



# **FINA Water Polo World League 2017 Rules & Regulations**

Version: November 14, 2016

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## **INTRODUCTION:**

### **World League Council Bureau**

<b>President</b>	Dr. Julio C. MAGLIONE	President
<b>Vice Presidents</b>	Mr. Paolo BARELLI Mr. Pipat PANIANGVAIT	Honorary Secretary Honorary Treasurer
<b>Council Member</b>	Mr. Dimitris DIATHESOPOULOS	Bureau Member
<b>Technical Director</b>	Mr. Gianni LONZI (gilonzi@tin.it)	FINA TWPC Chairman
<b>Marketing &amp; TV</b>	Mr. Peter HALL (peter.hall@fina.org)  Ms. Greta AVOLA (marketing@fina.org)	Head of FINA Marketing & TV  Project Manager
<b>Coordinator</b>	Mr. Cornel MARCULESCU	FINA Executive Director

### **World League Secretariat**

<b>Communication</b>	Mr. Pedro ADREGA (press@fina.org)	Head of FINA Communication Department
<b>Anti-Doping</b>	Mr. Johan LEFEBVRE (antidoping@fina.org)	FINA Anti-Doping Department
<b>Office</b>	Ms. Mirjam HELLER (waterpolo@fina.org)  Chemin de Bellevue 24a/24b 1006 Lausanne SWITZERLAND	Coordinator Water Polo
<b>FINA Website</b>	<a href="http://www.fina.org">www.fina.org</a>	

**CALENDAR:**

	<b>MEN</b>	<b>WOMEN</b>
<p>■ <b>Intercontinental Preliminary Tournament</b> Africa, Americas, Asia &amp; Oceania</p>	<p>Dates &amp; Place tbc February-May, 2017</p>	<p>Dates &amp; Place tbc February-May, 2017</p>
<p>■ <b>Preliminary Rounds</b> Europe</p>	<p>November 15, 2016 December 6, 2016 January 10, 2017 February 14, 2017 March 14, 2017 April 11, 2017</p>	<p>November 29, 2016 December 20, 2016 January 24, 2017 February 21, 2017 March 28, 2017 April 18, 2017</p>
<p>■ <b>Super Final</b></p>	<p>June 20-25, 2017 Place tbc</p>	<p>June 6-11, 2017 Place tbc</p>

- The established programme and dates must be respected by all participating teams. If any change will occur, following request by a team, then any financial consequences related with the change are to be covered by the respective National Federation.

## COMPETITION INFORMATION

### Competition System MEN:

#### **Groups:**

Groups are established based on the results of the Preliminary Rounds and Super Final of the previous edition of the FINA Water Polo World League (“WPWL”) as well as the last major Water Polo Competition (FINA World Championships or Olympic Games).

#### **Preliminaries MEN:**

- **Europe**

A “home and away” system will apply.

- **Intercontinental Water Polo Tournament**

Africa, Americas, Asia & Oceania

The competition will be played with a tournament system. The schedule is dependent on the number of participating teams. If more than 6 teams are participating, then a two group system will be applied.

The draw will be conducted by FINA.

#### **Super Final MEN:**

- **Qualification:**

3 teams from Europe

4 teams from the Intercontinental Water Polo Tournament

1 Host

- **Seeding:**

##### **Group A**

A1 2<sup>nd</sup> IWPT

A2 1<sup>st</sup> Europe Group A

A3 4<sup>th</sup> IWPT

A4 1<sup>st</sup> Europe Group C

##### **Group B**

B1 1<sup>st</sup> IWPT

B2 1<sup>st</sup> Europe Group B

B3 3<sup>rd</sup> IWPT

B4 Host

\*If the host does not have a Water Polo Team, the 5<sup>th</sup> placed team of the IWPT will qualify for the WPWL Super Final.

If a team is already qualified by its ranking from a preceding qualification competition, the team will be placed on the highest line of the draw according to the ranking and the team taking its place will be placed on the lower line.

## **Competition System WOMEN:**

### **Groups:**

Groups are established based on the results of the Preliminary Rounds and Super Final of the previous edition of the FINA Water Polo World League (“WPWL”) as well as the last major Water Polo Competition (FINA World Championships or Olympic Games).

### **Preliminaries WOMEN:**

#### **■ Europe**

A “home and away” system will apply.

#### **■ Intercontinental Water Polo Tournament**

Africa, Americas, Asia & Oceania

The competition will be played with a tournament system. The schedule is dependent on the number of participating teams. If more than 6 teams are participating, then a two group system will be applied.

The draw will be conducted by FINA.

### **Super Final WOMEN:**

#### **■ Qualification:**

3 teams from Europe

4 teams from the Intercontinental Water Polo Tournament

1 Host

#### **■ Seeding:**

##### **Group A**

A1 2<sup>nd</sup> IWPT

A2 1<sup>st</sup> Europe Group A

A3 4<sup>th</sup> IWPT

A4 3<sup>rd</sup> Europe \*

##### **Group B**

B1 1<sup>st</sup> IWPT

B2 1<sup>st</sup> Europe Group B

B3 3<sup>rd</sup> IWPT

B4 Host

\*The teams ranked second in each European group shall be classified for places 3-4 according to the following criteria:

1. Win-loss record in their Preliminary Round group.

2. If both teams have the same win-loss record, the classification will be determined by goal average (goals scored divided by games played) taking into account the results of all games played in the respective group. For the purpose of calculating either goal difference or goals scored, the goals in any penalty shoot-out will not be taken into consideration.

If a team is already qualified by its ranking from a preceding qualification competition, the team will be placed on the highest line of the draw according to the ranking and the team taking its place will be placed on the lower line.

**Competition System Super Final (MEN & WOMEN):**

**Preliminary Round – Day 1**

Game 1      B2 – B3  
 Game 2      A2 – A3  
 Game 3      B1 – B4  
 Game 4      A1 – A4

**Preliminary Round – Day 2**

Game 5      A1 – A3  
 Game 6      B2 – B4  
 Game 7      A2 – A4  
 Game 8      B1 – B3

**Preliminary Round – Day 3**

Game 9      B2 – B1  
 Game 10     A2 – A1  
 Game 11     B3 – B4  
 Game 12     A3 – A4

**Quarter Final Round – Day 4**

Game 13	2 <sup>nd</sup> Group A – 3 <sup>rd</sup> Group B
Game 14	3 <sup>rd</sup> Group A – 2 <sup>nd</sup> Group B
Game 15	1 <sup>st</sup> Group A – 4 <sup>th</sup> Group B
Game 16	4 <sup>th</sup> Group A – 1 <sup>st</sup> Group B

**Semi Final Round – Day 5**

Game 17	Loser Game 13 – Loser Game 16
Game 18	Loser Game 14 – Loser Game 15
Game 19	Winner Game 13 – Winner Game 16
Game 20	Winner Game 14 – Winner Game 15

### **Final Round – Day 6**

Game 21 Loser Game 17-Loser Game 18 (Winner 7 <sup>th</sup> , Loser 8 <sup>th</sup> )
Game 22 Winner Game 17-Winner Game 18 (Winner 5 <sup>th</sup> , Loser 6 <sup>th</sup> )
Game 23 Loser Game 19-Loser Game 20 (Winner 3 <sup>rd</sup> , Loser 4 <sup>th</sup> )
Game 24 Winner Game 19-Winner Game 20 (Winner 1 <sup>st</sup> , Loser 2 <sup>nd</sup> )

Games 1 through 24 must be played to a conclusion; accordingly it may be necessary to apply the Water Polo Rules for Penalty Shoot-out.

Please note that the Management Committee of FINA Competitions may change the order and schedule of games to meet with the requirements of the Host Federation and/or television.



## **Specific WPWL Rules**

### **Field of Play**

The Field of Play (FOP) for Men shall be 30 x 20 metres and for Women 25 x 20 metres.

### **Points Awarded**

The following points will be awarded per match to each team:

- Match won: 3 points
- Match won by penalty: 2 points
- Match lost by penalty: 1 point
- Match lost or forfeited: 0 points

### **In the case of a tie in Preliminaries, Semi Finals and Final Games:**

- In all the matches there will be a winner.
- If at the end of a fourth quarter the score is tied, then the winner shall be resolved by each team shooting five penalty shots from the 5m line in alternate succession. The first team shall take its first penalty shot and then the other team shall take its first penalty shot, etc. If a tie shall exist after that procedure, each team shall then take alternate shots until one team scores and the other misses. Different members of the team must shoot each shot.

### **Tie Breaking for double rounds:**

If two (2) teams shall have equal points following the Preliminary Rounds, a further classification shall be established as follows:

- The team winning the games between them shall be placed higher.
- If the games between them were shared, then the first comparison shall be based on goal difference, and if still tied, then based on goals scored.
- For the purpose of calculating either goal difference or goals scored, the goals in any penalty shoot-out will not be taken into consideration.

### **Forfeited Games**

If a team declares a forfeit or is disqualified for one (1) or more matches, the match or matches shall be awarded to the opponent with a goal score 5 - 0.

### **Game Duration:**

- 4 periods of 8 minutes each
- 2 minute break between periods 1-2 and 3-4
- 5 minute break at half-time

### **Players:**

- For each match or tournament in the Preliminary Round and the Super Final, each team must present a list of 13 players as per FINA Rule WP 5.1; should the tournament be played in a double round robin, each round will be considered as one tournament, accordingly consistent with the above a team is able to present a list of 13 players for each tournament.

### **Timing & Scoring**

- The Timing and Scoring System is to be provided by each HF/LOC (Host Federation/Local Organising Committee) for the WPWL Preliminary Rounds and the Super Final.

### **Referees:**

#### **Preliminary Games**

The Neutral Referees will be nominated by the FINA TWPC Commission. The HF/LOC must cover the expenses related to the accommodation and meals. The travel expenses have to be covered by the National Federation that the referee is representing. Arrival to be latest 20h the day before the game.

#### **Preliminary Tournaments**

Each team is required to nominate a referee with the team from the current FINA Water Polo Referees List who will officiate in the event.

Neutral Referees will be nominated by the FINA TWPC Commission. The HF/LOC must cover the expenses related to the accommodation and meals of the Neutral Referees. FINA will cover the travel expenses (economy fare). Arrival to be 2 days before the commencement of the tournament.

#### **Super Final**

The referee with the team must be submitted to the FINA Office for approval by the FINA TWPC Commission. The expenses of the referee with the team are to be covered by the respective National Federation.

Neutral Referees will be nominated by the FINA TWPC Commission. The HF/LOC must cover the expenses related to the accommodation and meals of the Neutral Referees. FINA will cover the travel expenses (economy fare). Arrival to be 2 days before the commencement of the Super Final.

### **Delegates:**

Delegates will be nominated by FINA TWPC Commission. The HF/LOC must cover the expenses related to local transportation, accommodation and meals of the Delegates. FINA will cover the travel expenses (economy fare). Arrival to be latest 20h the day before the game for all Preliminary Games and 2 days before the commencement of the Preliminary Tournament and Super Final.

## **GENERAL INFORMATION**

### **Teams Delegations:**

The Team Delegation is comprised of 18 persons: 13 players, 4 officials and 1 referee.

### **Uniform Protocol:**

#### **General:**

BL 7 (Advertising at FINA Competitions) and BL 8 (Swimwear) has to be followed.

#### **Swimsuits:**

All participants must wear swimsuits of the same colour and design, with underwear beneath the suit.

#### **Caps:**

Water polo caps may be in the National Federation's colours however at the same time two additional sets (white & blue) must be provided by each team. If the caps of both teams are similar colours, the host team will use caps with their colours and the other team will use either the white or the blue following the decision of the referee.

#### **Team Bench:**

All team officials must be attired in official team uniform. Pants and shirt are accepted provided that they are part of the official uniform. Shorts and tracksuits are not allowed.

#### **Officials:**

All officials must bring white shirts, pants and shoes.

### **Technical Meeting:**

The FINA Delegate will be responsible for the conduct of the Technical Meeting. (Agenda see Appendix 3)

#### **Preliminary Games:**

The Technical Meeting will be held on the day of the game between 10.00 – 13.00 hours.

#### **Preliminary Tournaments:**

The Technical Meeting will be held the day before the commencement of the Preliminary Tournament.

#### **Super Final:**

The Technical Meeting will be held the day before the commencement of the Super Final.

## **FINANCIAL INFORMATION**

### **Direct Expenses of FINA**

- Administration Expenses of the WPWL Secretariat
- Flight tickets for:
  - FINA Officials
  - FINA Delegates
  - FINA Doping Control Delegate
  - FINA Press Delegate
  - Neutral Referees (Preliminary Tournaments, Super Final)
  - TV Supervisor
- Per diem for:
  - FINA Delegates
  - FINA Doping Control Delegate
  - FINA Press Delegate
  - Neutral Referees (Preliminary Tournaments, Super Final)
- Payments received in relation with the registration fee will be used for prize money

### **Direct Income of FINA**

#### Marketing Rights from International Sponsors

- Title/Presenting Sponsor
- Official Players Caps (To be confirmed)
- Official Water Polo Ball of the World League
- Sale of International TV Rights (For the Super Final **only**)

## Structural Expenses to be met by each Host Federation

### **Preliminaries and Super Final:**

- All local transportation expenses for teams, officials and FINA representatives
- Board and lodging for FINA Officials, Doping Control Delegate, Press Delegate and Neutral Referees. The Neutral Referees and Referees must be accommodated in a different hotel than the teams
- Arrangements and decoration for venue look, including the cost of advertising boards for FINA, any FINA-appointed WPWL Title Partner and Official Sponsors/Suppliers \*
- Acquisition of official material and technical equipment
- Expenses regarding competition venue, organisation, staff and auxiliary refereeing officials, official opening and closing ceremony and press conferences during the competition
- Production cost of print materials (poster, flyer, official programme, accreditations, tickets, etc.) in accordance with FINA Guidelines: <http://www.fina-brand.com/>
- Production cost of the flags
- Medical expenses for First Aid and Medical Assistance
- Cost of the Doping Control tests
- Publicity for event on national scale
- Cost for hosting FINA and International Sponsor VIP's lounge (with refreshment and catering)
- Cost of Host Broadcast Production and provision of the TV Footage as set out herein

\* The artwork for the Advertising Boards (2.5m x 0.8m) is available on the FINA On-Line Brand Guidelines: <http://www.fina-brand.com/>



FINA



MIKASA

### **Super Final only:**

- Board and lodging for 7 teams (13 players, 4 officials, 1 referee, a total of 18 persons) for a maximum of 8 days and 8 nights if necessary

**Expenses Participating Teams MEN:**

**Non-refundable Registration fee to be paid to FINA:**

- Men                    USD 25'000.- to be paid by January 31, 2017

**Preliminaries:**

- Travel, accommodation and meal expenses for their own National team (including referee)

**Super Final:**

- Travel expenses for their own National team (including referee)

**Prize Money Distribution:**

- Preliminary Rounds
  - Teams not qualified                    15'000.- USD
- Super Final
  - 1st Place                                    100'000.- USD
  - 2nd Place                                    70'000.- USD
  - 3rd Place                                    50'000.- USD
  - 4th Place                                    35'000.- USD
  - 5th Place                                    30'000.- USD
  - 6th Place                                    25'000.- USD
  - 7th Place                                    20'000.- USD
  - 8th Place                                    15'000.- USD

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**TOTAL    345'000.- USD**

**Expenses Participating Teams WOMEN:**

**Non-refundable Registration fee to be paid to FINA:**

- Women USD 15'000.- to be paid by January 31, 2017

**Preliminaries:**

- Travel, accommodation and meal expenses for their own National team (including referee)

**Super Final:**

- Travel expenses for their own National team (including referee)

**Prize Money Distribution:**

- Preliminaries
  - Teams not qualified 10'000.- USD
- Super Final
  - 1st Place 50'000.- USD
  - 2nd Place 40'000.- USD
  - 3rd Place 30'000.- USD
  - 4th Place 25'000.- USD
  - 5th Place 20'000.- USD
  - 6th Place 15'000.- USD
  - 7th Place 12'500.- USD
  - 8th Place 10'000.- USD

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**TOTAL 202'500.- USD**

## **MEDICAL INFORMATION**

### **Doping Control Testing**

- A minimum of two (2) urine tests per game must be conducted after each game. In the case of a tournament with multiple games, FINA will confirm the total number of tests. FINA may notify the HF/LOC if blood tests are necessary.
- Samples shall be analysed in a WADA-accredited laboratory and the laboratory must be request to forward the analytical results directly to the FINA Office.
- The original doping control forms shall be sent to FINA Office after the event by post mail.
- Please contact the Anti-Doping Department prior to the event for any questions you may have: [antidoping@fina.org](mailto:antidoping@fina.org)

### **Medical Services:**

#### First Aid for Teams & Spectators

- Adequate First Aid personnel (Medical Doctors and Nurses), facilities and equipment available at all times at the venue.
- Ambulance located at the competition venue.
- Designated hospital.
- First Aid facilities for players at the hotel.

## **HOSTING INFORMATION**

### **Accommodation:**

- For the teams, accommodation must be provided in a first class hotel. The 17 persons from the Team Delegation will be accommodated in the same hotel in single and twin rooms; the referee will be accommodated in a different hotel.
- For the officials: (1 FINA Delegate, 1 TV coordinator, 1 FINA Marketing Agent, 1 Doping Control Delegate, 4 Neutral Referees) the HF/LOC will cover the expenses for board and lodging in single rooms in a first class hotel.

### **Food:**

- Quantity and quality must be guaranteed 3 times per day plus a snack prior to matches.



## **MARKETING**

### **FINA Logo and Brand Guidelines:**

- All information concerning the FINA Logo (and its placement within various materials) can be found inside the FINA Brand Guidelines. <http://www.fina-brand.com/>.
- All materials featuring FINA marks have to be sent to FINA Marketing ([marketing@fina.org](mailto:marketing@fina.org)) for approval, at least 20 days before the event:
  - Print materials (posters, flyers, etc...)
  - Venue signage (backdrops and boards)
  - Any other material featuring FINA marks

### **Preliminaries Rights**

- FINA will retain the Title Partner rights for the WPWL.
- The National Federations may appoint local sponsors and suppliers for its home matches.

### **Super Final Rights**

- FINA will retain the Title Partner rights for the WPWL.
- Other Marketing rights to be exploited by FINA and the National Federation as agreed.
- The National Federation may appoint local sponsors and suppliers and retain all income.
- The National Federation must follow the WPWL marketing programme.
- Clothing licensing rights retained by FINA.
- Exploitation to be decided case-by-case.
- All advertising in TV view must respect FINA's standards at all venues.
- Only officially appointed Sponsors and Suppliers may have any form of identification at the competition venue.
- Product category exclusivity must be respected at the venue.

## **FINA Official Suppliers** (see also Appendix 2)

All HF and/or LOC shall respect the Contracts of FINA regarding its Official Suppliers.

### MIKASA

- FINA has granted MIKASA the exclusive worldwide rights to the Event within the Product Category of Water Polo Balls and related equipment including those for storing/carrying balls and for inflating balls (“MIKASA Product Category”). Such exclusive rights include the worldwide promotional advertising, merchandising and marketing rights in respect of the MIKASA Product Category.
- FINA shall provide a quantity of MIKASA water polo balls to be used exclusively at the Event. The HF/LOC shall contact the FINA Marketing Department if it wishes to receive a quote from MIKASA for additional balls.
- MIKASA shall have the exclusive right to exploit all merchandising rights and opportunities in relation to the Event in the MIKASA Product Category.
- The HF/LOC shall at its own cost provide MIKASA with the rights and opportunities set out in Appendix 2.

### MALMSTEN

- FINA has appointed Malmsten as its Official Supplier within the product category, as defined in Appendix 2 (“Malmsten Product Category”).
- Malmsten shall make available the products within its Product Category to the HF/LOC at wholesale prices. The HF/LOC shall contact the FINA Marketing Department if it wishes to receive a quote from Malmsten for equipment.
- The HF/LOC shall not be obliged to purchase such products from Malmsten. In this event the HF/LOC shall not appoint any competitor of Malmsten as a sponsor of the Event nor provide any competitor of Malmsten with any form of branding or identification at the Event on any products within the Malmsten Product Category. The HF/LOC may use his own material of the Malmsten Product Category provided that it has to be unbranded.

### NUSSLI

- FINA has appointed Nussli as its Official Supplier within the product category, as defined in Appendix 2 (“Nussli Product Category”).
- The HF/LOC shall not be obliged to use the services of Nussli. In this event the HF/LOC shall not appoint any competitor of as a sponsor of the Event nor provide any competitor of Nussli with any form of branding or identification at the Event on any products within the Nussli Product Category. The HF/LOC shall contact the FINA Marketing Department if it wishes to receive a quote from Nussli for its services.

## TV

### **TV Broadcast Rights:**

- The HF and/or LOC will jointly negotiate domestic broadcast rights to ensure the highest possible production standards.
- All income from domestic rights will be retained by the HF.
- All international TV rights will be marketed centrally by FINA through its agent IEC in Sports. The HF/LOC shall cooperate fully with IEC in Sports for its on-site operations, as requested by FINA.

### **TV Broadcasting:**

TV production must be provided by each host team in accordance with the FINA TV Guidelines

- Minimum level of TV production.
- Minimum number of cameras.
- Graphics package in English.
- Programme format and running order.
- Provision of commentary positions and bookings for other TV rights holders, as required.
- FINA's opening and closing sequence must be featured at the beginning and closing of each TV broadcast and the FINA replay swipe shall be used for all transitions between live and replay action.

### **Preliminaries:**

- The HF and/or LOC shall provide FINA with at least 10 minutes of TV Footage ("Footage") of highlights from each game, as well as interviews with coaches/players.
- The HF and/or LOC shall confirm in writing to FINA the production of such Footage no later than thirty (30) days prior to the beginning of the Event.
- In the event that the HF and/or LOC does not confirm the production of the Footage by the deadline, FINA retains the right to appoint an entity to record the Footage.
- No later than three (3) days after the end of the Event, the HF and/or LOC shall deliver such Footage free of charge (marketing@fina.org or peter.hall@fina.org) and in a broadcast quality format (e.g. DNxHD or H.264/MPEG4) to be agreed in advance with FINA.
- FINA shall have the right to broadcast the Footage worldwide and by any means.

### **Super Final:**

For all rights and obligations, please refer to the Staging Agreement.

## **COMMUNICATION**

### **Press operations:**

Get in contact with the FINA Press Department: [press@fina.org](mailto:press@fina.org)

The HF/LOC must appoint a Press Officer:

- English-speaking
- Professional journalism background
- Excellent knowledge of water polo

The HF/LOC must arrange Press facilities as follows:

- Press working room
- Press tribune
- Press conference room

The HF/LOC has to supervise the Media Accreditation procedure.

The HF/LOC has to provide internet access for the FINA Delegate.

The HF/LOC must provide the following WPWL information:

- Match schedules
- Team information
- Venue information
- Game sheets: Signed PDF & EXCEL
- Daily Rankings (for Tournaments)
- At least 3 high-definition action photos per game

### **Public Relations:**

- The National Federation must appoint a Public Relations Manager who must co-operate closely with the Press & Communications Director to ensure the best possible promotion of the event in the host country.
- The Public Relations Manager will also act as the liaison with the VIPs, city authorities and sponsors.

### **Promotion:**

The HF and/or LOC must promote the WPWL to:

- Member clubs
- National & local media
- Public authorities
- Schools & colleges
- The local community

The HF and/or LOC must produce print materials using the WPWL logo

- WPWL match posters
- Match programmes
- Final Report

### **Social Media:**

- FINA is currently active on five social media channels, each of which having its own dedicated strategy and thus tailored content: [facebook.com/fina1908](https://facebook.com/fina1908); [twitter.com/fina1908](https://twitter.com/fina1908); [instagram.com/fina1908](https://instagram.com/fina1908); [youtube.com/fina1908](https://youtube.com/fina1908); [flickr.com/fina1908](https://flickr.com/fina1908)
- FINA Rules must be respected while producing any social media content. In particular, we would like to draw your attention to the following FINA Constitution article on Discrimination (FINA C 4):
  - *“FINA shall not allow any discrimination against national Federations or individuals (competitors, officials, judges, delegates, etc.) on the grounds of race, gender, religion, or political affiliations.”*
- While producing any social media content, please make sure that it **does not interfere** with the athletes’ preparation, training and competition, nor the general smooth-running of the Event itself.
- All multimedia content produced by the HF/LOC is welcomed by FINA to share and/or upload on its own channels **provided that FINA Rules as well as FINA Corporate Identity are respected**. Please communicate with [press@fina.org](mailto:press@fina.org) / [marketing@fina.org](mailto:marketing@fina.org) before starting the production of any content.
- The **official hashtags** on all social media channels to be used for the FINA Water Polo World League 2017 are the following:
  - **#FINAwaterpolo**, **#waterpolo** and/or **#WPWL17**
- Additional hashtags such as **#cityname2017**, **#cityname17** or **#cityname** may be used freely on the organiser’s channel(s), bearing in mind that the shorter & simpler the hashtag is, the better it will work with the audience.

- Please communicate the channel(s) as well as any additional hashtag(s) intended to be used for this event with FINA Social Media as early as possible per email ([socialmedia@fina.org](mailto:socialmedia@fina.org)).
- For any other questions related to social media, please do not hesitate to contact us at the above-mentioned e-mail addresses.

## **Photos:**

### **General**

- Photos must be sent in high definition, with the highest quality possible for use both on print and web material. Files can be transmitted by wetransfer.com, Dropbox or any similar site.
- Photographer(s) credit (either names or HF/LOC) must be communicated along with the pictures when transmitted to FINA.
- No watermark.
- All photos transmitted to FINA may be used for editorial purposes on the FINA website & for FINA publications, except otherwise previously agreed with the FINA Communication Department/FINA Marketing Department.
- Additionally to the below photos, it would be appreciated to receive some photos featuring FINA sponsor logos, an overview of the pool and the spectators.

### **Preliminary Games**

- Send at least 3 action photos per game. Pictures should be sent to [media@fina.org](mailto:media@fina.org) and [socialmedia@fina.org](mailto:socialmedia@fina.org) latest the day after the competition.

### **Preliminary Tournaments / Super Final**

- Send at least 1 action photo per game. Pictures should be sent to [media@fina.org](mailto:media@fina.org) and [socialmedia@fina.org](mailto:socialmedia@fina.org) latest 2 hours after the end of the last game during the Preliminary Rounds and following each game from the Quarter Final Round on.
- Send a selection of photos of the opening ceremony latest 2 hours after the conclusion of the ceremony.
- Send a selection of photos of the medallists & trophy winners latest 2 hours after the end of the awarding ceremony.

## **Results:**

Immediately after each game, a clear scan/photo of the signed original game sheet has to be sent to [results@fina.org](mailto:results@fina.org).

The excel game sheet can be sent to the same address on the day after the game has taken place.

**Appendix 1 – TEMPLATE WPWL INFORMATION SHEET**

**Event:** Europe Preliminary Games      **Men:** \_\_\_\_\_ **Women:** \_\_\_\_\_

**Teams:** \_\_\_\_\_ vs. \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**City/Country:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Emergency Mobile Local OC:** \_\_\_\_\_

**Arrival Airport:** \_\_\_\_\_

**Name & Address of the Competition venue:** \_\_\_\_\_  
\_\_\_\_\_

**Hotel for Teams:** \_\_\_\_\_  
\_\_\_\_\_

**Hotel for Referees & FINA Delegate/s:** \_\_\_\_\_  
\_\_\_\_\_

**Technical Meeting:**      Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

**Doping Control by:** \_\_\_\_\_

**FINA Delegate:** \_\_\_\_\_

**Neutral Referees (Country):** \_\_\_\_\_ (\_\_\_\_)  
\_\_\_\_\_ (\_\_\_\_)

**Broadcasting/Streaming:** \_\_\_\_\_  
\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

## **Appendix 2 - FINA OFFICIAL SUPPLIERS RIGHTS AND OPPORTUNITIES**

### **A. MIKASA has the following rights related to the Event:**

#### **1. Product Category Exclusivity**

MIKASA has been granted the Product Category Exclusivity for the following products ("MIKASA Product Category"):

- Water Polo Balls and related equipment including those for storing/carrying balls and for inflating balls.

#### **2. Use of Logo and Designations**

- Event Logo – The right to use the Event Logo for promotional, advertising and sales purposes, but always in conjunction with a Designation.

- Designations – The right to use the following designations for promotional, advertising and sales purposes: "Official FINA Supplier", "Official Event Supplier" and "Official FINA Water Polo Ball".

#### **3. Advertising Signage**

The right to have the MIKASA Name and/or Logo on 1 poolside advertising board (size to be determined but in any event the same size as granted to other sponsors of similar level) in the secondary configuration at each competition pool.

#### **4. Other Signage and Recognition**

- Scoreboard/Video Board - MIKASA Name and/or Logo or commercial (30 seconds) to be displayed on the scoreboard or video board of the Venues before or after each Water Polo competition session.

- Ball Bags - MIKASA Name and/or Logo on ball bags, subject of supply of such ball bags by MIKASA.

- Ball Racks - MIKASA Name and/or Logo on ball racks, subject of supply of such ball racks by MIKASA.

#### **5. Internet**

MIKASA Name and/or Logo to be displayed on the official Event website, with a hyperlink to MIKASA's website.

#### **6. Tickets / Passes**

- Four (4) complementary best-seated tickets for each water polo session.

- The option to purchase additional tickets on a priority basis as to be agreed with the HF.

- A reasonable number of VIP and service accreditations to be agreed with the HF.

- A reasonable number of parking passes to be agreed with the HF.

#### **7. Print Material**

- Advertisement – One (1) page for advertisement in any official Event programme.

- Composite Page - MIKASA Name and/or Logo on the composite page of any official Programme and Bulletin.

#### **8. Media & Press**

The right to distribute press releases and press packs at the Venue as to be agreed with the HF.



## **9. Miscellaneous Rights**

- Merchandising Rights - The right to use the Event Marks on MIKASA products in the Product Category only for sale to the public.
- Premiums - The right to give away or sell at a subsidised price “premiums” in close conjunction with the products in the Product Category and subject in all cases to the provisions of FINA’s standard premiums guidelines (copies of which are available from FINA on request).
- Display/Franchise Facilities - The right to display, sample and/or sell MIKASA’s Products at the Venues as to be agreed with FINA. Any space at the venue shall be provided free of charge, the costs of any infrastructure, utilities and operation shall be borne by MIKASA.
- Spectator Activities - The right to run activities that engage the spectators at the Event, as to be agreed with the HF.
- Social Function Invitations - The right to receive a limited number of invitations to attend any official social functions organised by FINA and/or the HF.
- Awards Ceremonies - The right to provide and present awards as to be agreed with FINA and the Federation (e.g. Player of the tournament, MVP per game, Leading goal scorer, fastest goal, MIKASA “dream” team, etc.).

## **B. Malmsten has the following rights related to the Event:**

### **1. Product Category Exclusivity**

Malmsten has been granted the Product Category Exclusivity for the following products (“Malmsten Product Category”):

- Water Polo Field of Play Markings (excluding cones and other markings)
- Water Polo Goals and Nets
- Water Polo Referee Catwalks
- Water Polo Ball Release System (excluding pool-deck / underwater anchor points)

### **2. Designations**

The right to use the following designations for promotional, advertising and sales purposes:

“Official FINA Supplier” and “Official Event Supplier”.

## **C. Nussli has the following rights related to the Event:**

### **1. Product Category Exclusivity**

Nussli "Product Category" means event planning, venue design and temporary event construction solutions.

### **2. Designations**

The right to use the following designations for promotional, advertising and sales purposes:

“Official FINA Supplier” and “Official Event Supplier”.

### **Appendix 3 – AGENDA TECHNICAL MEETING**

#### **1. Roll Call**

#### **2. Welcome**

- 2.1. National Federation or OC Event
- 2.2. FINA Welcome  
FINA TWPC Delegate
- 2.3. Referees  
Neutral Referees
- 2.4. Introduction of National Federation or OC Officials

#### **3. Teams**

- 3.1. Team List – thirteen (13) only (Attachment 1\*)
- 3.2. Swimwear, Caps, Team Bench
  - 3.2.1. Swimmer – type, same
  - 3.2.2. Caps – requirements, number of sets
  - 3.2.3. Team Bench – dress number on bench three (3) officials and six (6) substitutes

#### **4. Competition Schedule & Classification of Team**

- 4.1. Classification of Teams
  - 4.2.1. Points Score and Results
  - 4.2.2. Penalty Shoot-out  
FINA WP11.3 (Attachment 2\*)

#### **5. Dressing Rooms, Warm Up, Presentation and Exit of Teams**

- 5.1. Dressing Rooms
- 5.2. Warm Up
  - 5.2.1. Warm Up Swimming Pool
  - 5.2.2. Call of Teams

- 5.3 Presentation of Teams
  - 5.3.1 Call Room
  - 5.3.2 Presentation Procedure
    - 5.3.2.1 Order – first named team to wear white caps accordingly will enter FOP second
    - 5.3.2.2 Ends – first named team to start from left of official table
    - 5.3.2.3 Teams Cross
- 5.4 Exit of Teams
  
- 6. Disciplinary Rules**
  - 6.1 Regulations for Disciplinary Actions in Water Polo at FINA Events (Attachment 3\*)
  - 6.2 Protests (Attachment 4\*)
  - 6.3 Notification of Sanctions
  
- 7. Doping Control Protocol**
  - 7.1 Procedure & Testing
  
- 8. Officiating**
  - 8.1 Instructions to Referees
    - 8.1.1 Conduct and Control of Coaches, Officials and Players (Attachment 5\*)
  
- 9. Result Services**
  
- 10. Seating**
  
- 11. Other**
  - 11.1 Video Recording
  - 11.2 Transportation
  - 11.3 Training Schedule (if appropriate)
  - 11.4 Other

\*Attachments will be provided to the organisers directly.