming Championships (25m)** on the following basis:

I. GENERAL

1. Host, place and date of competitions

The hosts for these Championships, the China Swimming Association and the City of Hangzhou, have established the *14th FINA World Swimming Championships(25m) Hangzhou Organizing Committee (Hangzhou 2018 OC)*, which shall be in charge of the preparation and organisation of the competitions under the control and supervision of FINA.

The events will be held in Hangzhou, China, with the following schedule:

Tuesday, 11 December 2018:	Opening Ceremony
Tuesday, 11 – Sunday, 16 December 2018:	Competition
Sunday, 16 December 2018:	Closing Ceremony

Overview of Hangzhou City

Hangzhou is known as Zhejiang provincial capital, the center of economy, culture, science and education. The whole city owns 16,596 km² total area and its permanent resident population is 8.844 million. Hangzhou stands out as a famous historic and cultural city and a renowned scenic tourist city in China. Beautiful environment and picturesque scenery are conducive for athletes to realize their performance.

Competitive swimming performance of Hangzhou comes out top in China; world-famous excellent players such as Luo Xuejuan, Sun Yang and Ye Shiwen are leading figures in China’s swimming team. Swimming is very popular with Hangzhou citizens. At present, there are about 300 natatoriums (swimming pools) in the city; primary and middle schools require every student to have good swimming skills. Nearly 85% of Hangzhou citizens have taken part in swimming.

Hangzhou is a vigorous entrepreneurial city, and boasts two world cultural heritages—West Lake and Grand Canal. Being rich in natural resources, Hangzhou has a good

reputation as “a land flowing with milk and honey”, “capital of silk” and “a paradise on earth”. Hangzhou has won titles such as “UN Habitat Scroll of Honor Award”, “International Garden City”, “China Habitat Environment Prize”, “National Sanitary City” and “China Top Tourist City” and so on. Also, China has been appraised by World Bank to the first place of “Chinese Cities with the Best Overall Investment Environment” for five years successively, and appraised by the U.S.A. Forbes magazine to be the first place of “The Best Business Cities List of Mainland China”.

The city of Hangzhou aims to construct a strong sports city, gives full play to human cultural and economic advantages, brings along sports development, and turns Hangzhou into the most beautiful land in China, capital of innovative wisdom and oriental city of quality.

2. Organising Committee

National Federations required to communicate with Hangzhou 2018 OC, should follow the below address:

***The 14th FINA World Swimming Championships(25m)
Hangzhou Organizing Committee***

Address:

No. 125, Wener Road, Xihu District, Hangzhou,
Zhejiang Province, Post Code: 310012, People’s Republic of China
Tel: +86 571 85050528
Fax: +86 571 86809111

OC Email: nf@finahangzhou2018.com
Website: <http://www.finahangzhou2018.com>

The Officers of Hangzhou 2018 OC:

Director General (Mayor)	Mr. Xu Liyi
Deputy Director (Executive)	Mrs. Chen Guomei
Chinese Swimming Association President	Mrs. Zhou Jihong
Deputy Secretary General	Mr. Mao Genhong
Deputy Secretary General	Mr. Jin Chenglong

The Senior Management Team of Hangzhou 2018 OC:

Director of Competition Department of HZ OC	Mr. Yuan Haoran
Deputy Director of General Affairs Department	Mr. Li Qi
Deputy Director of General Affairs Department	Mr. Liu Jiangping
Deputy Director of HZ 2018 OC Office	Mr. Wang Gangping
External Liaison & Coordinator of HZ 2018 OC	Ms. Zhou Yuxin

II. CHAMPIONSHIPS INFORMATION

1. Competition Venue

The official competition venue of the FINA World Swimming Championships (25m) will be the 10,000 seat Tennis Centre at the spectacular Hangzhou Olympic and International Expo Center. A temporary competition pool and pool deck will be constructed on top of the main arena of the Tennis Centre.



Located on both banks of Qijia River, which is a boundary of Binjiang District and Xiaoshan District on south side of the Qiantang River, the "Riyue Tonghui (shine forever like the sun and the moon)" and other landmark buildings of Qianjiang Century City Core Zone face each other across the River. The Olympic Sports and Expo City has a planned area of 583.89 ha. The core area of Olympic Sports and Expo City mainly consists of Hangzhou Olympic Sports Center and Hangzhou International Expo Center. The Project site is 15 minutes drive from the West Lake scenic spot, and 20 minutes drive from Hangzhou Xiaoshan International Airport.

The warm up/warm down/ training pool will be located in temporary constructed building attached to the Competition venue. The facilities will include sufficient space for athlete preparation and team areas.

The Hangzhou Olympic and International Expo Center is only 15-20 minutes' drive time from most of the official hotels.

2. Programme of the Championships

2.1. The programme of events will be as per FINA Rule GR 9.6.1.1 (see below).

<i>Individual events</i>	Men	Women
Freestyle	50m, 100m, 200m, 400m, 1500m	50m, 100m, 200m, 400m, 800m
Backstroke	50m, 100m, 200m	50m, 100m, 200m
Breaststroke	50m, 100m, 200m	50m, 100m, 200m
Butterfly	50m, 100m, 200m	50m, 100m, 200m
Ind. Medley	100m, 200m, 400m	100m, 200m, 400m

<i>Team Relays</i>	Men	Women
Freestyle	4x50m, 4x100m, 4x200m	4x50m, 4x100m, 4x200m
Medley	4x50m, 4x100m	4x50m, 4x100m

<i>Team Relays</i>	Mixed
Freestyle	4x50m
Medley	4x50m

2.2. Competition Schedule :

The championships will be staged over 6 days with heats in the morning sessions and the semi-finals and finals in the evening session.

Ten (10) lanes of the competition pool will be used for the morning heats, while semi-finals and finals will be swum using eight (8) lanes.

All morning sessions will start at **09:30 AM (CST – China Standard Time, UTC +8)**.

The evening sessions every day except Sunday, 16th of December, will start at **19:00 (CST)**.

On Sunday, 16th December, the evening sessions will commence at **18:00 (CST)**.

		Morning Session	Evening Session
Day 1	Tuesday 11th December	400 m Freestyle M - Heats 200 m Freestyle W - Heats 200 m Butterfly M - Heats 50 m Breaststroke W - Heats 100 m Backstroke M - Heats 400 m Ind. Medley W - Heats 100 m Breaststroke M - Heats 100 m Backstroke W - Heats 200 m Ind. Medley M - Heats 4x100 m Freestyle W - Heats 4x100 m Freestyle M - Heats	400 m Freestyle M - Final 200 m Freestyle W - Final 100 m Backstroke M – Semi-final 50 m Breaststroke W – Semi-final 200 m Butterfly M - Final 400 m Ind. Medley W - Final 100 m Breaststroke M –Semi-final 100 m Backstroke W – Semi-final 200 m Ind. Medley M - Final 4x100 m Freestyle W - Final 4x100 m Freestyle M - Final
Day 2	Wednesday 12th December	4x50 m Medley W - Heats 200 m Freestyle M - Heats 100 m Freestyle W - Heats 100 m Butterfly M - Heats 200 m Butterfly W - Heats 100 m Breaststroke W - Heats 4x50 m Freestyle Mixed - Heats 800 m Freestyle W - Heats	4x50 m Medley W - Final 100 m Backstroke M - Final 200 m Butterfly W - Final 200 m Freestyle M - Final 50 m Breaststroke W - Final 100 m Butterfly M – Semi-final 100 m Freestyle W – Semi-final 100 m Breaststroke M - Final 100 m Backstroke W - Final 100 m Breaststroke W – Semi-final 4x50 m Freestyle Mixed - Final
Day 3	Thursday 13th December	100 m Ind. Medley M - Heats 50 m Butterfly W - Heats 50 m Backstroke M - Heats 100 m Ind. Medley W - Heats 50 m Freestyle M - Heats 200 m Backstroke W - Heats 4x50 m Medley Mixed - Heats	100 m Freestyle W - Final 100 m Ind. Medley M – Semi-final 200 m Backstroke W - Final 50 m Freestyle M – Semi-final 50 m Butterfly W – Semi-final 100 m Butterfly M - Final 100 m Ind. Medley W – Semi-final 50 m Backstroke M – Semi-final 100 m Breaststroke W - Final 800 m Freestyle W - Final 4x50 m Medley Mixed - Final
Day 4	Friday 14th December	4x50 m Freestyle M - Heats 50 m Backstroke W - Heats 50 m Butterfly M - Heats 400 m Freestyle W - Heats 200 m Breaststroke M - Heats 4x200 m Freestyle M - Heats	4x50 m Freestyle M - Final 200 m Breaststroke M - Final 50 m Butterfly W - Final 100 m Ind. Medley M - Final 100 m Ind. Medley W - Final 50 m Butterfly M – Semi-final 400 m Freestyle W - Final 50 m Freestyle M - Final 50 m Backstroke W – Semi-final 50 m Backstroke M - Final 4x200 m Freestyle M - Final
Day 5	Saturday 15th December	4x50 m Medley M - Heats 200 m Ind. Medley W - Heats 400 m Ind. Medley M - Heats 100 m Butterfly W - Heats 100 m Freestyle M - Heats 50 m Freestyle W - Heats 50 m Breaststroke M - Heats 4x200 m Freestyle W - Heats 1500 m Freestyle M - Heats	4x50 m Medley M - Final 200 m Ind. Medley W - Final 100 m Freestyle M – Semi-final 100 m Butterfly W – Semi-final 50 m Butterfly M - Final 50 m Freestyle W – Semi-final 50 m Breaststroke M – Semi-final 50 m Backstroke W - Final 400 m Ind. Medley M - Final 4x200 m Freestyle W - Final

		Morning Session	Evening Session
Day 6	Sunday 16th December	4x50 m Freestyle W - Heats 200 m Backstroke M - Heats 200 m Breaststroke W - Heats 4x100 m Medley M - Heats 4x100 m Medley W - Heats	4x50 m Freestyle W - Final 100 m Freestyle M - Final 200 m Breaststroke W - Final 200 m Backstroke M - Final 1500 m Freestyle M - Final 100 m Butterfly W - Final 50 m Breaststroke M - Final 50 m Freestyle W - Final 4x100 m Medley M - Final 4x100 m Medley W - Final

3. Awards and Scoring

- 3.1. Gold, silver and bronze medals shall be awarded to the first three places in individual and team final events (**BL 9.11.1**).
- 3.2. Diplomas shall be awarded to all eight finalists in individual events and to the first eight finalists in relay competitions. In swimming relays when preliminaries are swum, diplomas shall be awarded to those swimmers who have participated in the heats and/or the final. (**BL 9.11.1**).
- 3.3. Trophies for the highest scoring male and female swimmer and the highest scoring national team (**BL 9.11.1**).

FINA Team Trophy for the top scoring team based on the following points:

Individual using 8 lanes:

Places 1 – 16: 18, 16, 15, 14, 13, 12, 11, 10, 8, 7, 6, 5, 4, 3, 2, 1 points

Relays using 8 lanes:

Places 1 – 8: 36, 32, 30, 28, 26, 24, 22, 20 points.

FINA Individual Trophies for the top scoring male and female based upon the following points:

1st Place	5 points
2nd Place	3 points
3rd Place	2 points
4th Place	1 point

Individual World Record 2 points for each new World Record set.

If there is a tie, the FINA Points Table shall be used and a decision made by the FINA Technical Swimming Commission.

- 3.4. Commemorative medals for all those connected officially with the Championships.

4. Rules

The Championships will be held under the FINA Rules in force at the time of the Championships.

5. Control of events

5.1. Management Committee.

The Management Committee shall be appointed by the FINA Executive. **(GR 9.4.2).**

5.2. Jury of Appeal.

The Jury of Appeal shall be the Members of the Bureau and the Honorary Members of FINA. **(GR 9.3.1).**

5.3. Commission.

A commission shall be appointed consisting of the respective Technical Delegate (Bureau liaison), the Chairman and the Honorary Secretary of the FINA Technical Swimming Committee. **(GR 9.5.1).**

6. List of Officials

Details on the Technical Meet Officials will be given on a further update of these Summons.

7. Substitution, Withdrawal and Protests

7.1. Substitution

FINA Rule **GR 7** will govern in the event of withdrawals and the cumulative penalties provided therein shall be assessed. The FINA Technical Swimming Commission shall be responsible for checking and keeping records of withdrawals and reporting such to FINA.

Any entered competitor may be substituted by another entered competitor at the Technical Meeting. It is mandatory for the NF Team Managers to take part in the Technical Meeting. **(GR 7.1).**

7.2. Withdrawal

A competitor or team not wishing to take part in a semi-final or final in which qualification was earned shall withdraw within thirty (30) minutes following the preliminaries or the semi-finals of the event in which the qualification took place. The NF of any competitor who withdraws from the heats/preliminary rounds after the Team Leaders Meeting or from a semi-final or final more than thirty (30) minutes after the preliminaries or semi-finals of the event, in which qualification was earned, shall pay without excuse to the Honorary

Treasurer the sum of one-hundred (100) Swiss Francs; in case of a relay, the sum shall be two-hundred (200) Swiss Francs. **(GR 7.2)**.

A competitor who competed in the semi-finals or final is disqualified for any reason, including medical control, the position he would have held shall be awarded to the competitor who finished next and all the lower placing competitors in the semi-finals or final shall be advanced one place. If the disqualification occurs after the presentation of awards, the awards shall be returned and given to the appropriate competitors applying the foregoing provisions. **(GR 7.4)**.

If an error by an official follows a fault by a competitor, the fault by the competitor may be expunged. **(GR 7.5)**.

7.3. Protests

Protests are possible. **(GR 9.2.1)**

- (a) If the rules and regulations for the conduct of the competitors are not observed,
- (b) If other conditions endanger the competitions and/or competitors, or against decisions of the referee;
- (c) however, no protest shall be allowed against decisions of fact.

Protest must be submitted. **(GR 9.2.2)**

- (a) to the referee,
- (b) in writing on FINA Forms,
- (c) by the responsible team leader,
- (d) together with a deposit of 500 Swiss Francs or its equivalent, and
- (e) within 30 minutes following the conclusion of the respective event or match.

If conditions causing a potential protest are noted prior to the event a protest must be lodged before the signal to start is given.

If the protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned. **(GR 9.2.4)**.

8. Swimwear

8.1. The swimwear used by the competitors at the 14th FINA World Swimming Championships (25m) Hangzhou 2018 must comply in full with FINA rule **BL 8** and GR 5 and duly approved by FINA in accordance with the rules and procedures set forth in the FINA Requirements for Swimwear Approval (FRSA).

8.2. Before any swimwear of new design, construction or material is used in competition, the manufacturer of such swimwear must submit the swimwear to FINA and obtain approval of FINA **(GR 5.4)**. The official list of FINA approved swimwear is published annually and available on the FINA official website.

- 8.3. In swimming competitions the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands shall be regarded as parts of a swimsuit. **(BL 8.2).**
- 8.4. It is permissible to wear two (2) caps. Both caps must comply with the advertising rules. **(BL 7.1.4).**
- 8.5. All commercial marking on the swimwear must comply in full with the FINA rule **BL7.**
- 8.6. The check of swimwear used by the competitors will be performed in the call room prior to start of each event.
- 8.7. The referee of a competition has the authority to exclude any competitor whose Swimwear does not comply with the FINA rules.

9. Advertising

To assist athletes in concentrating on their performance and to ensure that the focus of spectators remains on our sport, FINA aims to ensure that all swimwear and equipment to be used on pool deck at the FINA World Swimming Championships (25m) Hangzhou (CHN) 2018, complies with the latest edition of FINA Rule BL 7.

- 9.1. All manufacturers sponsoring and/or supplying swimming caps to FINA National Member Federations should produce the swimming caps for the respective Federation in accordance with the design and the specifications set out in the Memorandum from the 26th of February 2018.

Further details are available on-line:

https://www.fina.org/sites/default/files/general/fina_advertising_rules_-_web_26.02.18.pdf

- 9.2. Identification in the form of logos on swimwear, i.e. swimsuit, cap and goggles, and pool deck equipment, i.e. track suits, official's uniforms, footwear, towels and bags, is permitted in accordance with regulations established in the By-Laws **(BL 7)**. A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements. **(GR 6.1).**
- 9.3. Body advertisement is not allowed in any way whatsoever. **(GR 6.2)**
- 9.4. Advertising for tobacco or alcohol is not allowed. **(GR 6.3).**
- 9.5. Advertising identification appearing on swimwear, pool deck equipment and official's uniforms at FINA Championships and Competitions, with exception for FINA World Masters Championships, is permitted as follows:
 - a. Any advertising identifications which are not indicated in the regulations are not permitted. In the event that any clothing or other items of equipment contravenes these regulations, the competitor must immediately remove the offending item(s) and replace it/them with clothing that complies with FINA rules. In the event that the breach is not

immediately remedied the competitor may be requested to wear attire provided by the event organizer. **(BL 7.1.7)**

- b.** FINA reserves the right to request Federations taking part in FINA Championships and Competitions to present any advertising identification in this rule for examination and approval of FINA prior to the event in question. **(BL 7.1.8)**

IMPORTANT NOTE: *The final approval of all swim caps, swimsuits, goggles and pool deck equipment is always made at the Championships itself by the technical officials, in the call room prior to each competition swim.*

10. Doping Control

- 10.1.** The actual conduct of Testing at all FINA Competitions shall be the responsibility of a Doping Control Commission of one or more people appointed by the FINA Bureau or its designee. FINA may designate any party that is deemed suitable by FINA to collect Samples in accordance with these Anti- Doping Rules.
- 10.2.** Any Athlete equaling or breaking a World Record (or World Junior Record) shall submit to Testing following the race. When a relay team breaks or equals a World Record, all Athletes swimming the relay shall be tested. If no Testing is conducted at the Competition, the Athletes shall be responsible for making arrangements to submit to Testing no later than 24 hours after the race. No World Record shall be recognised without a negative doping test certificate for all Prohibited Substances or Prohibited Methods identified on the Prohibited List for which an analytical technique is available. **(DC 5.3.3.2)**.
- 10.3.** Should an Athlete obtain a national record in a FINA Competition and not otherwise be selected for Testing, and the Rules of the Member Federation of the Athlete are similar to DC 5.3.3.2, the Member Federation may request FINA to conduct Testing on such Athlete upon payment of a fee reasonably determined by FINA. **(DC 5.3.3.3)**.

11. Prize money

Prize Money at the FINA World Swimming Championships (25m) in Hangzhou will be based on the following allocation.

11.1. Prize Money pool

The total prize money for the 14th FINA World Swimming Championships (25) - Hangzhou 2018 is **1,173,000 US dollars**, with 867 000 US dollars prize for the best ranked swimmers in individual events, and 306 000 USD for the best ranked relay teams in relay events. This represents a 20% increase on the prize pool from the last Championships in 2016.

The prize money will be equally distributed to men and women for both individual athletes and relay teams from 1st place to 8th place.

1st place: US\$ 8'000.-
2nd place: US\$ 6'000.-

3rd place:	US\$ 4'000.-
4th place:	US\$ 2'500.-
5th place:	US\$ 2'000.-
6th place:	US\$ 1'500.-
7th place:	US\$ 1'000.-
8th place:	US\$ 500.-

11.2. Distribution of prizes in case of tie

In the event of a tie, the prize money corresponding to the highest tied position will be equally paid to these athletes / relay teams.

11.3. Prize for a new World Record

Prize money will also be paid to the swimmers establishing each new World Record during the programme of the Championships.

World Records (each) US\$ 15'000.-

11.4. Payment of Prize Money

The prize funds shall be paid by direct bank transfer in US Dollars from FINA's bankers UBS, Lausanne.

The National Federation of a swimmer winning prize money should inform FINA as to whether the prize money will be paid to the National Federation or directly to the athlete.

The amount of the prize money will be paid without any deductions, however FINA shall not be responsible if any national tax has to be deducted from the prize money or for any tax obligation of the participants in their respective countries.

The Prize Money will be paid by FINA only after receiving all laboratory doping control tests results.

12. Ticketing

Details on ticketing will be given on a further update of these Summons.

III. TEAM INFORMATION

1. Registration procedure

All Registrations and Entries shall take place through the FINA General Management System (FINA GMS) which can be accessed by <https://data.fina.org>. National Federations must use their usual login details to access the system. For registration help and assistance please contact: aquaticsdb@fina.org

Please note that the registration for the 14th FINA World Swimming Championships – Hangzhou 2018 opened on **01 June 2018**.

1.1. Preliminary & Final Registration

There will be three successive entry steps to provide information to FINA and the Organising Committee in order to register for the event.

REGISTRATION KEY DATES (deadlines)	
REGISTRATION OPEN	1 June 2018
PRELIMINARY ENTRIES	5 September 2018
FINAL NOMINATIONS	31 October 2018
FINAL SPORT ENTRIES	22 November 2018

IMPORTANT NOTE: all deadlines will be at 23:59 (GMT) on the respective dates.

The entry steps are as follows:

a. PRELIMINARY ENTRIES

To be submitted through the FINA GMS by **5 September 2018 @ 23:59 (GMT)**

The Preliminary Entry is for the purpose of indicating to the Organising Committee the maximum number of competitors, representatives, coaches, official delegates, medical staff, etc., which each Federation intends to register for the competition.

b. FINAL NOMINATIONS (Entries By Name)

To be submitted through the FINA GMS by **31 October 2018 @ 23:59 (GMT)**

The Final Nominations is the final deadline to register all Athletes and Team Officials that includes all relevant data for the purposes of Accreditation and Visa assistance.

After this deadline it will not be possible to register anymore individuals to the event. The number of registrations must not exceed the numbers submitted in the Preliminary Entry.

The data must contain the exact number of named competitors, representatives, coaches, official delegates, medical staff, etc., All requested information must be fully and correctly completed in the FINA GMS. At this date, the NF must also have completed the final room requests (exact number of rooms, dates, etc.) and provide the OC with the complete rooming list via the FINA GMS.

c. FINAL SPORT ENTRIES

To be submitted through the FINA GMS by 22 November 2018 @ 23:59 (GMT)

Each Athlete must be registered for the event (s) they will be participating in by this date. No late entries will be accepted. FINA and the OC will use all collected data for the purposes of event registration and accreditation.

The qualification period for all entry times is: 1 August 2017 – 22 November 2018.

1.2. Qualification of competitors

a. For individual events:

For the **14th FINA World Swimming Championships (25m) – Hangzhou 2018**, the FINA Technical Swimming Committee (TSC) has decided in addition to 25m standard times to apply the Long course time standards established for **the 18th FINA World Championships - Gwangju 2019**. This allows federations to enter swimmers who meet the approved Short course OR Long course standards.

Rules for Individual entries:

- For each individual event at the World Championships, the FINA Bureau will establish Standard Entry Times in two levels: “A” and “B”, of which “B” shall be easier to achieve. **(BL 9.3.6.1)**.
- Standard Entry Times can only be achieved in competitions approved for that purpose by FINA. **(BL 9.3.6.1)**.
- For each individual event at the World Championships, each National Federation may enter a maximum of two (2) competitors. To enter two (2) swimmers in the same event, both of them must have achieved the “A” Standard Entry Time. **(BL 9.3.6.1)**.

- To enter one (1) swimmer in an event, the competitor must have achieved at least the “B” Standard Entry Time. **(BL 9.3.6.1)**.
- National Federations will be able to submit times for athletes from qualifying competitions in 25m distance or 50m distance. Qualifying competitions must have been previously approved by FINA and fall within the qualification period of:
 - **01 August 2017 – 22 November 2018 for 25m Competitions**
 - **01 March 2018 – 22 November 2018 for 50m Competitions**
- All entry times **MUST** be included in the FINA World Swimming Rankings in order to be validated. When submitting sport entries via the FINA GMS, it must be stated if the entry time is from an approved 25m or 50m competition
 - 25m entry times will be checked against qualifications standards for FINA World Swimming Championships (25m) Hangzhou 2018
 - 50m entry times will be checked against qualifications standards for FINA World Championships Gwangju 2019
 - 50m entry times will not be converted
- There is no restriction on an athlete entering with times from both 25m and 50m competitions according to the FINA A/B/U rules
- All entry times will be seeded as per FINA rules regardless of whether the entry time was achieved in a 25m or 50m pool
- Swimmers having achieved only one (1) “A” or one “B” entry time are entitled to enter one (1) additional event. The additional individual event must be in an event where no other swimmer from the National Federation has been entered. **(BL 9.3.6.1)**.

STANDARD TIMES (25 m)

Competitions in 25m pool	Men's Standard		Women's Standard	
	A – 2 Entries	B – 1 Entry	A – 2 Entries	B – 1 Entry
50 m Freestyle	0.21.71	0.22.47	0.24.60	0.25.46
100 m Freestyle	0.47.78	0.49.45	0.53.78	0.55.66
200 m Freestyle	1.45.02	1.48.70	1.56.52	2.00.59
400 m Freestyle	3.44.09	3.51.93	4.07.29	4.15.95
800 m Freestyle	////// N/A ////	////// N/A ////	8.35.69	8.53.74
1500 m Freestyle	14.49.29	15.20.42	////// N/A ////	////// N/A ////
50 m Backstroke	0.23.98	0.24.82	0.27.01	0.27.96
100 m Backstroke	0.51.61	0.53.42	0.58.08	1.00.11
200 m Backstroke	1.53.35	1.57.32	2.07.19	2.11.64
50 m Breaststroke	0.26.77	0.27.71	0.30.70	0.31.77
100 m Breaststroke	0.58.18	1.00.21	1.06.18	1.08.50
200 m Breaststroke	2.06.83	2.11.27	2.24.60	2.29.66
50 m Butterfly	0.23.22	0.24.03	0.26.26	0.27.18
100 m Butterfly	0.51.56	0.53.36	0.58.28	1.00.31
200 m Butterfly	1.54.84	1.58.86	2.09.76	2.14.30
100 m Ind. Medley	0.53.57	0.55.44	1.01.21	1.03.35
200 m Ind. Medley	1.56.69	2.00.77	2.12.46	2.17.09
400 m Ind. Medley	4.10.27	4.19.03	4.43.43	4.53.35

STANDARD TIMES (50 m)

Competitions in 50m pool	Men's Standard		Women's Standard	
	A – 2 Entries	B – 1 Entry	A – 2 Entries	B – 1 Entry
50 m Freestyle	22.18	22.96	25.04	25.92
100 m Freestyle	48.80	50.51	54.49	56.04
200 m Freestyle	1:47.40	1:51.16	1:58.66	2:02.81
400 m Freestyle	3:48.15	3:56.14	4:10.57	4:19.34
800 m Freestyle	////// N/A ////	////// N/A ////	8:38.56	8:56.71
1500 m Freestyle	15:07.38	15:39.14	////// N/A ////	////// N/A ////
50 m Backstroke	25.17	26.05	28.22	29.21
100 m Backstroke	54.06	55.95	1:00.59	1:02.71
200 m Backstroke	1:58.34	2:02.48	2:11.53	2:16.13
50 m Breaststroke	27.39	28.35	31.22	32.31
100 m Breaststroke	59.95	1:02.05	1:07.43	1:09.79
200 m Breaststroke	2:11.00	2:15.59	2:25.91	2:31.02
50 m Butterfly	23.66	24.49	26.34	27.26
100 m Butterfly	51.96	53.78	58.48	1:00.53
200 m Butterfly	1:56.71	2:00.80	2:09.21	2:13.73
100 m Ind. Medley	////// N/A ////	////// N/A ////	////// N/A ////	////// N/A ////
200 m Ind. Medley	2:00.22	2:04.43	2:13.03	2:17.69
400 m Ind. Medley	4:17.90	4:26.93	4:43.06	4:52.97

Note: for the 100m IM only the short-course times are applicable.

- At the World Championships, National Federations may enter swimmers who have not achieved either Standard Entry Time as follows:
 - With no swimmers who have achieved the “A” or “B” Standard Entry Time: National Federations may enter up to four (4) swimmers, two (2) men and two (2) women. **(BL 9.3.6.2).**
 - With one (1) or two (2) swimmers who has achieved the “A” or “B” Standard Entry Time: National Federations may enter up to a maximum of four (4) swimmers (two (2) men and two (2) women), and with three (3) swimmers who have achieved the “A” or “B” Standard Entry Time, one (1) additional swimmer provided that both genders are represented. **(BL 9.3.6.2).**
 - The swimmers who have not achieved either Standard Entry Time will only be permitted to enter up to two (2) individual events each. **(BL 9.3.6.2).**
 - An individual entry for a swimmer without an “A” or “B” Standard Entry Time must be in an event where no other swimmer from the National Federation has been entered. **(BL 9.3.6.2).**

b. For team events:

- For each relay event, each Member may enter only one team. All swimmers entered in individual events can be used in relays. **(BL 9.3.6.5).**
- The composition of a relay team may be changed between heats and finals of an event. When preliminaries are swum, medals or diplomas shall be awarded to those swimmers who swam in the heats and the final race. **(BL 9.3.6.7).**

	Men	Women
4 x 50 m Freestyle	1 Team	1 Team
4 x 100 m Freestyle	1 Team	1 Team
4 x 200 m Freestyle	1 Team	1 Team
4 x 50 m Medley	1 Team	1 Team
4 x 100 m Medley	1 Team	1 Team

- The names of swimmers actually swimming on a relay must be submitted at least one hour before the start of the session in which the event is to take place, in the order in which they are to swim. The names of the swimmers in medley relay events must be listed for their respective strokes. **(BL 9.3.6.8).**

4 x 50 m Freestyle Mix	1 Team
4 x 50 m Medley Mix	1 Team

Each Member may enter a maximum of 26 men and 26 women swimmers (**BL 9.3.6.9**). National Federations will enter swimmers and relay teams using the FINA Rankings as the entry time for seeding purposes.

Where no valid time information is recorded in the FINA Rankings, the swimmer or relay team will be entered with no time. Only valid times included in the FINA Rankings at the date of the deadline for entries and achieved within the qualification period can be accepted as entry times. (**BL 9.3.6.6**)

The qualification period for all entry times is: 1 August 2017 – 22 November 2018.

1.3. Team Officials

Each Federation shall be allowed to include in its delegation Team Officials (coaches, managers, trainers, chaperons, etc.) in a number dependent upon the number of competitors entering and participating in accordance with the following:

NUMBER OF COMPETITORS	MAXIMUM NUMBER OF TEAM OFFICIALS
1-2 competitor(s)	1
3-5 competitors	2
6-10 competitors	4
11-20 competitors	8
21-30 competitors	10
31-40 competitors	13
Over 41 competitors	16

Individuals who are serving as Team Officials (coaches, managers, chaperons, etc.) cannot serve as Technical Meet Officials.

2. Accreditation

2.1. General principles for accreditation

The purpose of accreditation is to authorise people by confirming their roles at the 14th FINA World Swimming Championships (25m) and providing them the rights to have privileges and appropriate access to functional areas to perform their duties.

The procedure of accreditation ensures appropriate security in the functional zones and arrears of operation.

Accreditation ensures that only the appropriately qualified and eligible people are entitled to participate in or perform official functions at the Championships and used to keep unauthorised people out of such areas, therefore accreditation is not to be granted in lieu of a “free pass” or “event ticket”.

The teams representing the FINA member National Federations are entitle to receive accreditation for all eligible athletes competing at the Championships, including the team officials. The team officials are defined as persons whose presence is essential to the administration of an NF’s delegation and for the technical and medical support of the athletes competing at the Championships.

National Federations are to note the number of Team Officials (coaches, managers, chaperons, etc.) allowed as detailed in section 1.3. The quotas are not transferable from one category to another.

Concerning NF Representatives, the President and the General Secretary (as specified on the FINA website) will be entitled to a free accreditation. (This cannot be transferred to any other person).

2.2. Additional Accreditations

National Teams whose number of officials’ exceed the prescribed quota may request Additional Accreditations.

A fee of USD 150 will be charged for approved additional accreditation passes for individuals registered under the “Team Official” category that exceed the Team Official quota.

Any other individual registered under the NF Representative category will be charged a fee of USD 150 USD for their accreditation. NF Representatives are NOT included in Team Official quotas.

FINA has final approval for all additional Team Official and NF Representative accreditation pass requests that have been registration through the FINA GMS by the registration deadline.

2.3. Venue access zone

In order to ensure secure operation and facilitating movements and function of people at the venue performing specific roles during the Championships there will be areas with restricted and additional access control.

ZONE - CODE	ZONE DESCRIPTION	ZONE ACCESS
BLUE	Field of play	Blue, Red, White
RED	Operational areas	Red, White
WHITE	General circulation areas	White
2	Athlete preparation areas	2
4	Media areas	4
5	Broadcast areas	5
6	FINA Family areas	6
7	VIP area	7
T	Team Tribune	T
G	Guest Tribune	G
TA	Transport Team Shuttle Bus	TA

The access rights to enter “access zones” are defined according to category of accreditation provided to a person. Such category is based on official function and duty of a person during the event.

The following accesses will be given to the persons depending on their function:

CATEGORY	FUNCTION	PRIVILEGES	SEATING	TRANSPORT
Athlete		Blue, 2	T	TA
NF Representative	President	Blue, 2, 4	G	TA
	General Secretary	Blue, 2, 4	G	TA
	Executive Board Member	Red, 2	T	TA
	Official Representative	Red	T	TA
	Senior Staff	Red, 2	T	TA
	Accompanying Guest	Red	T	TA
	DV, HD, OW, SW, SY, WP President	Blue, 2	G	TA
	DV, HD, OW, SW, SY, WP General Secretary	Blue, 2	G	TA
Team Official	Chef de Mission	Blue, 2	T	TA
	Head Coach	Blue, 2	T	TA
	Coach	Blue, 2	T	TA
	Team Leader	Blue, 2	T	TA
	Doctor	Blue, 2	T	TA
	Massage Therapist	Blue, 2	T	TA
	Media Liaison	Blue, 2, 4, 5	T	TA
	Medical Personnel	Blue, 2	T	TA
	Physiotherapist	Blue, 2	T	TA
	Support Staff	Blue, 2	T	TA

The Federation is entirely responsible for registering the participants with their correct function and role, so that the correct accreditation will be issued. No accreditations will be changed or re-printed during the event.

2.4. Loss of Accreditation:

In case the individual accreditation badge is stolen or lost, the bearer should immediately report to the nearest security personnel from the Hangzhou 2018 OC. A penalty fee may be charged for the reproduction of lost accreditation badges.

3. Training Venues

The information on available facilities for training prior and during the days of the Championships will be communicated in due time.

4. Team Leaders' Meeting

The Team Leaders' Meeting will be organized on Sunday, 09th of December, the place and time will be communicated in due course.

Participation is mandatory for all National Federations (roll-call will be made). Failing to do so will result in a fine of 100 Swiss Francs. **(GR 7.1)**.

The Team Leaders' Meeting will cover all aspects about the execution of the 14th FINA World Swimming Championships (25m) competitions and include the following issues:

- Pre-Competition procedures
- Competition procedures
- Post-competition procedures

At the meeting Team Leaders must check all the given information and the spelling of the athlete's name (first name, last name, date of birth, etc.). No corrections or changes will be allowed after the Team Leaders' Meeting. Withdrawals after the Team Leaders' Meeting will be fined according to FINA Rules.

5. Entering China - visa assistance

All foreign participants of the 14th FINA World Swimming Championships (25m) requiring an entry visa to China need to apply for such visa before travelling.

Hangzhou 2018 OC will facilitate assistance in obtaining entry visas to China for the entire FINA Family (athletes, NF representatives and team officials, FINA Bureau, Committee and Commission members, FINA Staff and FINA Guests), media representatives and all other approved foreign visitors attending the Championships e.g. coaches, officials and judges.

Request for visa assistance will be accepted only if placed through the FINA General Management System (FINA GMS) with fully submitted registrations.

Processing times for temporary resident visa applications processed by visa offices outside China vary widely from a matter of days to several weeks. Further information about the Chinese visa for foreign nationals, with answers to frequently asked questions, can be obtained following the link:

<http://english.gov.cn/services/visitchina/>

Last date to accept request for the Visa Assistance is 31st October 2018 at 23:59 (GMT)

Please note that traveler who is transiting into or through any third country might need the relevant visa to enter that country, thus he/she should be solely responsible for obtaining such visa and any other required documents.

IMPORTANT NOTE:

For your travel to China you should have a valid passport or other appropriate identification document with an expiry date **not less than six months after the expected departure.**

All persons applying for a visa to attend the Championships are required to pay appropriate official fees at the time of application. These fees will be reimbursed by the Hangzhou 2018 OC upon arrival at the Championships. The visa application fee will be reimbursed only against original receipt, proof of payment. For avoidance of doubt no additional expenses related to the visa application, such as tourist agency fee, will be covered.

6. Travel to Hangzhou

Hangzhou Xiaoshan International Airport (IATA code: HGH) is the tenth busiest airport in China when it comes to traffic. The airport is located 27km away from the city of Hangzhou.

The airport is home to more than 30 airline companies providing flights to 58 cities in mainland China, and the Hong Kong and Macao regions, as well as East Asia and Southeast Asia, including direct international connections.

7. Accommodation

All accommodation must be booked through the FINA GMS by the respective deadlines:
<https://data.fina.org>

For all correspondence relating to Accommodation please contact the Hangzhou OC on:

Accommodation@finahangzhou2018.com

ACCOMMODATION KEY DEADLINES	
Accommodation & Travel assistance Acceptance Form	30 June 2018
Final Accommodation Deadline	31 October 2018

Details of hotel prices, facilities, services and booking arrangements should be available through official website of the Championships.

All forms and conditions are available on and Official FINA website under the direct link: <http://fina.org/event/14th-fina-world-swimming-championships-25m-2018>

The registration system (GMS) including accommodation reservation and booking will be available from **June 2018**.

Please feel free to contact **Hangzhou 2018 OC** for further information or to arrange a pre-event visit. [mailto: Accommodation@finahangzhou2018.com](mailto:Accommodation@finahangzhou2018.com)

8. Local transportation

Hangzhou owns a comprehensive transportation system consisting of convenient airport, railway, motorway and waterway transportation. 7 motorways have been completed in the city. Total road mileage of Hangzhou reached 15,900 km, among which total motorway mileage reached 503 km.

The Hangzhou 2018 OC Organizing Committee will provide pickup and sendoff service for the participants and officials of the 14th FINA World Swimming Championships (25m) who enter and leave China at Hangzhou Xiaoshan International Airport.

During the days of the Championships the special-purpose vehicle and shuttle bus services will be provided from the hotels to competition venues. Further details regarding local transportation service will be available in due time.

9. Travel & Accommodation assistance

Information has been communicated directly to each National Federation Member of FINA.