



Open Water Swimming Manual

2020 Edition



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PREFACE

This resource is intended to assist in the training and skill development of officials in the conduct of Open Water Swimming Competitions to ensure the consistent interpretation and application of Rules and procedures to foster a common understanding of the operation and officiating of FINA Open Water Swimming competitions across the globe. It is also a useful guide to management committees of organising Federations in the successful staging of FINA Open Water Swimming events.

Every open water swimming event will have specific challenges depending upon the venue, type of water, start and finish points, and safety considerations. While covering these points in general terms, each organising committee should appoint local specialists to adopt the guidelines to fit their specific needs, whilst observing the rules, regulations and policies required for the conduct of FINA Open Water Swimming competitions or those local events conducted under FINA rules.

Open water swimming competition has become incredibly popular. Whether it is a 1600 metre lake swim or a 25 kilometre ocean swim, a carnival-like atmosphere usually prevails at open water events, despite the arduous demands placed on the swimmers. Great respect is afforded those aquatic athletes who conquer any open water challenge. Those who organize the technical support and provide for the safety of these athletes must also be recognised for their efforts.

For many years, the majority of open water competitions were reserved for the hardy few who would specialize in specific training to overcome the special challenges they would face. However, over the past two decades literally millions of swimmers at every level have ventured into the world of open water swimming. With the increasing popularity of triathlons and the thousands of recreational and competitive open water races now offered around the world, this number continues to increase rapidly. Many of these uninitiated swimmers have little idea of what they are getting themselves into, and the hazards and potential for trouble or tragedy have multiplied. The need for efficiently organising safe swims was always an imperative, and today this imperative is all the more important.

FINA has certainly been at the forefront of this growing phenomenon and has included open water swimming in its World Championships since 1991. We have added new distances and a team event, and encouraged both our National and Continental organisations to provide Championship events. In addition we have organized numerous Open Water Clinics and Schools around the world as we grow the sport.

With the inclusion of the 10km event for men and women in the Olympic Games' aquatic programme from 2008, FINA has contributed to increased interest and support for open water swimming worldwide.

This guide serves as a valuable resource to all who plan to join us in the conduct and officiating of the fantastic aquatic endeavour we know as 'Open Water Swimming'. It is intended for officials and organisers at all levels. Inevitably, sooner or later, the unexpected will occur, and what often determines successful outcomes is knowledge of the Rules, and regulations policies and procedures, their application, good judgement, and an understanding of all the roles and what is required to rectify the situation. Swimmers and Teams have respect for officials that are calm under pressure, and have a fair and consistent application of the Rules, regulations, and processes.

Although all care has been taken in the preparation and compilation of this information as a guide, FINA is not responsible for any inaccuracies, nor for any loss or negligence arising from its use.

FINA acknowledges the assistance of British Swimming, Australian Swimming, New South Wales Swimming and previous cohorts of the Technical Open Water Swimming Committee



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in the preparation of this guide. FINA welcomes your feedback and will consider any recommendations for inclusion for future editions. Please write to openwater@fina.org.

INTRODUCTION

FINA OPEN WATER SWIMMING RULES

Rules regarding the conduct of Open Water Swimming events are covered in a number of places, and a check should be made of the FINA Website prior to competitions to ensure the current versions of all Rules, Bylaws and Regulations are referenced.

FINA RULEBOOK

- Constitutional Rules – set out the structure and governance of FINA
- General Rules – apply to all disciplines within FINA
- Technical Rules – cover the technical elements of competition related to a specific discipline, including Open Water Swimming (OWS Rules) and Masters rules covering OWS events for Masters competitions
- Medical Rules – covering rights and health of athletes, and general principles of medical ethics

BYLAWS - Detailed policies outlining the implementation of specific regulations and policies adopted by FINA.

REGULATIONS – Detailed policies and operational procedures relating to a specific competition format (FINA Open Water Marathon and Grand Prix Series) and safety for FINA Open Water Swimming competitions.

Rules are approved by the General and Technical Congresses of FINA in which all Federations participate. Bylaws and Regulations are approved by the FINA Bureau.

TECHNICAL RULES

FINA defines open water swimming as:

OWS 1.1 **OPEN WATER SWIMMING** shall be defined as any competition that takes place in rivers, lakes, oceans or water channels except for 10km events.

OWS 1.1.1 **MARATHON SWIMMING** shall be defined as any 10km event in open water competitions.

OWS 1.2 The age limit for all FINA Open Water Swimming events must be at least 14 years of age. The age for all competitors will be considered as at 31st December of the year of the competition.

There are as many types of open water events as there are waves in the ocean. Rough water or open water swimming events normally occur in bodies of water such as an ocean, a lake or river, although man-made quarries, ponds, rowing courses, reservoirs and the like are also used.

All courses used for Open Water Swimming events must provide a safe environment for the competition with ready access to the shore at frequent points along the course so that competitors suffering any distress can be quickly assessed and treated.

OCEAN SWIMS

Ocean races have become increasingly popular. Some ocean swims can feature a mass start on the beach with a short run into the water. The course then:

- Parallels the beach; or
- Goes out to or around a fixed point such as a pier or island; or
- Circles a closed course marked by buoys; or
- Follows a course that is a combination of any of the above.

In some races there is a final run up the beach to the finish line. All FINA events must start either with a dive from a fixed platform or in the water, and finish in the water (FINA Rules do not apply to beach/land starts and finishes). Most ocean races are between 2.5 and 8 kilometres. Many traditional national championship distances are five, ten, fifteen, and twenty five kilometres.

In determining the type of course for an event, the environment of the race should be a guide. If there is a strong current running along the beach, it may be best to swim wide.

If there is not access to buoy markers, a closed course may not be feasible. Whatever course is chosen, sufficient boats and personnel needed to patrol a marked course off the shoreline, and provide the necessary safety support will be required. A point to point course may require a higher number of boats to provide the necessary level of support as the field spreads during the race, whereas a small, circuit course will require more laps but can be controlled better within a confined area.

Keep in mind that a parallel point to point course usually does not finish where it starts, while most circuit courses generally do. A parallel course will require more facilities and co-ordination between the start and finish. Safety should always be the ultimate deciding factor in choosing a course for an open water competition.

LAKE AND RIVER SWIMS

The same course as in ocean swimming exists in lakes, rivers, dams or rowing courses:

- Parallel to a shore; or
- To and around a pier, rock, island or other identifiable landmark; or
- Around a closed course marked by buoys; or
- Point-to-point.

These types of swims are usually easier to organise than ocean events since the variables of ocean swimming are greater. Conditions in lakes or rivers remain more constant. In a river, make sure the strength of the current and the course distance are taken into account to estimate the elapsed swimming time.

COMPETITION CONDUCT

FINA has identified a number of roles as being necessary for the effective conduct of Open Water Swimming competitions. Some of these roles require involvement from early in the planning of the competition whilst other operational roles require involvement for a much shorter time-span - from the Technical and Safety briefings through until they are released from their duties by the Chief Referee following the conclusion of the competition.

OWS 2 OFFICIALS

The following officials shall be appointed at Open Water Swimming competitions:

- A Chief Referee (one per race)
- Referees (2 minimum, additional Referees proportional to race entries)
- Chief Timekeeper plus 2 Timekeepers
- Chief Finish Judge plus 2 Finish Judges
- Safety Officer
- Medical Officer
- Course Officer
- Clerk of the Course
- Race Judges (one per competitor) except for events with a course of 10 km or less
- Turn Judges (one per alteration of Course)
- Feeding Platform Judge (when feeding platforms are used)
- Starter
- Announcer
- Recorder

NOTE: No official can act in more than one role simultaneously. They may only undertake a new role after all of the obligations of their previous role have been fulfilled.

For FINA Events, the Chief Referee, Safety Officer and Medical Officer need to work collaboratively with the FINA Technical, Safety and Medical Delegates to ensure all relevant rules, regulations, and other event criteria are fulfilled.

The need to focus on the race and ensuring the competitors are well managed throughout the event, means that technical officials may not act in more than one capacity simultaneously. Officials may only undertake a new duty once all of the responsibilities of their initial posting have been fulfilled.

Unless, a particular role requires an official on-site earlier, officials should be at the venue at least 90 minutes before the start of the competition. Upon arrival officials must report to the Chief Referee (or the Referee delegated this task) and receive an updated start list, and any special instructions as to their duties and assignment.

Open Water Swimming races are held in the natural environment and elements, so planning needs to include preparations for all climatic conditions that may be experienced during the competition:

- Suitable clothing that provides protection from the elements. Protection from sun, wind, temperature and rain should all be considered
- Sunscreen and Hat, sunglasses

- Refreshment – water and food if not provided by the organisers
- Life vest – if not provided by the organisers
- Sealing plastic bags – to keep papers, hand-phone, etc dry

If assigned to a boat, remember many craft are not necessarily well equipped with bathroom facilities, so it is a good idea to take the opportunity to use the bathroom before going out on the water.

Good preparation is worth the time to make you more comfortable and better able to undertake and focus on the necessary duties assigned during the race. If you are cold, sunburnt, or dehydrated, it is easy for focus to move to the messages from the body rather than remain concentrated on the race. In case of serious health hazard of the official, the attention of the safety boat should be sought.

OWS 3 DUTIES OF OFFICIALS

THE CHIEF REFEREE shall:

- OWS 3.1** have full control and authority over all officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. The Referee shall enforce all the Rules and decisions of FINA and shall decide all questions relating to the actual conduct of the competition, the final settlement of which is not otherwise covered by these Rules.
- OWS 3.2** have authority to intervene in the competition at any stage to ensure that FINA Rules are observed.
- OWS 3.2.1** In case of hazardous conditions that jeopardize the safety of the swimmers and the officials, in conjunction with the Safety Officer he can stop the race.
- OWS 3.3** adjudicate on all protests related to the competition in progress.
- OWS 3.4** give a decision in cases where the judges' decision and times recorded do not agree.
- OWS 3.5** signal to swimmers, by raised flag and short blasts on a whistle, that the start is imminent and when satisfied indicate by pointing the flag at the starter that the competition may commence.
- OWS 3.6** disqualify any swimmer for any violation of the Rules that he personally observes or which is reported to him by other authorised officials.
- OWS 3.7** ensure that all necessary officials for the conduct of the competition are at their respective posts. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.
- OWS 3.8** receive all reports prior to the start of the race and at the conclusion of the race from the Clerk of the Course, Recorder, Course Officer and Safety Officer to ensure all swimmers are accounted for.

The Chief Referee has ultimate oversight for the conduct of the competition, so his/her responsibilities are wide ranging. The overarching duty is to ensure that the competition is run fairly and in accordance with the rules. This means they need to be involved in the planning of the competition from an early stage to ensure all aspects of the Rules (including Bylaws and

Regulations) are respected. This is especially true where there is no Management Committee (refer GR 9.4.2 and BL 11.1.2) appointed. Close liaison with the Safety Officer, Medical Officer and Course Officer are required to ensure a safe competition environment is planned and implemented.

The Chief Referee must be very familiar with the rules and should keep a current copy readily at hand for reference. Despite how well one may think they know the rules, it is always good to refer to the written copy to ensure the application is correct. The most up-to-date version can be found on the FINA website (www.fina.org). The Chief Referee is the decision-maker in any issues so it is important that any decisions are made fairly and impartially, with good judgement, knowledge of the rules and a sense of fair play. The rules do not cover every circumstance, so it is the best judgement of the Chief Referee to determine those matters not covered.

The Chief Referee is responsible for approving all of the appointments of the officials, and ensuring they are present in the appropriate locations to conduct their duties or make replacements or reassign duties as is necessary to conform to the Rules.

In assigning the Referees their duties on the course, the Chief Referee must ensure that

- There are sufficient Referees appointed to be able to cover all the competitors across the whole of the course throughout the race
- A Referee is present to observe the approach to the finish, and the finish
- Sufficient Referees stay on the course to officiate the race until its conclusion when all swimmers have completed the race or been removed from the water under OWS 6.16.1.

Where Men's and Women's races are conducted simultaneously on the course, the Chief Referee shall designate one each of the Referees group (Chief Referee and Referees) as the principal Referee for each of the Men's and Women's events (OWS 4.10).

Once entries are closed, the Chief Referee should arrange with the Organising Committee to receive a copy of the start list for each event, and confirmation that all conditions of entry have been met, including the coach/handler information and medical clearance should these be conditions of entry. The earlier any deficiencies are identified the more time there is to correct them prior to the start of the event. Because of these entry requirements, it is not recommended that any late entries be accepted. For FINA Events, all entries must be approved by FINA and signed by the swimmers' Federation submitting the entry.

The Chief Referee should arrive at the venue at least 2 ½ hours prior to the scheduled start of the competition to ensure all of the pre-race preparations are in order.

The Rules state that the temperature of the water shall be taken in the middle of the course 2 hours before the Race starts by a commission comprising a referee, a coach, and a representative of the Organising Committee (OWS 5.5). It is not necessary for the Chief Referee to conduct this task directly and it should be considered to delegate this responsibility to a Referee so that the Chief Referee can remain on shore to be available and coordinate the necessary pre-race activities.

Once all swimmers have reported and been checked and numbered, the Chief Referee should receive the report from the Clerk of the Course confirming the final start list of swimmers for the event, and ensure that this information is conveyed to all officials, including safety and medical officers.

Prior to the announcement of the swimmers for the start, the Chief Referee should confirm with the Safety Officer and the Medical Officer that the course is safe, then brief the swimmers and race officials on any special aspects of the race including anticipated weather conditions, any

changes since the Technical Meeting including any hazards on the course, the water temperature recorded in accordance with OWS 5.5, and reconfirm the signal for emergency abandonment. Well organised events will have a risk assessment, and emergency plan which should be available to the Chief Referee upon request. If these do not exist then the Chief Referee may decide to conduct a risk assessment and emergency plan, copies of which may be shared with the Organising Committee for the purpose of education.

THE REFEREES shall:

OWS 3.9 Have authority to intervene in competition at any stage to ensure that FINA Rules are observed.

OWS 3.10 disqualify any swimmer for any violation of the Rules that he personally observes.

The Referees have responsibility for ensuring the rules are followed across the whole of the course throughout the race. The Chief Referee will assign a position on the course or within the fields for each referee to conduct their responsibilities, ensuring all competitors are judged with equal attention. Referees should monitor the whole of the section of the field they are assigned, spending time watching each competitor or group before moving to the next, and then the next and so on through the field, then back through the portion of the field they are responsible for. Should a Referee have to leave the course for any reason (e.g. refuel or breakdown) they should inform the Chief Referee who will adjust the assignments to ensure all of the competitors on the course remain under the scrutiny of the Referees covering the race.

Referees should use the whistle sparingly to ensure swimmers and coaches/handlers pay attention to it when it is used. Any infringements observed should be communicated to the Chief Referee and other Referees as soon as practicable to ensure an accurate status of infringements is maintained at all times, and that should a second infringement occur, the correct call is made.

THE STARTER shall:

OWS 3.11 start the race in accordance to OWS 4 following the signal by the Chief Referee.

The Starter's duties will usually be completed within a few minutes following the start of the Race, unless the start is scheduled in waves, or there are multiple events scheduled throughout the day.

Once the Starter has confirmed their appointment, they should contact the Organiser or the Chief Referee and confirm the type of starting device to be used (e.g. gun, horn – or even cannon!) and whether this will be provided by the Organisers or the Starter needs to bring their own. The start rules also require the Starter to visually indicate the start (OWS 4.7), usually by lowering a flag, so the Starter should also check if this is being provided. If the starter is unfamiliar with the operation of the starting equipment, then a time to learn the equipment operation should be arranged.

If necessary a whistle can be used as the start signal, but this is not recommended and should only be considered as a back-up solution.

Where the start is being managed in waves due to the number of participants, the starter should liaise with the Chief Referee, Recorder, and Chief Timekeeper to confirm the delay to be applied between each wave of the start, and who will advise the Starter of the timings to ensure the starts are made to time accurately.

If there is only one set of timekeepers and the Men's and Women's races are started separately, the same method can be used to start the two races.

Upon arrival at the venue, the starter should check the starting area, and check the starting equipment, confirm whether the start will be single start or waves, and make sure they are present for the pre-race briefing to confirm the start process and answer any questions that may be required.

The Clerk of the Course will keep the competitors advised of the time to go prior to the start and at an appropriate time the swimmers will be announced and invited to take up their starting position, either on the starting platform, or in the water behind the start line. The in-water start may be a rope between two points that the swimmers are asked to hold, or a nominal line between two points that they must remain behind until the start signal is given.

On the signal from the Chief Referee, the Starter should raise the flag above their heads at the same time as they give the start command to "Take your marks". When satisfied with the swimmers are ready for the start the Starter should bring the flag down simultaneously with giving the audible starting signal.

If in the opinion of the Referee unfair advantage has occurred at the start, the swimmers may be stopped and the competition restarted. If the rules have not been followed by the competitors, then the rules must be applied. If a swimmer or swimmers go in the wrong direction, as long as the instructions in the briefing have been clearly given, then there is no need to recall the swimmers.

All escort and safety craft should be stationed clear of the start area to ensure no swimmer experiences interference. Escort boats must navigate to pick up their swimmer in such a manner as to ensure all swimmers in the race are not impeded.

Once the final wave of starts is completed the Starter is free to undertake any other duties after making sure their starting equipment is safely and securely stored.

THE CHIEF TIMEKEEPER shall:

- OWS 3.12** assign at least two Timekeepers to their positions for the start and finish.
- OWS 3.13** ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.
- OWS 3.14** collect from each Timekeeper a card showing the time recorded for each swimmer, and, if necessary, inspect their watches.
- OWS 3.15** record or examine the official time on the card for each swimmer.

The Chief Timekeeper's duties are similar to a pool environment in that they are responsible for supervising the appointed timekeepers and reports to the Chief Referee on their performance, including recommendations on any replacements or additional personnel required.

OWS 3.12 requires 3 timekeepers and this requirement includes the Chief Timekeeper as outlined in OWS 2.

The Chief Timekeeper needs to liaise with the Chief Referee, Recorder and Starter to ascertain the start signal/s that will be given, the time delay for any subsequent starts, and the method

to be used to advise the Starter of the correct moment to give the start signal when these are time specific. Where a single set of watches is being used for events with multiple starts, the Chief Timekeeper should also note the actual time of subsequent starts so that an accurate time deduction can be made to calculate the correct time for swimmers in each start wave.

The Chief Timekeeper should ensure that the manual watches have sufficient capacity to cope with all of the swimmers in a field. Two additional watches are started with the primary start signal, so that these watches can be used should a stopwatch fail or be accidentally stopped.

TIMEKEEPERS shall:

- OWS 3.16** take the time of each swimmer/s assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.
- OWS 3.17** start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.
- OWS 3.18** promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

Note: *When Automatic Officiating Equipment is used, the same complement of hand timers is to be used.*

The finish may be a vertical plate, a line suspended above the water or a virtual line between two points/buoys. Timekeepers time all of the swimmers in the race, using the lap/split timing function of their stopwatch. The button should be pushed for every swimmer in the field, even when they arrive as a group, so the count of times matches the number and relative order of finish. Where printing stopwatches are used it is useful to write the number of a swimmer next to their corresponding time every so often to assist in matching the correct times with the correct swimmers.

Timekeepers may not act as judges under any circumstances. The watches need to have sufficient memory capacity to be able to record times for all of the swimmers in the race – if the number of swimmers exceeds the capacity of the available watches, then two sets of timekeepers should be considered and the field split accordingly (e.g. separate sets for men and women).

Where Automatic Officiating equipment is used, Rule OWS 7.2.1 applies in determining a swimmers official time and place. For this reason times are not provided to swimmers or their representatives until after the recorders have compiled the results and these have been checked and confirmed by the Chief Referee.

A draft Timekeepers summary sheet is included in the race documentation at the back of this guide.

Timekeepers need to ensure they have means of travelling to the finish area if this is a separate location to the start.

THE CHIEF FINISH JUDGE shall:

- OWS 3.19** assign each Judge to a position.
- OWS 3.20** record and communicate any decision received from the Referees during the competition.
- OWS 3.21** collect after the race, signed results sheets from each Finish Judge and establish the result and placing which shall be sent directly to the Chief Referee.

- OWS 3.22** confirm to each race judge their escort boat and instruct them in their duties.
- OWS 3.23** record and communicate any decision received from the Referees during the competition.
- OWS 3.24** collect after the race, signed sheets from each Race Judge of their observations during the race which shall be sent directly to the Chief Referee.

The Chief Finish Judge is responsible for supervising the appointed Finish Judges and reports to the Chief Referee on their performance, including recommendations on any replacements or additional personnel required.

The finish area needs to be checked to ensure there is a clear and unobstructed view of the finish line for the Finish Judges. It may be necessary to negotiate with Timekeepers, and media to achieve this. The Chief Finish Judge also needs to instruct the Finish Judges to record all the places they can, and leave gaps where places have been missed.

The Chief Finish Judge should work cooperatively with the Clerk of the Course and Recorder to note any withdrawals from the race to ensure a correct competitor count is maintained so that the number of swimmers exiting the water matches the number that started the race.

The Chief Finish Judge receives the signed finish order sheets from the Finish Judges and uses this information to establish the determined order of finish, which is passed to the Recorder when completed. Some assessment may be required where the Finish Judges have not been able to establish the finish order of all of the competitors. It is necessary not just to look at the number of judges that have placed competitor X in a certain ranking, but also the number of times competitor X is placed ahead of competitor Y.

The Chief Finish Judge will brief the Race Judges on their assignments. The Chief Referee and/or Chief Finish Judge's instructions will cover, but not be limited to the following:

- Rules and their application
- Course
- Safety
- Protocol
- Special instructions.

FINISH JUDGES (three) shall:

- OWS 3.25** be positioned in line with the finish where they shall have at all times a clear view of the finish.
- OWS 3.26** record after each finish the placing of the swimmers according to the assignment given.

Note: *Finish Judges shall not act as Timekeepers in the same event.*

Where the course is a circuit and the finish area also constitutes a turn on the course, Finish Judges may act as Turn Judges, providing that doing so will not interfere with their responsibilities to judge the finish of the race. Should these responsibilities be likely to overlap, then separate officials should be appointed for each role.

Finish Judges must record their placings independently of one another. Where it is not possible to record all the swimmers arriving in a pack, record those that can be identified, and leave a gap on the sheet to indicate missing placings, then place the next swimmer/s that can be identified until all of the field have finished the race or left the water. When recording the

swimmers' order, the Finish Judge should not murmur or speak out aloud as this may distract or influence the other Finish Judges.

Once completed, Finish Judges sign their order of finish sheet and then hand it to the Chief Finish Judge to determine the result.

Where it is possible to consult with all the Finish Judges, the Chief Finish Judge may ask for partial results from time to time so that the determination of placings can commence in the gaps between finishers while the race is still in progress, to allow the overall result to be produced quicker at the end of the race.

The Chief Finish Judge and Finish Judges shall observe to ensure competitors touch the Vertical Wall at the finish (at venues where this is used at the finish point of the race) as required in OWS 7.2.3. Any infractions should be reported to the Chief Referee by the Chief Finish Judge

EACH RACE JUDGE shall:

OWS 3.27 be positioned in an escort safety craft (where applicable), assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer.

OWS 3.28 ensure at all times that the Rules of competition are complied with, violations being recorded in writing and reported to a Referee at the earliest opportunity.

OWS 3.29 have the power to order a swimmer from the water upon expiry of any time limit so ordered by the Chief Referee.

OWS 3.30 ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires instruct a swimmer to maintain clearance from any other swimmer.

Race judges observe the swimmer/s and coach/handlers they are assigned to ensure the rules are followed. For races longer than 10km, the Race Judges will usually be assigned to the escort boat of each swimmer.

The Race Judges will be assigned to an escort craft by draw immediately prior to the launching of the craft. Once assigned, the Race Judge shall immediately load and board the designated craft. No contact with the swimmer or swimmer's representative shall take place prior to boarding.

The Race Judge shall refrain from offering advice on the best routes to follow, but shall ensure (except on grounds of safety) that the crew follow such directions as the swimmer's representative may give.

The Race Judge shall keep a log on all matters pertaining to the swim. This log shall include violations of rules, time/distance information, and may also include stroke rate, times of feeding and any other incidents. This information shall be kept in a clear manner to enable inspection by a Medical Officer should the ability of the swimmer to continue be in any doubt or the Chief Race Judge if required.

In a small boat for some eight hours or more it is important that a cordial relationship is established and maintained and that the swimmers are given every opportunity to swim the course to the best of their ability.

At all times from the start until the assigned swimmer leaves the water, the Race Judge shall be in such a position as to maintain close observation of their swimmer. With the obvious

problems that arise in being on a small craft for this length of time, care should be taken to ensure the Race Judge is fully prepared for personal comfort and sustenance.

Infringement rules (OWS 6.3.1): note that these rules apply to the swimmers' coach/handler and escort craft as if applying to the swimmer directly. Race Judges therefore need to observe the swimmer and their coach/handler to ensure no unfair advantage is taken nor any intentional support given to the swimmer during the race (medical or safety intervention excluded - OWS 6.7.1).

Should it be necessary to intervene to ensure the rules are followed, the matter should be written down, along with the time, and the outcome and then inform the Chief Finish Judge or Chief Referee at the earliest possible opportunity.

Race Judges shall, at all times, bear in mind that they are the Chief Referee's representative, their primary role being to uphold the rules of the competition and to ensure that the swimmer and Swimmer's Representative are competing within the spirit of the sport.

TURN JUDGES shall:

OWS 3.31 be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.

OWS 3.32 record any infringement of the turn procedures on the record sheets provided and indicate the infringement at the time by blasts on a whistle, then immediately communicate the infringement to the Chief Referee.

OWS 3.33 promptly upon completion of the event deliver the signed record sheet to the Chief Finish Judge.

Turn Judges must be appointed in sufficient quantity such that each change in the course can be judged by close observation to ensure all swimmers round the mark in accordance with the course plan and pre-race briefing.

Turn Judges need to closely observe that the swimmers execute each change in the course and do so in accordance with the instructions they have been given. This means observing to ensure the swimmers swim around the course mark in the correct direction and without impeding or otherwise interfering with other swimmers in the race. A record should be kept of the swimmers' numbers (or if this is too difficult a count of the swimmers) as they round the mark. Ideally, the race number of each swimmer should be recorded as they pass the mark, however this is not always possible so a count of the number of swimmers that have passed the mark is required as a minimum. Where an infraction is observed, it should be noted including the swimmer's number and the time, and reported immediately to the Chief Referee.

Many Turn Judges will be in watercraft, unless the turning point is very close to the coast or a fixed platform is provided. Care should be taken to ensure the craft is positioned carefully so that all of the swimmers can be seen rounding the mark, taking consideration of wind, tide, current and other factors to stay close to but clear of the swimming line of the swimmers.

THE SAFETY OFFICER shall:

OWS 3.34 be responsible to the Chief Referee for all aspects of safety related to the conduct of the competition.

OWS 3.35 check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstruction.

- OWS 3.36** be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft.
- OWS 3.37** provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course.
- OWS 3.38** in conjunction with the Medical Officer advise the Chief Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

Risk management and event safety were always important requirements, but today there is a higher focus and increased legal obligation in many countries. The Safety Officer is probably the most important appointment within the Key Officials group. Ideally the Safety Officer should be a qualified public safety official such as a senior lifeguard, coast guard or fire service officer who is familiar with the management of risk around the conduct of an open water event. The person appointed to the role of safety officer should have the following attributes:

- Specialist skills in recognising risks and possible dangers
- Can put in place procedures to isolate, eliminate, or minimise the identified risks
- Coordinate the combined expertise of others into a single cohesive unit to deliver a comprehensive safety plan
- Good attitude and approach, and appropriate judgment in the implementation of the safety plan

The Safety Officer will need to get involved in the organisation at a very early stage. They will have input into the consideration of the course and assessment of its suitability for use for the competition.

In addition to the Rules, please note that the Safety Officer:

- Co-ordinates with the Course Officer on all aspects of the course. Checks the tidal conditions/rates of water flow and be satisfied that the course is safe for the conduct of the Championship.
- Coordinates medical concerns and approaches to remedy the problems with the Medical Officer.
- Checks with the Course Officer that suitable warnings of the Championship have been passed to all other craft using, or likely to use, any portion of the course.
- Briefs swimmers, handlers, Race Judges and boat crews on all or any potential safety hazards and the action to be taken should any happen.
- Checks, prior to the start, evacuation procedures and sites of Medical Teams.
- 15 minutes prior to the start confirms to the Chief Referee that, in their opinion, all safety requirements have been met.
- Inspects the safety and swimmers' escort craft as being suitable for the purpose intended. Depending upon conditions appertaining to a particular course, the type of boat used will vary. In general terms the following criteria should apply.
 - The boat should be of sufficient size to be able to contain the crew, the Race Judge and a Swimmer's Representative.

- During any 25km championships the swimmer will need to receive refreshment at regular intervals. Therefore, it is essential that the Swimmer's Representative can get close enough to transfer the required refreshment without impairment or delay to the swimmer.
- If propulsion of the escort boat is achieved by human effort, it must be remembered that the swimmers will be travelling at up to 4km/h and if there would be a head wind during the championships, staying with the swimmer could be very difficult.
- When an escort boat with mechanical propulsion is used, the following points should be considered:
 - Exhaust fumes. Vertical or inboard exhausts present little problem; however, waterline exhausts can cause severe problems for the swimmer.
 - At surface speeds of 3 knots or less a standard inboard, or outboard, engine will be liable to 'oiling up' and require periods of high revolution bursts to keep the engine clean. These should always be conducted with the engine in neutral.
 - When a large engine is used and there is a problem with staying alongside a swimmer 'Drogues' can be used. One or two buckets attached to secure lines can be streamed behind the boat to give additional drag. Care must be exercised that the lines cannot become tangled in the propellers or cause interference to any other swimmer or their escort safety craft.
 - Toilet arrangements. Consideration should be given to the personal requirements of those persons who may be in the boat for up to eight or nine hours.
- Measures and records the water temperature at regular intervals throughout the race in accordance with the Safety Regulations.

They will need to survey the course with the Course Officer and identify the possible hazards that may be encountered on the proposed course.

High tide and low tide should be posted in the race information as referral for the swimmers.

- High Tide: The time when the sea or a river reaches its highest level and comes furthest up the beach.
- Low Tide: The time when the sea has reached its lowest level.

The Safety Officer must ensure all relevant public authorities are aware of the competition and have given their approval as required in BL 13.2.

BL 13.2 Inspection of Venue(s)

The venue(s) in which competitions are to take place must have been approved by the competent authorities for this purpose.

The initial step in safety management is to conduct a risk assessment. Without the adaptation of the strategy to the specific conditions of the location with respect to potential hazards and other factors influencing the safety of swimmers, safety will not be effectively managed. The aim is to eliminate the risk or reduce the risk(s) to a minimum. The Safety Officer shall, in conjunction with the other officers listed under BL 13.4.1 develop a comprehensive safety and

risk management plan to address the safety aspects of the competition. Once agreed such plans shall be widely circulated to those functions necessary to ensure effective implementation.

The Safety Officer is also responsible for the appointment and supervision of suitably qualified additional safety staff as are deemed necessary to implement and manage the Risk Management and Safety plans. Once the course is finalised, numbers of safety personnel, and escort boats need to be identified and positioned. The Safety Officer must recruit sufficient safety personnel and escorts crews as soon as possible. Sufficient safety craft should be identified to ensure that there are designated powered craft to:

- Adequately provide close support to cover the whole field for the full duration of the race, especially for races that do not have escort boats with each swimmer.
- Provide first response medical support, equipped with appropriate medical first aid equipment to assistance to treat and ferry any swimmers or others suffering distress on the course to more comprehensive medical support on-shore. In the case a rescue boat is used it should be manned with at least two people, a driver and a lifeguard. If jet skis are used for safety, then they should be equipped with rescue equipment and a rescue board behind the jet-ski. Lifeguards should wear life vests. In the case a jet ski is used it should be manned with one driver and one lifeguard.
- Additional craft to cover for any boats that may breakdown or be otherwise incapacitated.

Support craft such as kayaks and canoes may be used to provide supplementary close support safety cover but cannot be used to substitute for appropriate powered craft. The Safety Officer must inspect the safety craft to ensure they are suitable for the purpose intended. Prop guards should be fitted to the propellers of all motorised safety craft. Inflatables offer high manoeuvrability and can get close to the field with minimal wash for officials and are easier for the retrieval of swimmers from the water but can have difficulty keeping on track in windy weather, and be rowed if the motor breaks down.

Where safety craft are positioned in stationary locations along/around a course, they should maintain their position relative to the course, but not be anchored – so that they are immediately able to move to support anyone in distress. FINA Safety Regulations (See Appendix) prefer close support craft to follow the swimmers as they move around the course supported by motorised safety craft, rather than to have stationary craft monitoring a ‘zone’ of the course as this method does not make best use of the safety craft when swimmers are located only on a particular part of the course.

The Safety Officer is responsible for writing the Safety Plan, a document outlining the safety procedures that will apply for the competition and can be used as a reference document by all relevant parties and teams/coaches in their planning and conduct of the competition.

It is important to look after and identify safety personnel, who will then be willing to assist in the following years or for future events. This includes feeding them, donations to their clubs, etc.

Ensure safety personnel, are of a calibre fit to carry out the function required. Brief them on their exact duties and responsibilities as far in advance of the event as possible and ensure each person knows their exact location and responsibility. This can be done with maps or by a site visit. Each safety official should be given detailed race information, water data, details of emergency procedures, radio and contact numbers and the names of the Safety Officer (including call sign) and Race Judges. In longer events, refreshments should be supplied and/or relief safety personnel arranged.

It is vitally important that the organiser has made provision for non-attendance of support personnel, particularly safety crews. A list of role priorities should be produced and personnel re-assigned from lower priority points as required. Under no circumstances should personnel be asked to endanger themselves.

Where the race is reliant upon a separate organisation providing safety crews it is essential that they are briefed on your safety procedures and that the compatibility of the two disparate procedures is assessed.

Primary and secondary communications should be identified and put in place to provide communications for race coordination and safety communication. Separate radio channels should be considered for these two functions to keep race traffic separate from that for safety.

All support personnel should be issued with safety equipment and clothing including weather protection and life jackets.

THE MEDICAL OFFICER shall:

- OWS 3.39** be responsible to the Chief Referee for all medical aspects related to the competition and competitors.
- OWS 3.40** inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.
- OWS 3.41** in conjunction with the Safety Officer, advise the Chief Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

In addition to the Rules:

The Medical Officer must be suitably qualified for the role and is responsible to the Organising Committee for the provision of adequate medical safety cover to ensure the well-being of all swimmers and provide such facilities as are required under the rules and recommendations of FINA. During the actual event the Medical Officer's primary responsibility is to the Chief Referee and will also act in conjunction with, and liaise with, the Safety Officer.

The Medical Officer's duties shall include:

- Checking that the water quality for the designated course is safe and suitable for staging the event and to confirm that there are no other factors (such as shark, crocodile or jellyfish) which would render the venue undesirable.
- To compile such data on the status of the swimmers as may be requested by the FINA Sports Medicine Committee.
- Provide for officials, boat crews and swimmers' representatives an explanation of the race medical plan. This plan should include swimmer recovery/casualty evacuation procedures.
- Provide for Medical, First Aid and Paramedic Teams a detailed explanation of the medical plan together with relevant procedures required for its activation.
- Ensure that all swimmers, at the time of finishing or in the case of withdraw, at the point of landing are not requiring further medical supervision.
- Providing advice and assistance regarding suitable intake of refreshment or sustenance to aid recovery from the event.
- Submitting a detailed report on all medical aspects of the Championships together with any recommendations for the planning and execution of medical plans in future events.

The Medical Officer should visually check the water quality certificate and in conjunction with the Safety Officer confirm to the Referee that the conditions are acceptable for the conduct of the competition, including checking factors such as aquatic fauna (e.g. sharks, crocodiles, jellyfish), currents, and temperature or other conditions that may make conditions hazardous.

The Medical Officer is responsible for oversight of all of the medical aspects of the competition. In addition to the rules the bylaws and regulations for FINA events also specify medical responsibilities that need to be observed in the organisation of Open Water Swimming events.

BL 12.14 First Aid

The venue(s) shall have adequate and fully equipped first-aid treatment facilities for competitors and officials and the public. These facilities together with the number and qualifications of assistants who will administer treatment, shall be approved by the local authorities concerned. Ambulance(s) shall be stationed on site during the whole championships/competition.

9. Medical Support

M9.1 In each sports discipline, guidelines must be established regarding the necessary medical support depending on the nature of the sports activities and the level of competition.

These guidelines should address, but not be limited to, the following points:

- the medical coverage of training and competition venues and how this is organised;
- the necessary resources (supplies, premises, vehicles, etc.);
- the procedures in case of emergencies;
- the system of communication between the medical support services, the organisers and the competent health authorities.

M9.2 In the case of a serious incident occurring during training or competition, there should be procedures to provide the necessary support to those injured, by evacuating them to the competent medical services when needed. The athletes, coaches and persons associated with the sports activity should be informed of those procedures and receive the necessary training for their implementation.

M9.3 To reinforce safety in the practice of sports, a mechanism should exist to allow for data collection with regard to injuries sustained during training or competition. When identifiable, such data should be collected with the consent of those concerned, and be treated confidentially and in accordance with the recognised ethical principles of research.

The Medical Officer needs to develop a full Medical Action Plan for the competition detailing:

- First aid on site (both on the water and on the shore)
- The level of equipment to be available on site
 - at the venue
 - at/on the Field of Play
- Doctor/s on-call or medical facilities available for use by Teams and Officials
- Hospitals that swimmers/officials/team staff will be sent to for initial treatments and/or more serious care

- Stable transport from the water to land and from land to more advanced medical facilities and hospitals when deemed necessary. The transport vehicles must allow for on-going treatment or resuscitation.
- Transport plan for situations where referral to hospital is required
- Methodology and equipment for Medical coordination and communication
- Strategy, method and responsibility of actions in case of emergency
- Coordination contacts with safety and other emergency services

The detailed medical plan for any given championship will be unique when the vast range of variables are taken into consideration, especially the variations in temperatures and climatic conditions. It needs to dovetail with the safety plan covering safety at the venue and on the course, with the medical plan identifying actions and procedures to be implemented once swimmers, officials, coaches or others are evacuated to the shore.

The Medical Action Plan needs to be widely distributed so that all involved with the event know the necessary information as to what treatment is available where and should someone be taken to hospital or other medical treatment facility, and which one.

Ambulance(s) stationed on site must be comprehensively equipped and staffed with suitably qualified Paramedic personnel to attend to any medical issues experienced on site, including advanced cardiac resuscitation.

Should the race conditions require it, the Medical Officer should provide the final physical examination of the competitors prior to the day of the event, and advise the Chief Referee and the organisers of any, that in the opinion of the Medical Officer, are medically unfit to participate in the competition.

The Medical Officer should ensure the availability of sufficient suitably qualified medical personnel and supervise their examination of the swimmers as they leave the water, either through withdrawal or at the finish of the race in accordance with Rules OWS 7.4 - 7.7. Even when the water temperature and air conditions are good it is advisable to have additional resources at the swim exit. Hypothermia can occur in relatively warm water.

THE COURSE OFFICER shall:

- OWS 3.42** be responsible to the Management Committee for the correct survey of the course.
- OWS 3.43** ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order.
- OWS 3.44** ensure all course alteration points are correctly marked, and manned prior to the commencement of the competition.
- OWS 3.45** with the Referee and Safety Officer inspect the course and markings prior to the commencement of competition.
- OWS 3.46** ensure that Turn Judges are in position prior to the start of the competition and report this to the Chief Referees.

One of the most important factors is course planning, so the Course Officer is another appointee who needs to be involved right from the outset. There are a number of factors and guidelines that should be observed and all need careful consideration for safety and suitability. These include:

- Climatic data – weather, water and air temperature, prevailing winds (historical for proposed period)
- Water quality data (Historical for proposed period of the event)
- Anticipated tidal/current information
- Ready access for medical evacuation around/along the course
- Access to appropriate facilities for officials and race organisers to perform their official functions, and also support facilities such as bathrooms
- Appropriate permissions to use the proposed course
- Information on the bed of the watercourse (hazards, fastening for buoys)

It is important that the course is determined following local advice and assessment of historical data and measured well in advance. Water quality and current information should be sought from relevant authorities for the relevant time of year early in the planning to assess the suitability of a particular course for an Open Water Swimming event. This is to ensure that changes to the course can be made should weather or sea/water conditions deteriorate. Consideration should be given to planning an alternative course that can be put into effect with the minimum of delay.

The course should be carefully chosen, as the primary concern for all Open Water Swimming events should be the safety of those participating.

The venue will be under the control of one or more local authorities and getting the necessary permissions may take some time, so getting these people on-side and supportive of the event is an essential early planning activity. Commercial users of any venue will always have primary access so it is important to gain their agreement and cooperation.

For out of water dive starts from a waterfront bulkhead, jetty or floating platform, ensure that the water depth has been surveyed and that the depth complies with the minimums required (1.4m). A physical check of the starting area should be made well in advance of the competition to ensure that there are no unseen shallow water obstructions in the water.

Once agreed, a course plan needs to be prepared detailing:

- The Start and Finish area/s and distance to shore
- The distance between turning buoys and feeding points where present
- Medical evacuation points on the course
- Race Control office
- Marshaling area

This document is key, as it will form the basis for planning for many aspects of the competition, including athlete preparation, safety and risk management planning, and the Medical Action Plan.

Some additional points:

- Prior to the first briefing meeting ensure that all aspects of the course are such as to conform to the initial safety clearance given at time of application.
- Ensure prior to the first briefing that no obstructions exist on the course other than those already identified.
- Confer with, and keep fully briefed, the Safety Officer.

- At the briefing meeting ensure that large scale maps of the course, clearly showing start, finish and all turns, are available for swimmers' representatives, Race Judges, all Officials and the media.
- Confirm with all Turn Judges and allocate transport to their positions, ensuring sufficient markers and flags are available.
- Check that sufficient transport is available to ensure that Turn Judges will be on station in time to carry out their duties and that sufficient arrangements have been made to ensure their collection after the last swimmer has passed their post.

The Course Officer probably needs to be the first person at the course on the day of the competition. Unless it's been possible to set-up the course the day before, there is a lot to be done before the swimmers and officials arrive on the course and just 90 minutes before the start will probably be insufficient time for all that has to be done. Even where things have been set-up the day before it is essential to re-check everything to make sure nothing has changed or disappeared overnight. Just when you least expect it something will undoubtedly not go to plan and require additional time to correct.

Check that the start and finish areas are correctly set-up and marked properly, that equipment is installed and in proper working order.

Ensure that course alterations are all correctly positioned and marked (Buoys, Markers, or other moored craft that are used to define turning points or alterations in the course). GPS is a good tool to quickly check the positioning if you have this tool available.

In company with the Referee and the Safety Officer inspect the course and markings prior to the start of the event.

Check the Turn Judges are in their correct positions prior to the start of the race and confirm this to the Chief Referee. This is particularly important, as it is the Course Officer's responsibility to ensure they are all in place, so that they can properly perform their duties.

The Course Officer will probably be the last person off the water following the conclusion of the competition, as everything that has been put out for the race needs to be collected back again and the course returned to its original condition. Check with the Chief Referee before any equipment is removed from the course – there is nothing more embarrassing than finding that part of the course has already been removed and there are still swimmers on the course wanting to swim around the buoys that have been lifted!

THE CLERK OF THE COURSE shall:

- OWS 3.47** assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors.
- OWS 3.48** ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and toenails and are not wearing any jewellery, including watches.
- OWS 3.49** be certain all swimmers are present, in the assembly area, at the required time prior to the start.
- OWS 3.50** keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given.
- OWS 3.51** be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping.

OWS 3.52 ensure that all competitors leaving the water at the finish have the basic equipment required for their well-being should their own attendants not be present at that time.

The Clerk of the Course is responsible for the check-in, numbering, and management of the swimmers prior to the start of the race, for ensuring their clothing and equipment is looked after, keeping a check count of the number of swimmers in the water during the race and that they are looked after at the end of the race until their coaches/handlers arrive to attend to them.

Depending on the number of swimmers, it will probably be necessary to appoint more than one Clerk of Course in order to ensure all pre-race functions are addressed. Timekeepers and Finish Judges may be able to help with the pre-race activities to prepare the swimmers for the competition. In the pre-race area, the Clerk/s of Course must:

- Check-in the swimmers (and their coaches/handlers where required) and
- Check the swimsuit to be worn is on the FINA 'Approved' list and not more than one is being worn or if wetsuits are being used, comply with the FINA wetsuit guidelines
- Check/issue caps in accordance with the criteria for the race
- Check all swimwear (caps, suits and goggles) comply with FINA Advertising guidelines if required
- Check the swimmers finger and toe nails are trimmed and all jewellery has been removed (including in the mouth, navel, or other body piercing jewellery)
- Number the swimmers on both shoulders, upper arms and the backs of hands
- Issue transponders for races where these are being used and receive same back again after the finish
- Give regular advice of the time remaining to the start of the race

Clerks of Course need to be onsite well in advance of the start of registration so that they are well prepared for the swimmers' arrival and can perform their duties quickly and efficiently before the race.

Copies of the start list of all swimmers is required, especially where race numbers have been pre-allocated so that these can be used as reference documents for numbering and transponder allocation.

From the beginning of the check-in and registration process, the Clerk of the Course and Announcer must keep the swimmers, coaches, and officials informed of the time remaining to the start. These announcements should be made at suitable intervals to meet the timelines leading up to the start (close of registration/numbering, final pre-race briefing, introduction, the Start). During the last five minutes prior to the start, announcements should be made at one-minute intervals. Coordinate with the Announcer and Chief Referee to agree the correct time and establish with the Announcer the time intervals to be announced prior to the start, and monitor that these are made at the correct time. Also confirm with the Chief Referee the time and location of the pre-race briefing.

Set-up of the registration area is important to ensure a good flow of swimmers through the check-in and numbering process, so good layout of this area is important. Setting up the space with a number of "stations" each checking one of the aspects above is a good way of quickly and efficiently checking the swimmers and keeping the flow moving as they progress through the process.

Entry to the registration/marshalling area should be restricted solely to those personnel required to be there, to avoid overcrowding and to allow the swimmers to prepare for the race without disturbance.

In addition to wide nib pens or stamps for numbering, make sure there are baby wipes or similar to remove any errors that may be made, and also white pens to number any swimmers with darker skin. It is a good idea to bring a manicure set or nail scissors/clippers and file so that any nails may be trimmed and smoothed if required. Sterilising solution is also a good idea for cleaning/sanitizing these tools between use. For Wetsuit races, Pastel crayons are best for numbering the swimmers wetsuits.

Numbers are applied to the upper arms, shoulder blades, and hands. The numbers should be large enough that the Referees, Race and Finish Judges, and any support personnel can easily read them. Legible numbers are very important as they are the means of identifying each swimmer in the race.

BL 9.3.7.2 Numbering of swimmers

The numbering of athletes is to appear on the arms, upper backs and hands of competitors. On the arms the numbers shall be arranged vertically. On the upper backs and hands the numbering is horizontally. The numbering of the arms and backs is made with an ink template: 100 mm high x 60 mm wide. The numbering of the hands of competitors is allowed by marking pens. For athletes with darker skin a white marker pen will be required.

BL 9.3.7.3 Identification

In all Open Water events it is mandatory for the head or cap to display on each side the "national-three letter code" and may display the swimmer's national flag. The country code shall be a minimum of 8cm in height. Caps meeting the specifications of BL 7.1.3 are not acceptable except for one (1) manufacturer's logo of a maximum size of 20cm² on the front.

As swimmers are numbered, a check of their swimsuit should be made to ensure it is on the approved list published by FINA. It is a good idea to have the current FINA Approved list (Download from the FINA website) available for reference in the registration area, so that any doubt can be quickly addressed through reference to the official list.

BL 8 SWIMWEAR

BL 8.1 *All swimwear used at Olympic Games and FINA Events (pool and open water swimming competitions) shall be swimwear approved by FINA in accordance with the rules and procedures set forth in the FINA Requirements for Swimwear Approval (FRSA) issued by the FINA bureau and valid on the date of approval. Following an approval process conducted by the Swimwear Approval Commission, a list of approved swimwear is published by FINA (the Approved List) each year. The Approved List is published each year before December 31 and is valid starting from January 1 of the subsequent year.*

BL 8.2 *In pool and open water 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. All swimsuits (including wetsuits for open water competitions) shall comply with the requirements set forth in these By-Laws and the FRSA.*

BL 8.4 *For open water swimming competitions with water temperature from 20 C swimsuits for both men and women shall not cover the neck, nor extend past the shoulder, nor extend below the ankle. Subject to these specific shape specifications, swimsuits for open water swimming competitions shall further comply with all other requirements applicable to swimsuits for pool swimming competition.*

BL 8.5 From January 1, 2017, for open water swimming competitions in water with temperature below 20 C, men and women may use either swimsuits (BL 8.4) or wetsuits. When the water temperature is below 18 C, the use of wetsuits is compulsory.

For the purpose of these rules, wetsuits are swimsuits made of material providing thermal insulation. Wetsuits for both men and women shall completely cover torso, back, shoulders and knees. They shall not extend beyond the neck, wrists and ankles.

BL 8.6 BL 8.1 to BL 8.5 apply also for the Masters Open Water competitions.

NOTE TO BL8.6: It is clarified that swimsuits, respectively wetsuits which fulfill the shape requirement set forth in BL 8.3, respectively BL 8.4 and 8.5 (for open water swimming competitions) can be accepted even if they do not bear a valid FINA approval label provided they effectively and evidently fulfill the material requirements set forth in the current FINA Requirements for Swimwear Approval. This is notably the case for swimsuits made of traditional permeable textile (i.e. open mesh material) material (such as cotton, Nylon, Lycra and the like) with no application of surface treatment closing the open mesh structure and wetsuits which expressly fulfil the thickness requirement (for example wetsuit thickness provided by manufacturer). In case of doubt in this respect and when notably such doubt concerns a swimsuit or a wetsuit used at the occasion of a World record, an actual check of the swimsuit or a wetsuit can be required from the competitor or Certifying Official and the swimsuit or a wetsuit is to be forwarded to the FINA Office for submission to an actual control of all or parts of the requirements.]

BL 8.7 For team events in open water swimming, all swimmers from the same team must wear the same colour caps which shall also comply with the FINA rule BL 9.3.7.3.

Once all swimmers have registered and been numbered, they may be 'greased' for the race with sunscreen, lanolin etc before presentation prior to the race. The Chief Referee and Recorder should be informed at this time of any swimmers who have failed to register so that a final count of swimmers competing in the race can be distributed to all officials.

The Recorders handle all withdrawals, so anyone wishing to withdraw should be directed to the Recorder. The Clerk of Course and Recorder must therefore work closely together to ensure a correct count of swimmers is maintained.

The final pre-race briefing is usually held in the registration/marshalling area.

The Clerk/s of Course are also responsible for ensuring that all/any clothing and swimmers' equipment left in the pre-race area is kept secure and taken to the finish to be available for swimmers after they have exited the water. A garbage bag with the swimmer's number on the outside is a quick and efficient way of achieving this. Make sure someone is always in the area with the swimmers' gear if it is not a secure space.

The Clerk/s of Course are responsible for the swimmers well-being at the finish and this is also covered in part under the duties of the Medical Officer. Make sure there are chairs available for them to rest on as they exit the water, where they can be checked by the medical support staff, and some refreshments, including electrolyte drinks available, both as they exit the water and in the recovery area. The recovery area should be treated as a closed area, with access only to swimmers, coaches, and necessary officials. In many respects it is similar to the changing room - It is not a place for family members, friends and media.

THE RECORDER shall:

- OWS 3.53** record withdrawals from the competition, enter results on official forms, and maintain record for team awards as appropriate.
- OWS 3.54** report any violation to the Chief Referee on a signed card detailing the event, and the rule infringement.

Recorders are integral parts of the officiating team. The Recorder works with the Chief Referee and the Organising Committee before the event to establish:

- The method of recording/scoring to be used (it could be electronic or hard copy depending on the facilities available);
- The anticipated number of swimmers (both male and female); and
- The method of draw (manual or electronic) to be used for race numbers and/or start position.
- The software that will be used and make contact with the individual scheduled to operate it. The most popular vendors of meet management programs incorporate Open Water swimming scoring functionality.

*It is strongly recommended that a **unique sequential swimmer number** is recorded against each swimmer's name.* This should be done in conjunction with the Clerk of the Course (Marshal) when each swimmer personally registers for his/her race, if the issue of competitor numbers has not been done prior to registration.

In the case of both pre-entry and race-day entry – the Organising Committee should arrange to have a list of numbers starting with the next swimmer number from the pre-entries, i.e. pre-entry has 186 swimmers entered, then the number list should start from 187 for the race-day entries. It is strongly recommended however, that post entries are not accepted unless appropriate systems have been put in place to handle this, and allowance made for sufficient safety craft.

If the number of swimmers is fairly small (less than 100) and the meet is pre-entered, consider keeping the number assignments for each sex to a block of numbers. Example 45 women and 40 men entered. Assign women numbers 1-45 – assign men numbers 50-90. This grouping will help Referees and Finish Judges during the meet. It may also help when breaking out the scoring after the event.

In conjunction with the Clerk of the Course (Marshal) issue to and record a **unique sequential number** for each swimmer as he/she registers. Registering is the same as reporting to the Marshaling Area at a "Pool" Meet and having your presence noted in preparation for your race.

The importance of **unique sequential numbering** cannot be over stressed. Prior to the start of the race the Chief Referee will ask for the exact number of swimmers who have registered. With this information he/she will inform the Referees, Judges, swimmer support and Medical personnel. If two swimmers are issued with the same number for races occurring at the same time, during the race and at the finish the Recorders will have no way of determining whose times have been recorded. If someone fails to complete the race and leaves the venue without reporting to the Recorders there is no way of knowing until someone asks "Have you seen so and so?". This type of situation can lead to an unnecessary search and rescue situation to find the missing swimmer. *Be assured this is not a pleasant task.* Nor are the ramifications of knowing that there may be a "lost swimmer".

Extreme care must be exercised.

It is also strongly recommended that concurrent sets of identical numbers never be used for men and women even if they are separately swum. The same numbers being used for both groups will cause confusion for all Officials at some stage of the race.

- Only the Recorders issue and record the competitor numbers.
- The numbers are unique and sequential unless otherwise dictated.
- No official should leave the venue with recording material, nor should they leave without the permission of a functional Chief, or the Chief Referee.

There have been occasions when protests have been made and the Jury of Appeal has sought to investigate the matter only to find that the necessary officials have already left, in some cases taking their paperwork with them.

The only time when the number of swimmers registered does not equal the number in the water for the start is when someone withdraws after registration/check-in but prior to the start. If this occurs then all relevant personnel must be informed. These include the Chief Referee and Referees, Judges and the Recorder. **All athletes must be accounted for!**

The swimmer numbers are recorded on the Swimmers' entry card. From the entry cards the Master Control/Results Sheets are prepared. While the Results Sheet is primarily for recording results (lap times and finish times and finish order). Its preparation is a secondary check that each swimmer has been issued with a **unique sequential number**.

Withdrawals before the start and during the competition are received by the Recorders who relay this information if before the start to the Clerk of the Course and if after the start to the Referees, the Safety Officer, and Medical Support Personnel. It is important that at any time throughout the event that the Recorders are able to supply the Chief Referee with an update of exactly how many swimmers are still in the water at any given time – even after some of the swimmers have completed the event.

Depending on the configuration of the course, Recorders receive intermediate lap times or turn buoy times (course positional times at a predetermined point i.e. half way) at various times throughout the race. At the Finish, Recorders will receive the final time for each swimmer. This may be a printout from a stopwatch with an inbuilt printer or a time sheet with elapsed times and swimmers' position number recorded by a Finish Judge.

The times recorded on the Master Control/Results Sheet are received from the Chief Timekeeper. Depending on the type of timing system used, the exact format of these sheets may vary.

As the swimmers cross the start/finish line or round a predetermined point the Timekeepers record each swimmer's time by the split lap function, if requested to do so by the Chief Timekeeper. Finish Judges or Turn Judges record the order of the swimmers by swimmers' numbers. Where a stopwatch is used that has an inbuilt printer the first swimmer number is recorded against the first time printed and then the last swimmer number in the group. It is useful from time to time to record the swimmers number on the printout as a cross-check.

The Finish Judge's placement sheet and the Chief Timekeeper's time sheet with the determined times are forwarded to the Chief Recorder whose team will merge the place finishes with the finish times and resolve any discrepancies.

After all lap times have been recorded on the Master Results Sheet, the places as determined by the times are checked against the Finish Judges' finish places. Where the Judges' places and the finish times agree the places are recorded in the Place Column remembering to separate the Men's and Women's events and Age Groups where the competition dictates. If

there is a discrepancy between the Judges' orders of finish and the times recorded by the Timekeepers the matter is referred to the Chief Referee for his/her determination.

Video replay can be extremely helpful in resolving discrepancies. Swimmers that are allowed to finish the race but are out of the time limit specified in OWS 6.17 shall be included in the results at the end of the field with no time or place and the designation "OTL".

Once the Chief Referee has determined the result the Recorder will complete the Place Column prior to the posting of Results. If team or age group scoring is indicated by the Meet Information, the Recorders are tasked to tabulate those results and points.

EACH FEEDING PLATFORM JUDGE shall:

OWS 3.60 ___ be responsible for the management of the activity and the swimmers authorised representatives present on the platform, in accordance with FINA rules.

For races of 10km or less, or where the race is run over a circuit course such that individual escort boats are not appropriate, the Feeding Platform Judges will be located on the feeding platforms to supervise the activities on the platform and the feeding process.

Access to the platform should be limited only to approved coaches/handlers allocated to that platform (by wristband or other access device) and any other approved persons. It is useful for the Feeding Platform Judge/s to conduct the registration of the nominated feeders and check the feeding poles comply with regulations and safety requirements, and issue access control devices for the platform. To ensure ready access to the coaches conducting the feeding, access by any other people to the platform should be limited to those necessary to be there for safety or operational reasons. Media cameras may be permitted in limited numbers only where they do not interfere with the operation of the platform.

Management of the platform during the event should maintain fair play behaviour to ensure all feeders have adequate opportunity to prepare and to feed their swimmers without interference. Remember that infringement rules (OWS 6.3.1) note that these rules apply to the swimmers' coach/handler and escort craft as if applying to the swimmer directly. Feeding Platform Judges therefore need to observe the swimmer and their coach/handler to ensure no unfair advantage is taken nor any intentional support given to the swimmer during the race (medical or safety intervention excluded - OWS 6.7.1).

Should it be necessary to intervene to ensure the rules are followed, the matter should be written down, along with the time, and the outcome and then inform the Chief Referee at the earliest possible opportunity.

OWS 4 THE START

OWS 4.1 All Open Water competitions shall start with all competitors standing on a fixed platform or in water depth sufficient for them to commence swimming on the start signal.

OWS 4.1.1 When starting from a fixed platform competitors shall be assigned a position on the platform, as determined by random draw.

OWS 4.2 The Clerk of the Course shall keep competitors and officials informed of the time before start at suitable intervals and at one-minute intervals for the last five minutes.

OWS 4.3 When the number of entries dictate the start shall be segregated in the Men's and Women's competitions. The Men's events shall always start before the Women's events.

- OWS 4.4** The start line shall be clearly defined by either overhead apparatus or by removable equipment at water level.
- OWS 4.5** The Chief Referee shall indicate by a flag held upright and short blasts on a whistle when the start is imminent and indicate that the competition is under Starter's orders by pointing the flag at the starter.
- OWS 4.6** The Starter shall be positioned so as to be clearly visible to all competitors.
- OWS 4.6.1** On the starter command "take your marks" they shall take up a starting position immediately in line with the start line where a platform is not used, or with at least one foot at the front of the platform.
- OWS 4.6.2** The starter will give the starting signal when he considers all swimmers are ready.
- OWS 4.7** The start signal shall be both audible and visual.
- OWS 4.8** If in the opinion of the Chief Referee an unfair advantage has been gained at the start the offending competitor will be given a yellow or red flag in accordance with OWS 6.3.
- OWS 4.9** All escort safety craft shall be stationed prior to the start so as not to interfere with any competitor, and if picking up their swimmer from behind shall navigate in such a way as not to manoeuvre through the field of swimmers.
- OWS 4.10** Although they may start together, in all other respects the men's and women's competitions shall be treated as separate events.

An open water swimming event may start with the swimmers standing or treading water in a depth sufficient for them to start swimming on the start signal. Races may also start from a fixed platform – the competitors positions are determined by random draw and they start the race by a dive start.

All starts require the traditional Starter command "Take Your Mark" once the Chief Referee has indicated the handover with his arm and flag outstretched.

Verify with the Chief Referee and Course Officer that the water depths meet the minimum requirements of 1.4m since the swimmers will be directing their visual attention to entering the water safely. The starting lines can vary greatly depending on the race. In water starts may be identified by imaginary lines between two points or actual rope lines (with or without floats) stretched between two buoys or boats in the water. The start line may also be defined by a line stretched over the water. If an actual line is placed in the water, it is recommended that the swimmers line up on the course side of the line so as to minimize the risks of entanglement after the start.

If the total number of competitors exceeds a safe number (which will be determined by the Chief Referee with consultation with the Safety Officer, Course Officer and Meet Director) the race may be started in waves (cohorts). In all National Championship level competition, Men's and Women's races are started separately. The men's will always start first. The appropriate time interval between the men's start and women's start will depend on course design. A 5-10 minute stagger usually works well on a 2.5km loop course.

OWS 5 THE VENUE

- OWS 5.1** World Championships and FINA competitions shall be for Open Water distances, 25 kilometres, 10 kilometres and 5 kilometres, conducted at a venue and course approved by FINA.

- OWS 5.2** The course shall be in water that is subject to only minor currents or tide and may be salt or fresh water.
- OWS 5.3** A certificate of suitability for use of the venue shall be issued by the appropriate local health and safety authorities. In general terms the certification must relate to water purity and to physical safety from other considerations.
- OWS 5.4** The minimum depth of water at any point on the course shall be 1.40 meter.
- OWS 5.5** The water temperature should be a minimum of 16°C and a maximum of 31°C. It should be checked the day of the race, 2 hours before the start, in the middle of the course at a depth of 40 cm. This control should be done in the presence of a Commission made up of the following persons present: a Referee, a member of the Organising Committee and one coach from the teams present designated during the Technical Meeting.
- OWS 5.5.1** The Safety Officer shall monitor Temperature conditions periodically during the race.
- OWS 5.6** All turns/alterations of course shall be clearly indicated. Directional Buoys which are alterations of the course shall be of a different colour to guidance buoys.
- OWS 5.7** A clearly marked craft or platform, containing a Turn Judge, shall be positioned at all alterations of course in such a manner as not to obstruct a swimmer's visibility of the turn.
- OWS 5.8** All Feeding Platforms, turning apparatus and Turn Judges craft/platforms shall be securely fixed in position and not be subject to tidal, wind or other movements.
- OWS 5.9** The final approach to the finish shall be clearly defined with markers of a distinctive colour, and shall comprise the boundary of the course.
- OWS 5.10** The finish shall be clearly defined and marked by a vertical face.

Choosing the correct venue is one of the most important decisions in the conduct of an Open Water Swimming competition, as the safety of the racing is closely linked to the site that is chosen. Some things to consider:

- Where does the water flow from and to?
- Is there a tide or current?
- What is the average water temperature for the time of the proposed swim? Is a different time of day or time of year better?
- What is the water quality and is it approved by the local authorities as being suitable for swimming in?
- Is the course free from marine traffic or other hazards? Are there commercial users that have to be considered?
- What is the depth of the water across the whole of the course? And the bottom? Are there any underwater hazards?
- Is there ready access to the start/finish area and the rest of the course, both for people and water craft, should it be necessary to evacuate someone?
- Is there marine or amphibious fauna or flora that may pose a hazard?

- Are the facilities in the start and finish areas adequate for the number of people expected, both in terms of swimmers, team and race officials, and also spectators and public?

For each of the items above and any hazards identified, a mitigation strategy and feasibility of implementation need to be considered. Undertaking this exercise as part of the evaluation of a course's suitability will quickly identify whether the course can be easily used for the competition.

Gaining the appropriate certification from local authorities will also quickly identify a course's suitability and establish relationships with the necessary authorities that can initiate the goodwill necessary for the conduct of the event.

It is also a good idea to evaluate an alternative course if this is possible, so that planning for the race can quickly be moved to the alternative course should this prove necessary for any reason.

The minimum temperature as specified in the Rules is 16 deg C, and a maximum temperature of 31C measured in accordance with rule OWS 5.5.

Although the procedure for the official water temperature measurement is specified in rule OWS 5.5, it is a good idea for the Safety Officer and the Course Officer to measure the temperature in the days immediately prior to the race – This will indicate the likely conditions for race day and allow considerations to be made should a change in race time need to be considered.

Feeding platforms/craft should be located strategically around the course, such that they are outside the direct swimming line of the race but close to it so that swimmers wanting to feed do not have to swim too far off-line to do so. If possible in closed circuit races, at least one of the platforms should be close to the finish area so that coaches/handlers can see the race finish. Feeding platforms need to be sufficiently large to remain stable during the feeding phase when the coaches/handlers are all on the same side – consider the size or adding more platforms if necessary.

Turning buoys need to be of a contrasting colour to the surroundings and be of sufficient size to be readily visible to swimmers from some distance. Where the course is such that the next turning buoy cannot be seen from the previous one, guidance buoys of a different -colour to the turning buoys should be considered. Buoys used for triathlon, sailing, and other marine recreational activities have similar requirements and it may be possible to borrow suitable items from such organisations that already have them.

The finish area also needs to be clearly visible from some distance so that the swimmers can clearly see it, and the finish apparatus, of a vertical face erected within arm-reaching distance from the water surface. Flags can be a good idea to assist visibility, but also think about the wind loading and forces this can create on the finish apparatus.

OWS 6 THE RACE

OWS 6.1 All Open Water competitions shall be Freestyle events.

OWS 6.2 Race Judges shall instruct any swimmer who is, in their opinion, taking unfair advantage by pacing or slip streaming with the escort craft to move clear

OWS 6.3 Disqualification Procedure

OWS 6.3.1 If in the Opinion of the Chief Referee or Referees, any swimmer, or swimmer's approved representative, or escort safety craft, takes advantage by committing any violation of the rules or by making intentional contact with any swimmer, the following proceeding shall apply:

1st Infringement:

A yellow flag and a card bearing the swimmer's number shall be raised to indicate and to inform the swimmer that he is in violation of the Rules.

2nd Infringement:

A red flag and a card bearing the swimmer's number shall be raised by the Referee (OWS 3.6) to indicate and to inform the swimmer that he is for the second time in violation of the Rules. The swimmer shall be disqualified. He must leave the water immediately and be placed in an escort craft, and take no further part in the race.

OWS 6.3.2 If in the opinion of a Referee, an action of a swimmer or an escort safety craft, or a swimmer's approved representative is deemed to be 'unsporting' the referee shall disqualify the swimmer concerned immediately.

OWS 6.4 Escort safety craft shall manoeuvre so as not to obstruct or place themselves directly ahead of any swimmer and not take unfair advantage by pacing or slip streaming.

OWS 6.5 Escort safety craft shall attempt to maintain a constant position so as to station the swimmer at, or forward of, the mid-point of the escort safety craft.

OWS 6.6 Standing on the bottom during a race shall not disqualify a swimmer but they may not walk or jump.

OWS 6.7 With the exception of 6.6 above swimmers shall not receive support from any fixed or floating object and shall not intentionally touch or be touched by their escort safety craft or crew therein.

OWS 6.7.1 Rendering assistance by an official medical officer to a swimmer in apparent distress should always supersede official rules of disqualification through "intentional contact" with a swimmer (OWS3.1).

OWS 6.8 For races where escort boats are used, each escort safety craft shall contain: a Race Judge, a person of the swimmer's choice, and the minimum crew required to operate the escort safety craft.

OWS 6.8.1 Each escort safety craft shall display the swimmers competition number so as to be easily seen from either side of the escort safety craft and the national flag of the swimmer's Federation.

OWS 6.9 Each safety craft shall contain appropriately qualified safety personnel and the minimum crew required to operate the safety craft.

OWS 6.10 No swimmer shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Approved swimsuit, goggles, a maximum of two (2) caps, nose clip and earplugs may be used.

OWS 6.11 Swimmers shall be allowed to use grease or other such substances providing these are not, in the opinion of the Chief Referee, excessive.

OWS 6.12 The pacing of a swimmer by another person entering the water is not permitted.

OWS 6.13 Coaching and the giving of instructions by the approved swimmer's representative on the feeding platform or in the escort safety craft is permitted. No whistle shall be allowed.

- OWS 6.14** When taking sustenance swimmers may use Rule OWS 6.6 provided Rule OWS 6.7 is not infringed.
- OWS 6.15** No objects can be thrown at feeding station to the swimmers, including sustenance. The swimmers shall receive their feeding directly from their representative by a feeding pole or by hands.
- OWS 6.16** Feeding poles are not to exceed 5m in length when extended. No objects, rope or wire may hang off the end of feeding poles except national flags. National flags are allowed to be attached to the feeding pole but may not exceed the size of 30cm x 20 cm.
- OWS 6.17** In all events, time limits shall apply as follows from the finish time of the first swimmers:
- 15 minutes per 5km (or part thereof) up to a maximum time limit of 120 minutes.
- OWS 6.17.1** Competitors who do not finish the course within the time limits shall be removed from the water except that the Chief Referee may allow a competitor outside the time limit to complete the course but not be eligible for any points or prizes.

OWS 6.18 Emergency Abandonment

- OWS 6.18.1** In cases of emergency abandonment of races of 10 km or less, the race will be restarted from the beginning at the earliest possible moment.
- OWS 6.18.2** In cases of emergency abandonment for any race of longer than 10km, where the race has been underway for at least three (3) hours, the final ranking will be as reported by the Chief Referee. If 3 hours of the race has not been completed, it will be restarted from the beginning at the earliest moment possible.

Referees and Race Judges should use their whistle to address any pacing or slipstreaming they observe using the hand signals adopted by FINA to advise the offending swimmers of their need to move apart. If necessary the race number/s can be written on the whiteboard/flipboard and shown to the swimmers to advise those offending.

Only the Referees may disqualify any swimmer in the race, so Race Judges need to inform the Referees of any repeated or continual offending so it can be addressed by the Chief Referee and Referees.

OWS 6.3 is clear in that the rules relating to unsporting behaviour apply equally to the actions of a swimmers handler/coach as to the swimmer. This rule applies in particular to the actions of the Handler/coach and the instructions given to the driver of their escort boat, and also to their actions on the feeding platforms.

The Handler/coach may instruct the swimmer during the race as permitted in OWS 6.13, however this rule does not allow others to enter the course and give instructions to the swimmers during the race.

In the case of Emergency Abandonment, under OWS 6.18.2 where at least 3 hours of the race has been completed, the Chief Referee should use all means at his disposal to quickly and efficiently establish the positions of all swimmers on the course, so that the swimmers can be removed from the water as soon as their relative position in the field has been established.

Where the Chief Referee uses discretion to allow swimmers out of the time limit to complete the course, the results do not record a time or place, but show “OTL”.

OWS 7 THE FINISH OF THE RACE

- OWS 7.1** The area leading to the finish apparatus should be clearly marked by rows of buoys which narrow as they get closer to the finish wall. Escort safety craft should be stationed at the approach to and entrance of the finish lane to ensure that only the escort safety craft authorised to do so enter or cross this entrance.
- OWS 7.2** The finish apparatus should, where possible, be a vertical wall at least 5 metres wide fixed if necessary to floatation devices, securely fastened in place so as not to be moved by wind, tide or the force of a swimmer striking the wall. The finish should be filmed and recorded from each side and above by a video system with slow motion and recall facilities including timing equipment.
- OWS 7.2.1** When automatic Officiating Equipment is used for timing of competitions in accordance with rule SW 11, microchip transponder technology capable of providing split times is mandatory and should be added to the Equipment. Use of microchip transponder technology is mandatory for competitions at the World Championships and Olympic Games. Microchip transponder timing technology will be recorded officially in tenths of seconds. The final places will be determined by the referee based upon the finish judges' report and the finish video tape.
- OWS 7.2.2** It is mandatory for all swimmers to wear a microchip transponder on each wrist throughout the race. If a swimmer loses a transponder the Race Judge or other authorised Official, will immediately inform the Chief Referee who will instruct the responsible Official on the water to issue a replacement transponder. Any swimmer who finishes the race without at least one transponder will be disqualified.
- OWS 7.2.3** When, at the finish of an Open Water Swimming competition, a vertical wall is available, swimmers must touch the vertical wall to finish the race. Any swimmer who does not touch the vertical wall will be disqualified.
- OWS 7.3** The Finish Judges and Timekeepers shall be placed so as to be able to observe the finish at all times. The area in which they are stationed should be for their exclusive use.
- OWS 7.4** Every effort should be made to ensure that the swimmers' representative can get from the escort safety craft to meet the swimmer as they leave the water.
- OWS 7.5** Upon leaving the water some swimmers may require assistance. Swimmers should only be touched or handled if they clearly display a need, or ask for assistance.
- OWS 7.6** A member of the medical team should inspect the swimmers as they leave the water. A chair, in which the swimmer can sit while an assessment is made, should be provided.
- OWS 7.7** Once cleared by the medical member, swimmers should be given access to refreshment.

Transponders should be issued and received by the Clerk of Course – this also provides a check on the number of swimmers remaining on the water.

Although SW11 prescribes that electronic times are recorded to 1/100th sec, for Open Water events the accuracy of the transponder technology necessitates that times only be recorded to 1/10th sec.

It is important that the Video system is of sufficient resolution and clarity to clearly show the swimmers as they touch the finish plate in slow or stop motion. All aspects of the video system should be checked prior to the event to ensure adequate recording and playback capability is available should it be required including all necessary cables and viewing equipment.

The finish approach needs to be clearly marked so that there can be no confusion as to the course to the finish line.

The finish of the race should be observed by the Finish Judges, Chief Finish Judge and any Referees assigned to watch the finish of the race. Any infractions of the rules should be reported to the Chief Referee by the Chief Finish Judge if observed by the judges, or necessary actions taken to issue an infraction or disqualification if observed by the Referee/s.

BL 9.3.7.4 Finish Approach

For Olympic Games, World Championships and all FINA events, the Finish Approach (OWS 7.1) is part of the course, and swimmers shall remain within the rows of buoys throughout their approach to the Finish.

A good method of defining the approach to the finish can be to use pool lane ropes tied end-to-end if these are available.

The finish area needs to be constructed to provide stable platforms for the Timekeepers and Finish Judges to work from, with additional space for video finish equipment and possibly media personnel, however the media area should not inhibit the Judges and Timekeepers from doing their jobs.

ESCORTED SWIMS

When conditions or distance indicate, a swimmer must be escorted. As a guide, any event with a course of 10km or more should have escort craft for swimmers. This escort may be by paddler, water ski/canoe, rowing boat or larger powerboat/yacht depending on the safety factors. The difficulties in obtaining reliable escorts, whether they are paddlers or experienced boat captains, are obvious and they are essential to the safe conduct of the meet.

The danger of boats and propellers only a few feet away from swimmers is an added risk. Diesel and petrol (particularly two-stroke) fumes can be dangerous and annoying on still days. Anything that impedes the progress of a swimmer is a consideration when determining the number of escorts you need. You need to establish special rules such as 'no paddlers in the start area, escort boats may not go next to their swimmers for the first 500m', etc. The size and type of each escort is important. You probably do not need the Queen Mary, as this will inhibit the ability to get close to the swimmers but you do need a craft large enough to carry the boat crew, special safety and feeding supplies and the swimmer's coach/handler/representative and the observer/judge.

Paddlers must be sufficiently fit to complete the course. Boats must be capable of running at a very slow speed. Back-up paddlers and boats are mandatory. Boats are required to have the minimal safety equipment as prescribed by Coast Guard regulations. It is also suggested that each escort boat have a whistle to sound and flag to wave in case of emergency. This can also be used if the crew is unsure about the course direction.

Organisers should consider the use of both boats and paddleboards as escorts. The boats support the paddleboards with back-up paddlers, food, and coach for the swimmer. It may be possible, although not always necessary, to have one boat act as a hub for several satellite boats or swimmers.

RISK MANAGEMENT (SAFETY)

Safety is the paramount issue in the organisation and conduct of any open water swimming event. The first step in planning an open water swim is the consideration of all safety factors. Throughout this guide you will find numerous recommendations and suggestions that minimise risks. It's up to the organiser how to implement these into your events.

All events including those of less than 10km require safety support and this is usually provided in the form of kayaks or paddleboards to provide close support to the swimmers around the course, supported by motorised safety craft to evacuate any swimmers removed from the course and requiring medical assessment and support.

The local Red Cross society or St John's Ambulance may be able to provide information, personnel and equipment to assist with the conduct of a meet. Local boat, canoe, rowing, and kayak clubs may also be able to assist. One word of caution: find out, in advance, if there will be any charges associated with their support.

If your event is very long and/or crosses heavily-used shipping lanes, contact the local Harbourmaster. Their main concern is for safety on the water and they can be of great help. One valuable service they are usually able to provide is the notification of ships in the area of the race. They will also provide you with assistance in filling out the necessary permit requests.

If you need help with communications, local amateur radio organisations are helpful and often eager to assist.

Do not try to do it alone. There are any number of volunteer groups and organisations that are willing to assist. Try local Sea and Boy Scouts, Emergency Services Groups, civic groups, local swimming clubs, boat clubs etc. Their public service orientation can really help get jobs done that might otherwise prove unnecessarily expensive.



Don't forget to notify authorities such as local councils, police, hospitals and ambulance services that you are staging an event. You may just require their services and with prior advice they may offer assistance. It is highly advised that organisers have public liability insurance.

ORGANISING AN OPEN WATER COMPETITION

The organisation of an open water swim event is complex and requires detailed organisation in order for it to be a success. This chapter provides a guide to assist organisers who are tasked with organising an open water or long distance swim event. The following details can be cross referenced to the checklist (Appendix 1).

The organisation can be broken down into a team of officials, who are likely to include the following:

- **Event Organiser** – the person who has ultimate responsibility for the organisation of the event team.
- **Event Administrator** – a person able to cope with the distribution of paperwork related to the event and who can step into the organiser's role.
- **Course Officer** – person delegated with the responsibility for the marking and measuring of the site and each course (refer to FINA definition)
- **Safety Officer** – person delegated for the Safety arrangements and development of the Risk Management and Safety Plans (refer to FINA definition).

Other officials that should be appointed:

- **Race Referees and Judges** – refer to FINA definition
- **Medical Officer** – refer to FINA definition
- **Finance Administrator** – a person to draw up and monitor a budget for the event
- **Race Recorder** – refer to FINA definition

These people form the core planning and event team. They hold responsibility for all aspects of the event, the results service, pre-event planning meetings, problem solving, assigning responsibilities, etc. It is recommended that planning should cover:

- A meeting to discuss the event.
- Meeting(s) to ensure that all formal approvals are available: e.g. Police, Red Cross, St. John's Ambulance, Local Authority, Coastguards etc.
- Safety review and development of a written Safety Plan.
- Organisers' briefing to ensure that all involved are aware of their responsibilities.
- Competitors' briefing to cover safety and announce any alterations to the course or other relevant details.
- Officials' briefing to ensure that all officials are up to date with the current status of the event and any safety issues.
- Media briefing to address the press, TV, local radio, etc.

- Post-race meeting to confirm results, discuss procedures, event outcome and report preparation.

ADVANCE PREPARATION

Permissions

In order to run an event effectively, sufficient planning needs to be in place with entry forms being made available. The starting place for this is the Local Authorities, site and land-owners (as applicable) and Local Emergency Services (including Hospitals).

All preliminary notification of the event should include:

- Proposed date of the event
- Proposed venue
- Safety considerations
- Proposed start and anticipated finish
- Outline proposal of course; and alternative venues
- Estimated number of competitors.

Course Planning

One of the most important factors is course planning. There are a number of factors and guidelines that should be observed and all need careful consideration for safety and suitability.

Course Measurement and Marking

It is important that the course is determined following local advice and historical data and measured well in advance. This is to ensure that changes to the course can be made should weather or sea/water conditions deteriorate. Consideration should be given to planning an alternative course that can be put into effect with the minimum of delay.

Entry Forms and Race Information

Competitors, as well as officials and other interested bodies need to know information about the course. The information needs to be as accurate as possible at the time of printing and imparted on the entry form and/or information pack. The basic information should include:

- **When:** date, start and finish time, prize giving;
- **Where:** location, direction and maps;
- **Refreshment:** arrangements in place communicated to competitors prior to their arrival at the event;
- **How much:** entry fee;
- **Health and safety information:** special local conditions, water temperature, light conditions and anticipated water conditions;
- **Format:** pool, river, lake or open water swims, wave starts, age categories;
- **Result:** show, when, where;

- **Disclaimers:** place a disclaimer on the entry form;
- **Medical conditions:** this information should be clearly stated on the entry form and include age, allergies, and any medication.
- **Conditions of Entry:** any special conditions of entry such as whether a coach/handler must be nominated on entry form, entries need to be submitted/signed by National Federation office, etc

Any alterations to the published information including safety issues need to be made available either in the race information pack or displayed in a prominent position and included in the race briefing.

RACE ORGANISATION

Registration

The registration procedure needs to be clearly explained to competitors before the event. An area should be made available for registration that can cope with a number of entries. There should be a clearly defined entrance and exit point with marshals to ensure no undue delay occurs.

It is standard for registration to:

- Check disclaimer is signed, to include medical information and ability to swim the distance;
- Check competitor against list of entrants to determine starters, etc;
- Issue race numbers;
- Check competitor information is correct.
- Check Swimsuit is approved, no jewellery is being worn and nails are trimmed

The registration area is also a good place to have a race information board with race details and any last-minute changes to the published programme.

Personnel Support

Local swimming, canoe and rowing clubs are good sources of event marshals and escorts as well as local gyms, health clubs, scouts/guides, women's groups and service organisations (e.g. Rotary).

It is important you look after and identify marshals, who will then be willing to assist in the following years or for future events. This includes feeding them, donations to their clubs, etc.

Ensure marshals, are of a calibre fit to carry out the function required. Brief them on their exact duties and responsibilities as far in advance of the event as possible and ensure each marshal knows their exact location. This can be done with maps or by a site visit. Each marshal should be given detailed race information, water data, details of emergency procedures, radio and contact numbers and the name of the safety officer (including call sign) and race judge. In longer events, refreshments should be supplied and/or relief marshals arranged.

All marshals should be issued with safety equipment and clothing including weather protection and life jackets.

The following events will require marshalling and the type of venue will dictate the duties required. These may include refreshments, car parking, registration, timing and results.

- **Open water swims:** safety crew, start/finish marshal, personnel to control spectators and others;
- **Post race:** helpers are needed to clear up, take down signs, dismantle barriers, pick up litter, etc.

Race Briefing

There should be a separate briefing for both competitors and officials, safety crews & marshals. The timing of the briefings needs to be clearly advertised beforehand. The competitors' briefing should take place in an area that allows the expected number of competitors to gather and hear the information clearly. Any information updates can be passed on at the briefing.

Start and Finish

The start and finish need to be clearly defined. The start procedure should be made known to all competitors and there should be an **emergency system to either stop the event or change the course**.

Timing and Results

A timing system needs to be in place that can cope with the demands of the race. Competitors need to be processed quickly and the results can be produced by hand. In large events, a more sophisticated system may need to be considered. If possible, the timing system and marshals, should have a trial run before the race to iron out any problems. Whatever timing system is used, it should produce a list of competitors on the race day and a further list of results to dispatch to all competitors. A video system that can be used to review the finish needs to include cameras that can cover the finish from multiple angles to overcome any obstruction from other competitors or officials, and be of sufficient resolution to allow easy recognition of Swimmer's race numbers.

Race Facilities

Consideration should be given to the following:

- Sufficient parking for competitors, spectators and officials, suitably sign posted;
- Toilet and wash/changing facilities (competitors should be advised in advance if these are not available at the venue);
- Baggage storage and secure areas;
- Refreshments and catering facilities for competitors, officials and spectators.

First Aid and Medical Cover

Medical Personnel: The recruitment of suitable medical personnel is vital. There are a number of organisations such as the St. John's Ambulance and the Red Cross. Before the event the organiser must ensure the availability of sufficient medical personnel and the local hospitals' emergency departments must be advised. This is compulsory for sea swims. There should be sufficient people to cope with a worst-case scenario particularly if the event is a sea

swim or colder water swim, and anticipate more than one incident occurring. It is recommended that a minimum ratio of 2 first aid professional to every 20 competitors be maintained.

Location of Medical Facilities: This is particularly important. They are most likely to be needed on open water swims at the race finish and at high risk points on the race route as well as having basic facilities on the escort boats. Consideration should also be given to providing a fast response boat with medical facilities. These points should be identified by a risk assessment carried out by the race organiser, safety officer and appropriate medical personnel prior to the commencement of the race. All first aid points should be able to communicate with the Emergency Services on a line dedicated solely to medical and emergency communication.

Drug Testing: The relevant National Federation headquarters may notify the event organiser that a nominated Doctor or doping agency will attend the race to conduct drug testing. If this happens, the organiser should provide personnel to assist the doping control staff. The organiser is to arrange an area where the Doctor/doping staff can operate in relative seclusion.

Communications

Setting up the System: A system can be technically advanced or simple, but it does need to be tried out in advance of the race. The system needs to be able to:

- Contact the Race Organiser in case of problems, queries or emergencies during the race;
- Contact the on-site medical personnel;
- Contact external medical services quickly;
- Relay information to the commentary team;
- Contact the Chief Referee.

One practical option is to hire communication units, or to hire the units and allocate them to selected personnel. Separate channels for Safety and race officials are recommended if this is possible.

An alternative is to use mobile phones as the majority of people have them these days. This is likely to be the least costly option if it is feasible, and a list of telephone numbers can be issued to all communication officers in advance, including the central information point (**you will need to check for mobile phone or radio black spots before the event**).

Information

Information needs to be made available to all parties concerned. For large events, a good Public Address system can be hired and a race commentator briefed. This needs to be audible in as many areas as possible. Appeals and calls for particular personnel can be heard immediately.

Finance

Race Budget: A race organiser needs to prepare a race budget. Without this it is not possible to accurately chart and calculate income, expenditure, committed funds or the balance of the account at the end of the event. A race budget needs to be approved in advance by the

appropriate officers and the financial responsibilities understood. Extra or unexpected costs might be incurred from spectator facilities needed, attendance by the Police, etc.

Entry Fees: *The setting of an entry fee is a decision made by the race organiser.*

Financial Security: *It is important that the race is able to fulfil its financial obligations. Failure to meet these commitments reflects badly on the sport, FINA and the race organisers.*

WHAT DO WE DO IF SOMETHING GOES WRONG?

Most events are carefully planned and well organised, but a few fail and some of these are due to unforeseen emergencies. The purpose of this section is to plan for these unforeseen events, to reduce their impact on the event, the participants and the reputation of the organising body.

Lack of Course Marshals or Officials.

If an event is inadequately conducted it is likely to fail in some aspects, for example in the provision of suitable escort craft. Marshals must always be alert and capable of the demands of the task.

Results

The preparation of results is important to competitors and can cause frustration at the end of an event. Pre-planning and rehearsal can reduce the risk of this problem. Also consider the preparation of 'unofficial' results covering the front of the field while the race is still underway to allow media and teams to consider the result. Such a proposal also allows any queries regarding placings to be raised and addressed promptly before officials may leave the venue

COURSE PREPARATION AND RISK ASSESSMENT

The organiser should make sure that the choice of water for an open water swim is suitable for the purpose and that the competitors are not being placed in any danger due to the location or condition of the selected water.

There are a number of factors that need to be considered and documented before an area of open water is used for an event, dependant on whether a sea, lake or river swim is being considered.

- *Access, condition, sufficient space and proximity of start and finish points*
- *Likely water temperature (set event minimum and maximum temperature)*
- *Currents or eddies*
- *Water quality*
- *Hidden, overhanging or underwater hazards*
- *Other water users*
- *Minimum depth of not less than 1.40 m. at any point, including start and finish*
- *Conditions underfoot at start and exit*
- *Sites for medical evacuation along the course*

The organisers should consult with regular users of the chosen water – fishermen, lifeguards, canoeists, recreational boaters, windsurfers, etc.

Access to the area is very important as this will not only determine how each event should take place but also, in the event of an emergency, how emergency services would gain access to the start and finish areas and to the course.

Course design should allow for minimal congestion at the race start.

The start and finish areas should be clearly defined. The start should be wide enough so the proposed number of competitors can make a safe start free from interference from others. The finish area should be marked so that there is no confusion as to exactly when the course is completed.

The actual swim course should be marked with buoys that are clearly visible when in the water. Turn buoys should be at least 1.5 - 2 metres high in the water and of a different colour to any guidance buoys. All markers should be fixed so they will not move in prevailing water conditions or tide turns or wind. A lead boat or canoe may be required for the leading swimmer. Swimmers must start with swim caps marked with Identification in accordance with the rules or sequentially numbered, – ideally these should brightly coloured.

Safety Management

Safety craft and/or canoes must be provided. Personnel assigned to water safety should be to the ratio to provide close support to the swimmers throughout the race. In addition to canoes, motorised safety craft should be employed with full warning, first aid and warming/cooling facilities.

Emergency exit points should be marked for swimmers to leave the water.

Consider what is the safe number of swimmers to have in the water at any one time.

Even when the water temperature and air conditions are good it is advisable to have additional resources at the swim exit. Hypothermia can occur in relatively warm water, particularly to weaker swimmers, as can hyperthermia in relatively cool water with other environmental factors coming into account when considering warming. A cut off time for the swim should be agreed with the race official/referee prior to the event. If any swimmer fails to complete the course by the cut off time they should be removed from the water, as decided by the Chief Referee. The cut off time will be dependent on the length of the swim as described in OWS 6.17.

Environmental Conditions

*The **CHIEF REFEREE** on the recommendation of the **SAFETY OFFICER** or **MEDICAL OFFICER** will shorten or cancel the swim if the water temperature falls below 16 degrees Celsius or exceeds 31 degrees Celsius. Excessive water flow or wave conditions will also affect any decision as well as a deterioration of weather and light conditions. The temperature should be taken as specified in the FINA rules and Safety Regulations. Wet suits are compulsory for events with a water temperature less than 18 degrees Celsius, and optional for events between 18 degrees Celsius and less than 20 Degrees Celsius. For all open water swims alternative plans should be made, in case environmental factors make the swim unsafe forcing it to be cancelled or curtailed.*

Water Quality

Water quality is of prime importance. The local Environment Agency should be contacted before the event for advice on the area of water to be used. Water testing should be arranged



and the results displayed for swimmers to view prior to entry to the water. Water quality results must be available based upon two samples within 10 days prior to the event and a third sample performed on the day of the event. The third sample will be relayed to the Medical Officer as soon following the event as possible, indicating if any unforeseen contamination had occurred in the day or hours immediately prior to the event.

MEDICAL ISSUES

INTRODUCTION

The diversity of open water swimming (OWS) venues demands a broad overview of the requirements for swimmer health and safety. A close relationship between the event organisers and the FINA Technical Open Water Swimming Committee is as critical for medical reasons as it is for the integrity of the course and compliance with FINA minimum competitive criteria.

**These guidelines should be read in conjunction with the Open Water Swimming Rules, OWS 1 to 7 as they appear in the FINA Handbook 2017-2021.*

Briefly there are two main areas of medical concern:

- 1) Environmental conditions
- 2) Swimmer health and safety

The appointment of a Medical Officer (OWS 2) is mandatory and liaison with the Safety Officer is critical (OWS 3.35). The duties of the Medical Officer must be carried out judiciously in accordance with OWS 3.36 in liaison with the Safety Officer and the local Organising Committee. All international events under FINA jurisdiction will carry requirements for doping control. However these are secondary to the concerns for swimmer safety and health and will not be included here. Minimum guidelines for doping control are the responsibility of the FINA Doping Control Review Board (DCRB) and should be considered as an appendix to these Medical Guidelines.

From the outset it must be emphasised that no set of rules will ever supersede the importance of strict, unconditional observation of all swimmers at all times in every event. It is the combined responsibility of all race officials and members of the athlete entourage to remain constantly vigilant to any incident that might jeopardise swimmer safety..

1) Environmental conditions

In accordance with OWS 5.2, 5.3, 5.4 and 5.5 the venue and course is subject to the issue of a certificate of water standard issued by the appropriate local health and safety authority stating that it is fit for purpose. This must be made available to the FINA OWS Technical Officials and Medical Officer before the event can proceed. Local organizers are encouraged to arrange this authority well in advance of the event to ensure that the certificate confirming a water standard acceptable for recreational swimming, as defined by World Health Organization (WHO) standards. Water quality results must be available based upon two samples no sooner than 10 days prior to the event and a third sample performed on the day of the event. The third sample will be relayed to the Medical Officer as soon following the event as possible, indicating if any unforeseen contamination had occurred in the day or hours immediately prior to the event.

Any relevant report compiled by the Medical Officer and Safety Officer must be received by the Chief Referee prior to the start of the event (OWS 3.8).

FINA regulations demand that the venue has a minimum depth of 1.40m (OWS 5.4) and a water temperature of no less than 16C, or greater than 31C recorded at specified times and depths by a designated Commission (OWS 5.5). These temperatures, informed by best available scientific research, have been implemented to protect the health and safety of all competitors and in particular to minimise the potential for hyperthermia and/or hypothermia.

It is recommended that the Safety Officer and Medical Officer ensure the absence of other course hazards including aquatic flora and fauna or the potential for any form of pollution from industrial, biochemical or bacteriological sources (OWS 3.32 and OWS 3.38).

Open water swimmers should be encouraged to apply UVL protection and the organizers should ensure additional protection from natural elements at the conclusion of the event.

2) Swimmer health and safety

If, in the opinion of the Safety Officer and Medical Officer, conditions are unsuitable for the staging of an OWS event the Chief Referee must be informed and recommended modifications to postpone, cancel, or move the event to a more suitable venue must be satisfied to protect the health and safety of all competitors (OWS 3.35).

During the event, the surveillance of swimmers by accompanying craft is mandatory for safety reasons but must comply with race regulations (OWS 6).

Swimmers in obvious distress and those deemed to be incapable of continuing for a variety of reasons should be removed expeditiously from the water and assessed with appropriate urgency by a doctor. Rendering assistance to swimmers in such situations should always supersede official rules of disqualification through "...intentional contact..." with a swimmer (OWS 6.7.1).

OWS 6.3.1 If in the opinion of the Chief Referee or Referees, any swimmer, or swimmer's approved representative, or escort safety craft, takes advantage by committing any violation of the rules or by making intentional contact with any swimmer, the following proceeding shall apply:

1st Infringement:

A yellow flag and a card bearing the swimmer's number shall be raised to indicate and to inform the swimmer that he is in violation of the Rules.

2nd Infringement:

A red flag and a card bearing the swimmer's number shall be raised by the Referee (OWS 3.6) to indicate and to inform the swimmer that he is for the second time in violation of the Rules. The swimmer shall be disqualified. He must leave the water immediately and be placed in an escort craft, and take no further part in the race.

Adequate sustenance should be available to swimmers during the event in accordance with OWS 6.13. Swimmers are encouraged to hydrate well, prior to, during and following the event.

A member of the medical staff should be positioned to observe all competitors at the completion of the event and administer medical support as indicated (OWS 7.6).

The provision of an appropriately equipped first aid post and medical centre is mandatory and must be part of the obligations of the Organising Committee (OWS 3.49).

In the event of a medical emergency there must be an adequate system of rapid transfer to secondary or tertiary medical services. This will demand access for motorised ambulance service and clear communication with a receiving hospital (OWS 3.37). A clear protocol of emergency evacuation must be outlined to the FINA Medical Officer at the time of a pre-competition site visit.

Nutrition and Fluid Balance:

Competing in open water swimming events is a major physical effort, for which all swimmers should have adequately trained. Swimmers can expect to be in the water for 2 - 4 hours for events up to 10km and 6 - 8 hours for an event over 25km. It is therefore important to recognise that the body has a finite reserve of carbohydrate and fluid and that the frequent intake of nutritional substances is essential.

It is not appropriate for swimmers to wait until they feel their energy levels decreasing before stopping for nutrition. Rather, swimmers should aim to complete the event with “half a tank full” of energy. This will require frequent stops over the longer events exceeding 25km even though they may feel their energy reserves are adequate.

It is recommended that approximately 200-400mls of a balanced carbohydrate/electrolyte solution are ingested every half hour. This will also help in reducing cramps frequently due to electrolyte depletion. Food may also be taken but this must be in a form that requires little chewing and facilitates easy ingestion. All food and fluids should be cool, not icy cold in a setting of warm conditions and warm, not hot, in the setting of cold conditions. This will aid the delivery of food from the stomach into the lower digestive tract where the major absorption occurs.

Hypothermia (Lowered Body Temperature):

Prevention of hypothermia is essential. Double bathing caps will also reduce the amount of heat lost through the scalp. As body temperature is reduced, the blood vessels in the skin constrict resulting in greater heat loss through the head and neck rather than through the rest of the body. Ear-plugs decrease the flow of cold water against the ear-drum, reducing the risk of dizziness and problems with orientation. Wool fat (anhydrous lanolin) may be applied as a skin lubricant around the neck, groin and armpit to avoid chaffing.

(Note: Lanolin changes the sensation of cold but does not offer any significant insulation or warming effect. However it does influence heat loss by protecting the integrity of the skin through a reduction in chaffing.)

Nutrition breaks should be brief given that exercise increases skin blood flow,, thereby increasing heat loss balanced by increased muscle activity. But when the swimmer stops, this balance is disrupted. The resultant increased blood flow through the skin enhances heat loss in the absence of heat produced by muscular activity. In young, inexperienced swimmers, prolonged stops may precipitate hypothermia.

It is important to limit the duration of each break to less than 30 seconds to reduce these risks, however this must be balanced by the advantages of adequate breaks for hydration and nutrition replenishment..

Swimmers who begin to feel cold should ingest more food by taking more stops of short duration. Food increases the body temperature because heat is produced by digestion and because the muscles require high levels of nutritional substances for maximum efficiency including heat production.

Escort crews should always be vigilant for the initial signs of hypothermia in their swimmers. Early signs include erratic swimming behaviour,, altered stroke rate and veering off course. At “feeding stops” support staff may recognise subtle uncharacteristic behaviours in swimmers. These include confusion, disorientation, vague slurred responses or complete disregard for coach instructions. Any swimmer unable to raise his/her arms above the head, obey other basic commands or answer simple questions, should be considered “at risk” and retrieved from the water.

It is not within the scope of this document to provide the complete guide to the medical management of hypothermia. However at some events, medical support may be some distance away and it is therefore important for first aid staff to understand fundamental principles. Hypothermic swimmers must be handled gently. They should be dried thoroughly through gentle patting not brisk rubbing, and wrapped in thick insulating blankets. Towels may be wrapped around the scalp and the sides of the neck for added heat retention. Protection from the wind is also essential using whatever shelter is on hand. Warm (not hot) food and fluids should be encouraged frequently in very small amounts. Contrary to common misconception alcohol must never be given to any recovering, cold patient.. Alcohol depresses the central nervous system and accelerates heat loss through the dilatation of surface blood vessels.

A doctor should personally see every swimmer retrieved from the water with symptoms suggestive of hypothermia. This is the point at which the decision is made to implement first aid measures or prepare the swimmer for hospital transfer..

Hyperthermia (elevated body temperature)

Close observation of athletes subjected to warm competitive or training temperatures is critical. While the FINA maximum water temperature for competition is 31C, sun, humidity, air and water flow all affect the ability of the athlete to dissipate heat.

As the athlete's core body temperature rises, the athlete needs to take more frequent feeding breaks, emphasising hydration and electrolytes to offset what is being lost through sweating. Whether cold or overheated, a swimmer will display similar signs and symptoms. These include altered stroke rate, cadence and coordination, as well as confusion and mood changes described earlier. The same simple questions used to assess hypothermia work equally well in hyperthermia. Once again, the presence of these impairments represents ample justification to remove the swimmer from competition.

Cooling and hydration are cornerstones of early management of hyperthermia. Medical evaluation and appropriate intervention is critical in all cases where hyperthermia is suspected..

Exhaustion:

Exhaustion occurs as the result of prolonged energy depletion through inadequate nutritional intake and may be accentuated by the effects of temperature. Hypothermia and hyperthermia may accelerate the onset of fatigue and subsequent exhaustion. The swimmer often presents with the same early signs of confusion, disorientation and erratic mood. The recognition of exhaustion and its management in OWS is similar to that of hypo and hyperthermia and demands the same urgent retrieval of the swimmer.

Pain:

The pain of repetitive activity is frequently experienced by open water swimmers, most commonly in their shoulders and often after about 1 hour of swimming. They may become irritated to the point of becoming abusive but continue to obey commands, answer questions correctly and show no signs of disorientation. Support crews with knowledge of their swimmer will be best to assess this situation and decide upon the outcome...

Sunburn:

Despite being submerged in the water, sunburn is a real risk particularly during long events. In all events UVL protection should be used. It is important to include the area behind the ears, the back, the back of the legs and the bottom of the feet. In very long events in sunny climates, the reapplication of sun block in long events is recommended.

Jellyfish stings:

These may be a general problem but become increasingly more significant for those known to have allergies and extreme sensitivities. Venues with jellyfish populations are generally identified especially where swimmers may have trained locally or have been on-course preparatory to the event. Precautions including the use of lanoline (Wool fat) or Vaseline (petroleum jelly) may help dependent upon the time they remain on the body. The most common symptom of jellyfish stings is the pain. If there are multiple contacts, the pain may be severe and symptoms of nausea and vomiting may develop.

Pain may be moderated by the coolness of the water. Persistent severe pain should be reported to medical staff and treated topically or through specific drug administration. Extensive prolonged jellyfish stinging may present a medical emergency caused by the neurotoxic effect of the sting..

Swallowed salt water:

Salt water is approximately three times more concentrated than the body's internal fluids. Frequent ingestion often in rough, choppy waters, may result in vomiting. Treatment includes reassurance in the first instance and continuing observation. Persistent vomiting will cause significant discomfort and commonly results in voluntary withdrawal. Salt water may also present a severe irritant to the eyes and snug-fitting goggles will minimise this. .

Other Trauma:

Attacks by sharks or other dangerous aquatic fauna are unlikely. A more significant risk however exists from escort boat propellers and extreme care must be taken when manoeuvring near swimmers. Wherever possible motor craft should be fitted with "prop" guards to minimise the risk of danger from this cause.

MEDICAL ACTION PLAN

The medical action plan must be outlined by the host Medical Officer and discussed with the FINA Medical Delegate at the time of the pre-event site visit. In very general terms this plan should consider: early **RECOGNITION** of swimmers in difficulty; rapid **RESPONSE** and **RETRIEVAL** of the affected swimmer; adequate **RESUSCITATION** where necessary and **REVIEW** and **REMOVAL** to a hospital facility if indicated.

Then Action Plan should include, but not be limited to the following:

- Sufficient personnel and equipment to execute the plan.
- Qualified personnel available on the water to identify and respond immediately to any swimmers in distress.
- A medical receiving site with equipment and trained personnel to ensure evaluation and medical support where necessary for any competitor.
- A detailed evacuation plan for serious medical cases to designated hospitals or medical centres.
- Adequate communication between all Medical staff. This must be a channel or method of communication used only for medical purposes.
- Detailed plans to manage hypothermic or hyperthermic swimmers.
- Sufficient land, water or airborne transportation to ensure the rapid transfer of any casualties from the water or escort boat to a medical team.

In addition, at FINA–designated OWS events there will be an obligation on the host Organising Committee to provide trained staff and adequate facilities to undertake Doping Control in strict accord with FINA Anti-Doping Rules. This function must be the responsibility of additional medical staff and not in any way detract from the requirements for athlete safety as outlined above. Host organisations must understand their responsibilities in this regard and comply accordingly as part of their contract with FINA.

SUGGESTIONS FOR THE SWIMMERS

It is essential that swimmers prepare and train well in advance for any open water swimming event they choose to enter. Ideally, the training site environmental conditions should be as close to the competition conditions as possible to include water temperature, salinity and water motion (currents and waves).

It is suggested swimmers swim the race distance for shorter races without stopping and 85 per cent of the distance for races over 10km one month to two weeks prior to the race. This is in order to gain the necessary self-confidence and to determine feeding times, food items and support personnel needed.

No one should undertake any competitive open water event unless physically fit, in excellent health, and fully expect to finish. It is advisable for any person undertaking any athletic event to be checked by a qualified medical expert. This is especially important in distance swimming.

The swimmer is responsible for all personal support needs.

COACHING

Coaches having a basic knowledge of 'pool' training programs will need to apply additional training techniques to prepare swimmers for open water swimming.

There are several health concerns associated with open water swimming training and reference is made to the preceding section where major medical conditions are discussed. In particular, swimmers and coaches should familiarise themselves with the important topics that impact directly upon the health and safety of all competitors. Appropriate training, adequate nutrition and general preparation for major events will minimise the risk of swimmer fatigue, temperature stressors and injury.

Training Considerations

Swimmers preparing for open water events usually combine pool workouts with open water swimming training sessions. While pool training includes a number of elements not required in open water (i.e. such as turns and rest intervals), it's still necessary as a means to closely monitor speed over set distances. Open water training is necessary as a specific means of race preparation; the primary skills acquired during this phase of training are:

- navigational skill,
- ongoing feeding and fluid replenishment,
- acclimatisation to rough water conditions, and
- co-ordination with race support staff (i.e. handlers and escort craft).

The proportion of work done in the pool and open water may vary from one swimmer to another. Available training time and conditions usually dictate the mixture.

Pool training will usually concentrate on aerobic base, aerobic endurance, or critical velocity training outcomes. High lactate-producing training sets are generally not required; however, some maximum speed training is advised. Speed over a short distance is often useful in open water so that the swimmer is able to break away from, or pass, a swimmer. Naturally, training volume must be high to prepare the swimmer for long competitive distances. Therefore, the

recovery skills used by pool swimmers are even more important for open water swimmers. Coaches must carefully co-ordinate the application of long endurance training sets (and critical speed sets) with long aerobic base training sets, to allow sufficient recovery from session to session.

The mechanics of freestyle swimming are basically the same for open water swimming specialists; however, because water conditions may be rough the swimmer may need to modify his/her technique. The swimmer may need to turn the head and breathe under the armpit to shield the mouth, and recover the arms higher over the water. A two beat kick is commonly used to conserve energy. Open water swimmers generally have a higher stroke rate (i.e. strokes per minute) than pool swimmers because of a slightly shorter stroke length (i.e. distance travelled per stroke cycle).

Open water swimming training sessions usually employ total swimming time and stroke rate as the major determinants. Since it's difficult to measure swimming velocity, stroke rate is used to define the level of intensity. The coach should plan training sessions using the tempo that will be used under race conditions. Rather than planning interval swims (as done for pool training) the coach should plan tempo swims. For example: 30 minutes of swimming at 66 strokes per minute, followed by 15 minutes at 76 strokes per minute, etc. Training sets are then constructed on the basis of stroke rate and time swum. If a group of swimmers are being trained in open water, the lead position should be rotated regularly.

Navigational Skills

These are essential for open water swimmers. An escort craft should be positioned at least 2-3m from, and directly opposite or slightly to the rear of, the swimmer. The swimmer will be able to maintain position by lifting the head regularly (i.e. about 2-4 times per minute) and sighting the escort craft. If shore markers are used, the swimmer may need to lift the head forward and sight objects; the swimmer must also be able to breathe to either the right or left side. Whenever possible the swimmers should be positioned between the escort craft and the shoreline (note: swimmers are not allowed to position themselves behind the escort craft, as this is drafting). The escort should carry a whistle to signal the swimmer if required. Different wind and water conditions must also be taken into consideration. In a heavy crosswind the swimmer may need to swim at an angle to stay even with the escort craft.

Long swims will require feeding and/or fluid replacement every 30 minutes; approximately 200-400ml of a liquid carbohydrate/electrolyte solution. Food requirements will depend upon body temperature (swimming in cold water requires more heat energy) and the duration and intensity of the swim. Solid food will be difficult to chew when the heart rate is elevated; therefore a glucose solution mixed with mashed fruit is usually taken. Don't wait until the body is depleted of muscle and liver glycogen before starting a replenishment schedule.

Racing Considerations

The coach should obtain a copy of open water swimming rules from the race organiser. Differences may exist between 'training' conditions and race conditions, the swimmer and coach should be aware of all rules and pay particular attention to the following:

- care must be taken at the start, any turns and at the finish, as swimmers are not permitted to impede other swimmers;
- “unsporting behaviour”, including where applicable, drafting off escort craft, is not allowed during the race;

- obstructing or interfering with the progress of other swimmers (note: obstruction by a swimmer's escort craft is also deemed unsporting) may lead to a disqualification;
- the swimmer may not receive support (i.e. to hold the swimmer up) from any fixed or floating objects, as well as their escort craft or crew. The swimmer may not rest against the escort craft or crew when feeding.

Both swimmer and coach should be aware of any specific safety requirements to be implemented during the race. As a general rule, open water swimmers will approach race day in a similar way to pool swimmers. These additional points may be useful:

- pre-race meal and fluids should be about 2 hours before competition;
- review signals to be used between support crew and swimmer;
- have adequate food and fluids in the support craft (keep them in water-tight containers prior to use);
- have adequate first aid supplies, including blankets (i.e. if the race is terminated due to hypothermia) in the support craft;
- be aware of any course hazards; and
- take precautions against the loss of body heat and protect against sunburn.

It is often helpful for the handler in the support craft to have a large plastic board and waterproof markers for writing messages (i.e. stroke rate, split times, etc.) to relay to the swimmer. Feeding stops should be well rehearsed. Allow the boat to approach the swimmer when feeding is signalled (don't take the swimmer off course by making him/her swim to the boat). Prior to the race, decide on a strategy for the start; it may be impossible for the support craft to move into a parallel position with the swimmer until the pack of swimmers thins out.

In all races there may be general escort craft on the racecourse (usually surf skis, canoes or kayaks) to guide swimmers. It's usually required for races with a course longer than 10km that each swimmer has a support craft.

The handler is the person who must make all race decisions. It's the handler's responsibility to signal feeding stops, keep the swimmer on course, assess race conditions (i.e. weather) and evaluate the condition of the swimmer throughout the race. The handler must maintain visual contact with the swimmer at all times and be aware of any problems. The handler should provide verbal encouragement and information to the swimmer throughout the race.

HANDLERS' RESPONSIBILITIES

In the past many swimmers have not relied to a great extent on their handlers. These swimmers have been successful in their efforts due to their ability to organise and understand their own requirements. However, events with stronger competition, longer distances and more open water bring added need for the best support for the swimmer.

The following are guidelines for requirements of the handler; they are not necessarily pertinent to every swimmer. These requirements are:

- Knowledge of open water swimming is paramount. Experience in some form of open water or even surf swimming is an advantage.
- An understanding of the swimmer, his/her dislikes, his/her true ability along with the expertise to be everything the swimmer needs in the course of the event.

- The ability to organise all food, grease, blankets, seasickness tablets, sunscreens, caps, goggles. To prepare all with the least interference for the swimmer prior to the event. The swimmer's confidence in knowing that their handler has everything organised is important.
- An understanding of the ocean, lake or river waters, coupled with the ability to read tidal charts and to understand the effects of currents, winds and waves.
- Understanding the swimmer's bad times, and being able to bring them through these periods. A tolerance to nurse when needed and be cruel when necessary. Being able to adjust and change whatever is required to lift the swimmer. This understanding can be developed during workouts and events – swimmers' reactions will, of course, differ under different environmental conditions.
- Probably the most important method of knowing a swimmer's own handling of a swim is his/her **stroke rating**. All swimmers must, before undertaking an open water swim, know their comfort zone in relation to stroke rating. During training all swimmers should have swum in open water. From these swims stroke per minute readings should have been taken. During a race, the prime requisite to the swimmer is to know their stroke rating. As a reference point, between 76 and 88 strokes seems to be the comfort zone, depending on the size of the swimmer. Hypothetically, from their training, 83 strokes per minute would have a swimmer holding 5 minutes for 400 metres, 80/81 is down a bit to a possible 5 minutes 5 seconds, and 85/86 is too fast at around 4 minutes 55 seconds and must be slightly pulled back. Just those few strokes too early can be paid for dearly later on. However, coaches/handlers need to be aware that technique and stroke ratings depend very heavily on environmental conditions.
- Most importantly, a handler must protect the swimmer from swimming through water tainted by outboard motor fumes. Keep the swimmer away from fumes blowing across the water, and have the exhaust switched off on larger vessels where the exhaust protrudes on the side of the swimmer.
- Be aware of the advantage that can be gained by hiding a swimmer with the escort boat from other swimmers. A change in direction by one or the other can be the time that a break is made from another swimmer locked on to staying with your swimmer.
- Never follow the main tender boat when shore points can be sighted. Remember the ocean is a big place. A boat going ahead and being followed by the swimmer will have a zigzag course. The idea with land points is to keep the swimmer straight. Sight a tower, building, or hill and aim for that point. A handler needs to make adjustments for tide and note the direction of the flow. Every twenty minutes adjustments can be made.
- To check movement, look for anchored craft or buoys between you and the shore on either side of your swimmer, not ahead. By sighting just ahead of the fixed object a handler will be able to see their swimmer's progress. Hopefully you will see a steady movement of the terrain behind the anchored object.
- If the progress is slow the handler must ascertain water movement due to the tide or river current. Water always moves fastest in the middle of the river. Shift to the shore if slow; if fast, find the best centre run to the next point, go well past any point to keep in the flow, hug the point, as there is a chance of being swung into the eddy.
- In the ocean a handler must find the best position for the swimmer. Hug the shore if possible. If not, check the tide chart for where the flow changes. The handler must also remember that the full thrust of a tide whether flood or ebb lasts around 2 to 2½ hours; the rest of a six hour tide time is made of building up or slowing down to the slack water period. There is no point in pushing the swimmer too far. Controlled swimming is most

important at this stage. Tides, although charted etc., do not always go as written – storms a hundred kilometres away can make tides run much longer than normal. By sighting etc. a handler should be able to see the tide change, and this is the time for encouragement for the swimmer.

- In open water, anchored boats will always, in still conditions, point into the water flow. The bow will point into the flow. In windy conditions an anchored boat will show similar wind direction. In wind and tide conditions a handler can ascertain the direction of tidal flow along with an expected variance caused by the wind. Always allow a little more up wind so that miscalculations do not cause the swimmer to swim directly into both tide and wind.
- If bad weather hits, the handler protects the swimmer with the boat. Place the escort boat between the side the wind is coming from and the swimmer. It is amazing how much difference it will make. It will protect from waves and swell.
- If weather comes from ahead, adjust the swimmer's style. Breathe further back and higher, throw hands high and over the waves, bring in a good two beat kick to keep high and for getting over the waves, increase swimmer's body rotation. Most swimmers should have trained in similar conditions and understand the different style requirements in these conditions.
- Know the swimmer's feeding requirements and stick rigidly to their wishes. Never allow or listen to new products or whatever someone recommends on the day. If it hasn't been tried, don't change. By all means try all you like in future training sessions. The tried formula is the accepted, change should never be allowed on the day of the race.
- Have a communication understanding with the swimmer, e.g. halfway through the next feed, turn a peak cap around on your head, 5 minutes to feed switch the cap back around the right way. Just watch the swimmer looking for the food being prepared. Chalkboard or pad messages should always be clear and to the point. Any message must be written so that it is immediately understood. Watch that the sun is not reflecting off the board and that it can be read.
- Feeding. A good handler will have a calm relaxed swimmer taking food as quickly as possible. The swimmer should not need to talk. As they are eating they are listening and a good handler is telling them everything they need to know. Should the swimmer have any questions it can be answered on a chalkboard soon after if a reply cannot be immediately given.
- A good handler never leaves their swimmer. It is total commitment for the whole period. You are part of the team. The handler's eye contact is absolutely continuous. Understanding the eyes is most important. If a swimmer is going to pass out, the first indication will be from the eyes. It is known for persons to be still swimming in an unconscious state.
- When applying grease there are rules.
 - Have two pairs of rubber gloves, one pair is for the swimmer.
 - If a crowd is around or modesty prevails, large towels or sheets can be used to screen the swimmer. With the swimmer assisting, grease should initially be applied in a downward stroking application.
 - Put it on thick and force it thinner as you apply it down the body. The emphasis with grease is not the thickness but the sealing of the pores of the skin for protection.

- The swimmer can apply it under costumes and the groin area. Once satisfied with the hidden parts, the swimmer should leave the grease with the handler, keeping it still and upright. Swimmers are normally very nervous at this stage and all attention should be towards greasing properly, relaxing the swimmer with the job done well.
 - Do not leave lumps anywhere, keep it smooth and tight with special attention to the kidney area and the back of the neck.
 - Do not grease under the arms below the elbows and keep well away from the eyes. Make sure the swimmer's hands are clean and grease free.
 - Make sure you have old towels and blankets for cleaning up and wrapping the swimmer in when the event is finished. Be prepared with a longer towel or blanket that can be rolled into a sling in the event of the swimmer having difficulties in the water. The retrieval of a semi- or unconscious swimmer covered in grease can be almost impossible and made worse in rough or choppy water conditions.
 - Be aware of what you clean up best with. Solvents etc. can work on grease but an old favourite is a very strong detergent or dish washing liquid. Rubbing is also a good way of getting warmth back into the body. If the swimmer is really cold just wrap in blankets and towels until they get warm, wrap and rub the feet, stroke upwards towards the heart leaving grease on until the swimmer is comfortable. If conditions are rugged, leave the swimmer wrapped up until calmer conditions can be found. Relax your swimmer on the journey back to port, feed warm drink and food and, if possible, on a longer trip home suggest a sleep.
 - Be considerate, if you are on a boat that is obviously a pride and joy of the owner be careful with the grease. Pilots do not take kindly to having grease all over their boats and if they have problems are reluctant to make their boats available again.
- Swimmers when accompanied by IRB should be aware that these boats need to shoot away from the swimmer for short periods every hour or so. This is necessary to burn the oil off the plugs and stop the outboard motor breaking down. Either a pre-determined signal or writing on the chalkboard or chart can warn swimmers of this. Swimmers then adjust to swimming beside the main tender for a short period until their return.
 - Swimmers should wear bright coloured swim caps, preferably not white. Yellow or orange is considered ideal. In bad weather keeping a swimmer in sight is mandatory, and having a contrasting swim cap colour to the sea and the waves helps. A good torch with fresh batteries is essential with the onset of night. Diving glow sticks both on the side of the boat and out on the swimmer's costume should be available.
 - Should a motor failure occur, keeping the swimmer in sight is the main concern. Often the swimmer is unaware of problems and keeps swimming. At this stage you should, if possible, stand at the highest vantage point holding one arm up and pointing in the direction of the swimmer. You must keep the swimmer in sight of the line of your arm, do not take your arm away, or more importantly, do not look away. In the ocean and large lakes a swimmer can disappear from sight simply from the boat drifting. Observers thinking they were looking in the direction of the swimmer may end up looking in a completely different direction.
 - A good handler will satisfy him/herself with all facilities etc. of any boat to be used in a swim before the event. Knowledge of where all the supplies taken on the boat will be

during the swim is important. Should the need be to call for something urgently you must be able to say where it is. Rummaging through supplies by others can lead to the losing of important equipment. Keep food in a cool box, goggles, costumes etc. in a green bag, aspirin and anti-fog in a red bag etc.

- When the race begins you know where everything is and now the only worry you have is your swimmer. This isn't a pleasure cruise. For as long as the race/swim goes you stay with the swimmer the whole time. The swimmer is relying on you for every possible assistance. You must be in sight at all times providing the support to the swimmer.
- If on a boat or paddling a board or ski, remember that you're the eyes. You're up higher than the swimmer and he/she must follow you. Do not follow the swimmer, if the swimmer drifts off it's up to you to bring him/her back to you, do not go after the swimmer, make him/her aware that he/she must keep his/her direction on you. Imagine a swimmer keeps pulling to the left and the crossing is ten kilometres. By the time you are almost at the finishing point your swimmer will be heading for a right hand direction, not taking into account extra you may have covered by the handler continuing to follow the swimmer.

THE ORGANISATION OF A FINA EVENT

Bids to stage a FINA Event shall be submitted to the FINA Office.

Information is outlined in the FINA Aquatics World magazine regularly and full details of the criteria for staging of a FINA Event are available from the FINA office. Before bids are made the would-be host federation shall clearly establish the following points:

- A suitable course is available that meets FINA Rules.
- All Safety requirements can be met.
- Certification of suitability for use from local health and safety Authorities
- Temperature limits will not be exceeded.
- Sufficient funding can be provided to cover all organisational requirements.
- Sufficient numbers of FINA-qualified open water technical officials are available to officiate during the Event. Ideally, these people should be located in different hotels from the swimmers.

In order to allow FINA to make a fair appraisal of a bid, submitting Federations should ensure that the fullest details are given of the course, organising committee, funding and media coverage.

Upon being awarded a FINA Event the Host Federation shall notify all member Federations of FINA details of the date, venue and course. Course details shall include type of water (salt or fresh), temperature range, tidal/current parameters, type of escort craft, medical service, safety and details of any competitions taking place on or over parts of the course prior to the event.

Application to compete will only be accepted from member Federations of FINA. Individual entries from swimmers will not be accepted.

The Host Federation shall appoint a liaison officer to work with, and keep informed, through the FINA Office the Technical Open Water Swimming Committee (TOWSC).

THE ORGANISING COMMITTEE

The Organising Committee appointed by the Host Federation shall be responsible for providing the items or facilities given below, and for checking, correcting and/or maintaining the various requirements before and throughout the competition. The details given in the FINA Handbook concerning Open Water Swimming should be carefully consulted well in advance.

THE TECHNICAL OPEN WATER SWIMMING COMMITTEE

The FINA Bureau as the Management Committee conducts Open Water Swimming competitions at the World Championships and other FINA events through the appointed TOWSC Commission, which consists of the

- Bureau Liaison to the TOWSC,
- the Chairman
- The vice-Chairman
- and the Secretary,

with the other members of TOWSC acting as the assisting body.

THE TOWSC RESPONSIBILITIES

- **Co-ordinate** with the Host Federation on all details for the conduct of the open water swimming competitions at the FINA World Championships and on other FINA events.
- **Conduct a final inspection** of facilities prior to the start of competitions, including any automatic timing equipment to be used.
- Make Recommendations to the FINA Bureau of suitably qualified technical officials from National Federations (including the Host Federation) for appointment to officiate at the World Championships, and Olympic Games.
- **Conduct meetings** for the briefings of Delegates and Team Managers of participating member Federations **two days** before the start of the competition.
- **Conduct briefings** for Technical Meet Officials who will participate in the control of the competition.
- **Prepare a report** for the FINA Bureau.

THE TOWSC DUTIES

For World Championships, Olympic Games, and Junior World Championships, the allocation of tasks for the TOWSC will require the participation of all members of the Committee in the preparation and conduct of the competition. In particular:

- **ENTRIES** To review all applications and start lists.
- **OFFICIALS** To check all officials are accounted for.
- **PROTOCOL** To assist and ensure proper protocol is observed.
- **MEDIA** To assist the FINA Media Commission and national officer appointed on matters related to FINA.
- **RESULTS** To review and approve the ratified results list.
- **MEDICAL** To receive the report of the medical officer on pre-event medicals and in partnership with the FINA Sports Medicine Committee to review the Medical Action Plan and drug testing arrangements, and implementation thereof.
- **SAFETY** To receive the report of the safety officer and review the Safety Plan to ensure that all safety precautions are in place for the event.
- **COMPETITION** To supervise all other arrangements.

For other FINA Open Water Swimming events, these responsibilities are undertaken by the FINA Delegates appointed to the particular event.

Responsibilities of the FINA Sports Medicine representative

A representative of the FINA Sports Medicine Committee will also have responsibilities at FINA Open Water Swimming events. These include both oversight of the medical provisions to ensure participant safety and doping control responsibilities, as follows:

- Review the medical plan – before, during and post competition, to include response times
- Review hospital readiness and availability
- Review the inherent risks of the specific host site to include indigenous flora and fauna
- Review all evacuation plans
- Receive and approve the water quality tests (2 prior to the event and one on the day of the event)
- Participate in the Technical Meeting, addressing the safety aspects and doping control
- Perform doping control duties – coordination of selection of finish places to be tested in cooperation with the WADA/Testing agent on site in a random fashion and oversight of the testing process, chain of custody of the samples process until delivery to a WADA approved laboratory, and notation of any irregularities of testing or processing
- Work in coordination with local Medical Officers, Safety Officers and the FINA Safety Delegate
- Participate in recommendations to alter the course site or length while not compromising athlete safety and having all water quality information and medical plans for any site change
- Review of the course for medical hazards

THE COURSE

Certification of the length of the course (preferably by GPS) and suitability of the water must be provided to the TOWSC and the Event Safety Officer.

Course identification. The course is to be clearly marked with distance markers, where practical, every 1km along the course and all alterations/turns to be clearly marked and observed by a Turn Judge. A chart clearly showing the course and any/all turns is to be provided for each swimmer and each Race Judge. For events 10 km and above, where escort safety craft are utilised, a distinctive marker is to be placed to indicate, at both start and finish areas, the point at which escort safety craft may join or must leave their swimmers.

The following **facilities/equipment** are to be provided in addition to those given for the Start and Finish areas:

- Suitable boats for the Chief Referee and Referees to be used and directed entirely at the Referee's discretion.

- Transport to take all Turn Judges to their allocated positions and to retrieve them immediately after the last swimmer has passed, or upon the Referee declaring the event complete.
- A suitable boat to allow the TOWSC Commission and VIPs to view the competition.
- Safety boats as required, having regard to the course.
- For events with a course of more than 10 km, where escort safety craft are utilised, a suitable escort boat for each swimmer. The boat to have sufficient capacity to carry the minimum crew required to work the boat efficiently, plus the Race Judge and the Swimmer's Representative.
- A suitable lead boat that will maintain a position approximately 50 metres ahead of the leading swimmer.
- Landing points along the course at which withdrawn swimmers can be landed and evacuated.
- Points along the course at which patients can receive immediate treatment.
- Spare boats able to substitute should one in service become inoperable, in particular escort boats.
- A supply boat able to provide food and refreshments to all boat occupants throughout the race.
- The start line marking apparatus to be secure, safe and in proper working order.
- Where automatic officiating equipment is used, it must be installed and maintained as approved by the TOWSC, including:
 - Automatic timing system, using touchpad at finish, and microchip transponder technology.
 - Video recording facilities with multiple recording angles and slow motion/stop motion replay
- Audio-Visual System for Starter.
- Public Address System.
- Provision of backup hand timing equipment.
- The finishing point to be checked as securely fixed, safe and in proper working order.
- Turn Judges' positions to be checked and secure.
- Turn or alteration points to be clearly marked.
- Necessary chairs, weatherproof clothing, life-vest, communications equipment and recording books to be issued to all appropriate Officials.
- Suitable containers for swimmers' equipment, their safe storage and transportation to the finish point to be arranged.
- Equipment to be distributed to all safety craft and personnel including communications equipment, First Aid equipment, spare towelling material and blankets.

PRE-RACE FACILITIES

The following facilities are to be provided prior to the race day.

- Medical inspection room.
- Briefing meeting room.
- Officials briefing room.
- Course inspection by Swimmers, Team Officials and Race Officials.

START AREA

The following facilities are to be provided in the start area:

- Changing rooms for Swimmers and their Representatives.
- Changing rooms for Officials.
- Room or covered/windproof area for greasing/awaiting start.
- Receptacles for waste material.
- On site medical evaluation and treatment facilities.
- Seating.
- Suitable containers for swimmers' equipment which is not going on a boat.
- Secure stowage and transportation of items above.
- Toilet facilities and clean drinking water.
- Facilities for providing hot water for flasks.
- Waterproof marking pens/ stamps for marking swimmers with their numbers.
- A suitable area for warm-up.
- Area for final Race Officials' briefing.
- Area for Boat Crew and Safety briefing.
- Suitable crowd control personnel and equipment to keep the water entry point clear.
- Spectator accommodation with clear view of start.
- VIP seating with clear view of start.
- Flagstaff for Host Nation's National flag, Host Association's flag and the FINA flag.
- Display of National flags for all Nations competing.
- Public Address System and Timing Display Equipment.
- Refreshment room for VIPs.

FINISH AREA

The following facilities are to be provided in the vicinity of the finish point:

- A dais for honouring Swimmers.
- National flags of all Nations competing.
- The Host Nation's National flag, the Host Association's flag and the FINA flag.
- Sufficient crowd control personnel and equipment.
- Medical treatment area.
- Media interview area.
- Drug testing rooms.
- Seating arrangements for VIPs and officials.
- Information board giving current race data.
- Facilities for spectators giving clear view of finish.
- Landing facilities for personal equipment.
- Swimmers recovery area
- Provision of swimmers' equipment that had been left in start area.
- Showers and changing facilities.
- Public Address System and Timing Display Equipment.
- Supply of drinks and refreshments for Swimmers, Coaches and Boat Crews and Race Officials.
- Provision of refreshments for officials and VIPs on site.
- Results publication facilities.
- Transport to take swimmers back to accommodation.

COMMUNICATIONS

General and Specific

All Swimmers and Officials are to be given accurate **information in verbal and written form** clearly indicating any tidal/current flows that will in any way affect the course during the championships. In tidal waters the time of tide change and rate of water movement are to be given.

For events 10 km and above, where escort safety craft are utilised, the **pick up point** when escort boats can get alongside their swimmers clear of the congested start area is to be clearly marked as should be the designated point, at the finish, at which boats must leave the swimmer.

The public address system is to give a **time check** as authorised by the Chief Timekeeper **prior to** the start to allow all officials and spectators or interested persons to synchronise their watches.

A **communications plan** is to be established. The "**Primary**" net shall include the Referee, the Safety Officer, and the Medical Officer plus a member of the Management Committee at the finish area. This net is to be used for the communications of urgent information only.

The "**Secondary Working**" net is to include Safety Personnel and secondary Race Officials and is to be used as the main linking system between all areas of the championships and back-up facilities.

The "**Secondary Working**" net can be used for passing up-to-date positions to the Announcer and Information Board Operator at the finish point. All communications are to be conducted in English and the national or designated language of the Host Federation. An international phonetic alphabet is strongly suggested. Ex. Alpha, Bravo, Charlie, etc.

All those concerned with the event are to be provided with **detailed maps** which clearly show the accommodation, briefing, medical inspection, start, finish and presentation venues together with an appropriate timetable.

Full **press facilities** are to be provided including access to telephone, fax, email and other such means of communications as necessary.

Visual media requirements should be provided to enable film or television teams to have access to all stages as appropriate.

Printing and photocopying facilities shall be provided to enable a rapid results list to be produced immediately after the championships are declared closed. All Swimmers and Team Officials shall be issued with a ratified results list prior to the presentation ceremony.

CHAMPIONSHIP OFFICIAL EXPLANATORY NOTES

The following is intended to give guidance to Championship Officials on the application of the Championship Rules.

The TOWSC will appoint officials from Continents and the Host Federation in accordance with BL 9.1:

“The FINA Technical Committees will propose Technical Officials (Judges and Referees) to act at the Olympic Games or World Championships from the current FINA Officials Lists in the respective discipline, for approval by the FINA Bureau or FINA Executive.”

Officials will be assigned to roles by the TOWSC for FINA Championships and Olympic Games, and by the Chief Referee (with the approval of the FINA Delegate) for other FINA events. Usually assignments are made prior to arrival on-site for a championship, but are subject to further review and refinement once all officials have arrived.

DUTIES OF OFFICIALS

Duties of officials are explained in detail earlier in this guide.

Officials should liaise with their respective Chiefs to ensure they are aware of specific practices that may have been adopted in conjunction with the Organising Committee for a particular competition to ensure the smooth running and presentation of the Championship or competition.

The TOWSC Secretary or Organising Committee will be able to provide a schedule of meetings and reporting times for Championship activities, details for uniform collection, etc..

It is a good idea to obtain the local contact numbers for the TOWSC Commission or FINA Delegate so that you can inform them if anything should happen that may affect participation once you have arrived in the host city for the competition.

THE ANNOUNCER SHALL:

- Welcome swimmers and spectators.
- Introduce them to Open Water Swimming.
- Introduce Principals: Race Officials, Organisers, Sponsors, Elected Officials, etc.
- Describe the course, the event, when to start day's other events, conditions.
- Explain safety measures:
 - head count,
 - paddlers,
 - escorts,
 - lifeguards,
 - doctor,
 - retirement procedures.
- Announce notables present:
 - Olympic Swimmers,
 - World Record Holders etc.
- Keep an eye on the finish area and announce accordingly.



Announce race progress and final results and advise where they are posted.

CONCLUSION

The FINA TECHNICAL OPEN WATER SWIMMING COMMITTEE believes that this Manual will be of help to swimmers, coaches and other persons who may be involved in Open Water Swimming. We hope that this resource will assist to organise and encourage the development of Open Water Swimming Competitions all around the world.

ACKNOWLEDGMENTS

FINA Open Water Swimming Guidelines, 1995

FINA Long Distance and Marathon Swimming Manual 1999

FINA HANDBOOK 2009-2013 and ADDENDUM

British Swimming – Open Water Event and Safety Guidelines 2004

USA Swimming – Open Water Meet Managers' Guide

Swimming Australia – Open Water Swimming Rules

Swimming New South Wales – Open Water Swimming Technical Officials Training Notes 2007

Sid Cassidy, FINA TOWSC 2005-2009, 2011-13, 2013-

Samuel Greetham, FINA TOWSC 2009-

Dr Paul Mark, Perth, Western Australia

Prof David Gerrard, FINA Sports Medicine Committee

APPENDIX 1	SAFETY REGULATIONS FOR FINA COMPETITIONS
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1. GENERAL CONCEPTS

1.1 These regulations shall apply to all open water events of a distance of 5km or greater organized by FINA, sanctioned by FINA, or over which FINA has technical control ("Covered Competitions"). These regulations shall augment the FINA Open Water Swimming Rules and Regulations and shall augment and supersede as applicable, the existing regulations established for specific events (e.g., FINA Open Water Grand Prix and FINA 10km Marathon Swimming World Cup regulations).

1.2 Critical elements of these regulations include:

- Submission of a site-specific safety plan compliant with these regulations as part of the event approval process;
- Approval of that safety plan by a FINA TOWSC Safety Representative as a condition of event approval;
- Appointment of a FINA Safety Delegate who is independent of the Host Member Federation and Organizing Committee ("HMF/OC") to ensure that the approved safety plan and the requirements of these regulations are implemented on race day;
- Authority vested in anyone of the FINA Safety Delegate, the HMF/OC Safety Officer, or the Chief Referee to postpone, cancel, or modify an event where safety conditions warrant;
- Careful accounting for all swimmers before, during and after the race to ensure that all swimmers starting the race are accounted for at the time they withdraw or finish the race;
- **All** swimmers must be observed during the race so that there is immediate recognition when a swimmer is struggling or loses consciousness;
- There must be immediate rescue available when a swimmer is in distress; and
- There must be immediate resuscitation available to address medical emergencies.

2. SUBMISSION OF A SAFETY PLAN TO FINA

2.1 For all Covered Competitions, the HMF/OC for the competition shall submit a site-specific safety plan to FINA for FINA's approval. That safety plan shall comply with all requirements of these regulations.

2.2 Each safety plan shall be reviewed by the FINA TOWSC Safety Representative, who shall approve, modify, or reject the submitted safety plan.

2.3 No Covered Competition subject to these regulations shall be sanctioned or approved by FINA without an approved safety plan in place.

2.4 Any change to an approved safety plan requested up until five days before the race must be approved by the FINA TOWSC Safety Representative as provided in Article 2.2 above. Changes to an approved safety plan necessitated by circumstances beyond the control of the HMF/OC requested within five days of the race, or otherwise required to protect participant safety, may be approved by the FINA Safety Delegate appointed by FINA for the race.

3. IMPLEMENTATION OF THE SAFETY PLAN AT THE COMPETITION

3.1 Concurrently with the awarding of an event, FINA shall appoint a FINA Safety Delegate for each Covered Competition. The FINA Safety Delegate shall be independent of the

HMF/OC. The FINA Safety Delegate shall be generally responsible for all matters pertaining to the safety of the competition participants and shall be specifically responsible for ensuring that the approved safety plan and these regulations are followed during the competition.

- 3.2 The HMF/OC shall appoint an HMF/OC Safety Officer with experience in open water safety and an HMF/OC Safety Committee responsible for organizing and implementing all safety aspects of the competition. The HMF/OC Safety Committee shall include certified local lifeguards with experience in open bodies of water who shall be involved in safety during the competition.
- 3.3 The FINA Safety Delegate shall inspect the competition venue and meet with the HMF/OC Safety Delegate and Safety Committee at least three days prior to the scheduled start of the competition to ensure that the safety plan remains adequate to address the conditions at the competition venue and that all actions necessary to implement the approved safety plan have been taken.
- 3.4 The FINA Safety Delegate shall have authority to modify, postpone, or cancel the competition whenever the approved safety plan is not being implemented or as otherwise required to protect the safety of participants. The HMF/OC Safety Officer and the Chief Referee of the race may advise the FINA Safety Delegate on the modification, postponement or cancellation of the competition.

4. SPECIFIC SAFETY PLANS AND RACE SAFETY IMPLEMENTATION REQUIREMENTS

Each safety plan required by these regulations shall include the following minimum requirements. The implementation of these requirements is mandatory for each Covered Competition.

4.1 Technical Meeting

- (a) Athlete representatives must attend the Technical Meeting. If a swimmer or the swimmer's representative is unable to attend the Technical Meeting, the swimmer must attend a special safety briefing in order to participate in the race.
- (b) Safety topics that shall be included in the Technical Meeting include:
 - explanation of the course layout and hazards
 - tides, currents or other water conditions
 - marine life
 - weather conditions
 - water temperature
 - water quality conditions
 - description of the method by which the Safety Committee will monitor swimmers
 - location of safety craft
 - description of medical support onsite and availability of hospital care
 - signal for help-float on back and raise hand for assistance
 - evacuation plan for clearing the race course, including description of related visual and audible signals
- (c) A short pre-race safety briefing, mandatory for all swimmers, shall be held immediately prior to the race.

4.2 Monitoring And Rescue Of Swimmers

- (a) Each swimmer shall be under the direct observation of at least one HMF/OC Safety Committee member or Referee at all times during the race. The configuration of the course will determine where Safety Committee observers are positioned to observe swimmers. For example, in an open race course with no physical restraints, and depending on the size of the field, it is ideal to have an escort craft with a designated observer assigned to assure that each swimmer is monitored. However, in a competition conducted in a narrow rowing basin, it would be impractical to have individual escort craft on the race course, rather, HMF/OC Safety Committee observers may be able to follow the swimmers by walking along the shore. In other circumstances, it may be desirable to organize the HMF/OC Safety Committee observers by zone.

Whenever possible, given the layout of the race course, HMF/OC Safety Committee observer craft (boats or kayaks) should guarantee that all swimmers separated from the lead group or lead swimmer can be followed directly by a safety boat or kayak. The safety craft must follow the swimmer or group of swimmers at a reasonable distance so as to allow immediate intervention if a safety action is required.

- (b) There must be sufficient safety craft or escort craft located on the course to immediately recognize when a swimmer is in distress and to initiate an immediate rescue response after observation or notification that a swimmer's rescue is required. In most course configurations, there should also be stationary safety craft located every 400 meters along the course, with a CPR- and life support-trained responder on board. To accomplish this, there must be sufficient designated rescue landing points along the course and sufficient CPR- and life support-trained personnel in proximity to each swimmer or group of swimmers.

4.3 Safety Communication

- (a) The FINA Safety Delegate and the HMF/OC Safety Officer must have instant two-way communication access with: each other; all members of the HMF/OC Safety Committee assigned to observe swimmers; all safety craft; personnel on each feeding platform; the HMF/OC Chief Medical Officer; the Chief Referee; and other course officials. The line of command shall be as follows: the FINA Safety Delegate deals directly with the HMF/OC Safety officer and the HMF/OC Safety Officer deals directly and shall have the absolute power to mobilize all lifeguards and medical personnel when required.

- (b) Safety Committee members assigned to monitor swimmers must also be able to instantly communicate with all safety craft.

- (c) Two-way radios or other communication equipment with one channel or number reserved for emergencies are required, and a backup system shall also be available.

4.4 Accounting for Swimmers

- (a) Each swimmer shall have his or her race number marked clearly on his or her body. The Clerk of the Course is responsible for the accountability of all competitors from the start of the race until the last competitor has safely completed the race. As swimmers withdraw from or finish the race, the Clerk of the Course shall check off each swimmer from the list of swimmers who started the race.

(b) No swimmer shall exit the race through withdrawal, disqualification, completion, or otherwise-without checking in with the Clerk of the Course.

(d) All swimmers should wear when available whatever electronic tracking technology may be required as part of the approved safety plan.

4.5 Feeding Stations

(a) For Covered Competitions greater than five kilometers, a floating or stationary feeding station should be available at least every 2.5 kilometers.

4.6 Local Suitability Certificate, Including Water Quality

(a) The course shall be in water that is subject to only minor currents or tides and shall be free of hazardous obstacles, pollutants, and dangerous marine life.

(b) A certificate of suitability for the use of the venue shall be issued by the appropriate local health and safety authorities. In general, the certification must relate to water purity and to physical safety from other considerations. The certificate provided in connection with plan approval shall be updated within seventy-two hours of the day of the race.

4.7 Water Temperature

(a) The water temperature shall be measured 2 hours before the start of the race and must be a minimum of 16°C and a maximum of 31°C. The water temperature shall be certified by the FINA Safety Delegate and the HMF/OC Safety Officer as measured in the middle of the course, at a depth of 40 centimeters.

(b) The water temperature shall be monitored as provided above at one-hour intervals during the race. If the water temperature drops below 16°C or exceeds 31°C at anyone of the measuring intervals, the water temperature shall be measured again in 30 minutes and if that measurement is also below 16°C or exceeds 31°C, the race must be stopped.

4.8 Medical Service

(a) The HMF/OC shall appoint as its Chief Medical Officer a physician with experience in providing medical care during endurance events. Other members of the HMF/OC medical team shall include sufficient individuals with emergency medical training (basic life support and CPR) to staff the stationary safety boats and venue medical facility.

(b) The onsite medical facility shall include basic emergency and trauma equipment, AED, and any heating or cooling facilities required by the approved safety plan.

(c) An ambulance shall be available onsite or on call within five minutes of the venue. A back-up ambulance shall also be available onsite or on call within 15 minutes of the venue.

(d) Where the travel time by ambulance between the venue and the nearest hospital with emergency room facilities is longer than one hour, then the safety plan shall require provision for helicopter transport.

4.9 Safety During Training. Pre-Race Warm Up And Post-Race Warm Down

(a) The HMF/OC must provide safety monitoring on the course during established training hours. No swimmer shall be allowed to enter the race course during training



without an escort craft. Monitoring of swimmers by HMF/OC Safety Committee observers should also occur during pre-race warm ups and post-race warm downs.

4.10 Course Evacuation Plan

- (a) Each safety plan must include a course evacuation plan to quickly get all swimmers and race personnel off the water and to safety in emergency situations.

5. NO FINISH REQUIREMENT

- 5.1 No swimmer shall receive points or prize money for a race that the swimmer does not finish. However, notwithstanding any other rule to the contrary, there shall be no requirement for a swimmer to finish any particular race to which these regulations apply (including those that are a part of the FINA 10K Marathon Swimming World Cup and Grand Prix series) in order to receive final point standings or prize money in the series.

APPENDIX 2 FINA REGULATIONS FOR MARATHON and GRAND PRIX SERIES 2018-21

RULES AND REGULATIONS – FINA/HOSA 10KM MARATHON SWIMMING WORLD CUP 2020

GENERAL CONCEPT & RULES

- 1.1 The FINA Bureau approves the organisation of the FINA/CNSG Marathon Swim World Series. The Series is an annually staged elite level global competition series, held in conjunction with the *Open Challenge*, as described in Clause 1.8 below.
- 1.2 The Series will consist of a number of competitions (“Events”), staged by Organising Committees (the “OC’s”) under the recognition of Host National FINA-Member Federations (“HMF’s”) and staged throughout the year on dates to be approved by FINA. The Series shall be open to participation by all FINA affiliated Federations
- 1.3 FINA owns all rights in the Series and its Events, except where granted to the HMF as set out in the staging agreement between FINA and the HMF. The HMF of each Event shall enter into a staging agreement with FINA for the period 2018-2021 inclusive. All Series Events will be conducted according to FINA Rules and Regulations and the FINA Open Water Swimming Guide latest Edition.
- 1.4 **Costs.** The HMF of each Event shall cover all Event organisation costs including the competition venue, organisation, safety plans, medical aid, staff and officials, press facilities, broadcast coverage, all secretarial services and all other operational costs incurred in organising the Event.

Mass Participation Event: (Appendix 1). As a complementary part of the Event, the HMF and/or the OC can organise the Mass Participation Event: the “Open Challenge” (the “Open Challenge”) with one or more open races, on the same day as, but not during the Event elite race(s), with entry open to any participants as described in Appendix 1 of this Rules and Regulations. The Open Challenge will be considered as a complementary part of the Series, but not as a FINA Event. The HMF, the City and the OC will be the sole and entire responsible of the Open Challenge and cover all the costs.

HMF/OC GENERAL OBLIGATIONS

- **FINA Rules and Directions.** *The HMF/OC shall* comply with and conduct the Event in accordance with the FINA Constitution and all FINA Rules and Regulations, handbooks (“FINA Rules”), FINA Safety Regulations (see FINA website) and the current FINA Open Water Swimming Guide; the instructions and directions of the FINA Technical Delegate and the FINA Safety Delegate, 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 four (4) months before the Event for FINA’s approval.
- **High Standards and Promotion.** The HMF/OC shall Present the Event to the highest possible standard and undertake a promotion campaign for both the Series to promote it to the widest possible audience locally, regionally and nationally with the Host Country.
- **Government guarantees.** The HMF/OC shall 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 on the basis of a passport (or equivalent) and submit such guarantee in writing to FINA.
- **Information Bulletin.** The HMF/OC shall issue an Information Bulletin to the National Federations including:
 - **Who:** OC contact

- **When:** Detailed Competition Activity Schedule (DCAS)
- **Where:** location, direction and maps, course map
- **Refreshments:** arrangements in place communicated to competitors prior to their arrival at the event
- **How much:** accommodation fee
- **Health and safety information:** special local conditions, water temperature, anticipated water conditions (tides, currents, jelly fish etc.)
- **Format:** river, lake, rowing course or open water swims, wave starts
- **Result:** distribution, when, where
- **Disclaimers:** place a disclaimer on the entry form.

VENUE REQUIREMENTS & TECHNICAL FACILITIES

- 3.1 **Course:** All Series Events must be for a race distance of 10km. The course may be fresh-water (e.g. lake, reservoir, rowing course, river), or saltwater (sea).
- 3.2 **Water Quality:** Please refer to Point 4.6 Local Suitability Certificate, including Water Quality: FINA OPEN WATER SAFETY REGULATIONS (available on FINA website). Water Quality report and test of the water quality shall be provided:
- 2 month before the competition
 - 7 days before the competition
 - On the day of the competition
- 3.3 **Water Temperature:** Please refer Point 4.7 Water Temperature: FINA OPEN WATER SAFETY REGULATIONS (available on FINA website).
- 3.4 **Training venue:** Free use of a suitable swimming pool and open water training venue shall be made available for four (4) days prior to the Event. Please refer to Point 4.9 Safety during training, Pre-Race Warm-Up and Post-Race Warm Down: FINA OPEN WATER SAFETY REGULATIONS.
- 3.5 **Facilities:** The following facilities are to be provided in addition to those given for the Start and Finish areas:
- a suitable boat for each Race Referee to be used and directed entirely at the Referee's discretion;
 - transport to take all Turn Judges to their allocated positions, swimmers representatives to the feeding platform/s and to retrieve them immediately after the last swimmer has passed or upon the Referee declaring the competitions closed;
 - a suitable feeding platform/s in accordance with FINA Rule OWS 5.8. Such platform shall be of sufficient size to allow the area to function correctly and safely with the required number of Race Judge/s and Swimmer's Representatives present in the designated area/s (eg Feeding Platform);
(Note: where possible a feeding platform should be located close to the finish area)
 - a suitable lead boat that will maintain a position approximately 20 metres ahead of the leading swimmer;
 - a suitable boat(s) to be used in providing live commentary and reports throughout the race, and if possible live video footage of the race.
- 3.6 **Safety:** Please refer to FINA OPEN WATER SAFETY REGULATIONS. The Safety Report shall be approved one (1) month prior the competition.
- 3.7 **Spectators:** The Event venue should offer spectators the best possible opportunity to follow the competition throughout its course. The race course should be in close proximity to the spectators as well as the feeding pontoon. At minimum, there shall be live and continuous commentary over the venue PA system throughout the race for spectators, and FINA recommends video coverage of the race on one or more video screens at the venue.
- 3.8 **Finish Video System:** The HMF/OC shall, in accordance with FINA Rule OWS7.2, provide a video system (unless provided by a Timing and Scoring partner – Microplus - appointed by FINA) to

record the race finish with sufficient size and clarity with slow motion and, to make the recording available to the Technical Officials at the Event venue immediately after the race.

- 3.9 The HMF/OC shall in accordance with the FINA Rules OWS 7.2.1 and 7.2.2 provide the microchip transponder technology and microchip transponder timing technology to be recorded officially in tenths of seconds. GPS technology if available should be used.
- 3.10 **Stopwatches:** The HMF/OC shall, in accordance with FINA Rule OWS 3.16, ensure at least three (3) printing stopwatches are provided by the timing partner (appointed by FINA) or HMF/OC.
- 3.11 **Timing Partner Facilities & Services:** The HMF/OC is responsible for securing the provision of both the time-keeping and results/information services from a Timing Partner (Microplus) as appointed by FINA.

The HMF/OC shall at its own cost, provide any Series/Event Timing Partner with the following facilities and services:

- **Customs Clearance & Fees:** assisting the Timing Partner with respect to customs clearance, and shall be responsible for any fees or taxes imposed on the Timing Partner for the temporary importation of its equipment for the 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 Timing 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 Timing Partner, HB, media and others, as to be agreed between the parties.
 - **Furnishings:** the necessary tables, chairs, and the like for the satisfactory installation and operation of the Timing Partner's equipment in a lockable Timing Control room. The HMF/OC shall provide the Timing Partner's staff with a key for their use.
 - **Electrical Power:** the necessary electrical power (if possible 220VAC, 16 AMP and 50 AMP) and power outlets sufficient to provide the services required.
 - **Working Conditions:** Maintain the Timing 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 Timing Partner's personnel before and during the Event.
 - **Security Personnel:** provide a security service to ensure that no unauthorised persons have access to the television and Technical Sponsors' equipment. Security must be provided 24 hours a day at all places where equipment is installed.
 - **Per diem:** USD 120 per person per day (to be provided by each OC) - maximum of 4 days
 - **Board and Lodging** to be provided up to 2 days prior the event until the day after the competition for each person (up to a maximum of 4 representatives)
 - **Flights.** Return ticket from Milan (economy) with 2 checked luggage for each technician or travel cost coverage in case of travel/transport by Van in Europe
 - **Local transportation** (to and from the airport/hotel)
 - **Service fee:** as stated in the technical requirements document from the Timing Partner.
- 3.12 **Media Facilities:** The HMF/OC shall provide suitable media facilities and procedures for press and photographers in compliance with the FINA Media Guide.
- 3.13 **Insurance Requirements:** The HMF/OC shall secure and maintain, at their own cost, an adequate General Liability Insurance policy with a well-recognized and financially secure insurance company covering the risks related to the hosting and staging of the Event. 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. The Policy shall include but not be limited

to the following coverages:

- 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

The insured value should be not less than USD 500,000.00 (or equivalent in local currency).

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

FINA has the right to approve such insurance, the insurance company and has to be showed as Additional Named Insured on the relevant policy.

IMPORTANT: The HMF/OC should provide a Certificate of Insurance to FINA at least two weeks before the Event.

- 3.14 **VIP Lounge:** The HMF/OC 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 guests.
- 3.15 **Activation Area:** Onsite catering (items purchased by spectators and participants), promotional stands and sponsor stands and optional entertainment for spectators are required.

PARTICIPATION/ENTRIES & COMPETITION FORMAT

- 4.1 **Entries:** Entries will be accepted only from National FINA Member Federations which must also register a coach for each respective swimmer. A coach can be responsible for up to two (2) swimmers only. The coach is responsible for representing his/her swimmers at the Technical Meeting, and feeding the swimmer during the event. The FINA Technical Delegate together with the Chief Referee will accept entries and register only swimmers accompanied by the respective coach who is in charge of swimmer recognition during the race. A swimmer without a coach present will not be allowed to start the race. Each National Federation that has entered one or more swimmers in an Event must also have at least one representative (e.g. team leader, coach) present.
- 4.2 **Invitations:** The HMF/OC must invite :
- The first five (5) men and the first five (5) women classified in the 10km competitions at the last FINA World Championships from Gwangju 2019.
 - The first five (5) men and the first five (5) women classified from the previous year's Series.
 - One male and one female woman from each of the HMF's of the Series.
- 4.3 **Entry Forms:** The HMF/OC shall only use the standard entry form in their information bulletin as provided by the FINA Office for Marathon races. All entry forms must ensure the disclaimer is signed, the competitor information is correct, a coach has been nominated for the swimmer (a coach can only handle for a maximum of two swimmers).

- 4.4 **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.
- 4.5 **Information Bulletin:** The HMF/OC shall publish an information bulletin (including entry forms, official hotel and transportation information, venue and course information, prize money distribution, etc.) to all FINA Member Federations and FINA at least three (3) months prior to the race.
- 4.6 **Swimmer Withdrawal:** If any swimmer entered by his/her national federation subsequently withdraws, is withdrawn or otherwise does not participate in the Event at any time during the fourteen (14) days prior to the Event without extraordinary reasons or without providing FINA with the necessary evidence in writing, then the national federation concerned shall pay a penalty fee of five hundred United States Dollars (US\$ 500) to the HMF/OC to cover any costs incurred by the late withdrawal of the swimmer.
- 4.7 **Technical Meeting (Managers/Representatives Meeting):** The HMF/OC shall organise a Technical Meeting (Managers/Representatives Meeting) on the day before the first day of competition of the Event, not later than 17:00. The FINA Technical Delegate shall chair this meeting. The agenda should include the following points:
- Welcome and Introduction
 - Roll Call of Athletes
 - Requirement to nominate a coach for each swimmer on the form available.
 - The coach to present themselves at the Athlete Check-in before the race.
 - A coach can be responsible for up to two swimmers
 - A swimmer without a coach will not be allowed to start the race
 - Nomination of a coach to check the water temperature.
 - Swimwear
 - Only swimsuits (and wetsuits if applicable to the race conditions) from the FINA approved list can be worn for the Marathon race.
 - Course Overview – outline of the course by the HMF/OC
 - Explanation of the course
 - Identification of any hazards on the course
 - Where the course boundaries are marked by ropes & buoys, swimmers must stay within the course for the duration of the race, including the finish channel
 - Advise on the details of Boats and any Kayaks
 - Feeding pontoon
 - Coaches must follow the instructions of the official responsible for management of the platform and when not feeding a swimmer under their responsibility they are asked to move back from the course. Refer to FINA Rule OWS 6.3.2.
 - Access to Feeding Pontoon will be restricted to the approved coaches as listed.
 - At the finish of the race swimmers must immediately exit the finish area to ensure unobstructed access to the finish for swimmers still arriving
 - Safety Procedures: Please refer to Point 4.1 Technical Meeting: FINA OPEN WATER SAFETY REGULATIONS.
 - Doping Control & Medical
 - Doping control station location
 - Arrangements will be made for any athlete that needs time to fulfil doping obligations
 - Medical station
 - Race Day timelines – HMF/OC
 - Protest Procedure
 - As per FINA Rule GR9.2
 - The Protest must be initially submitted to the Referee for consideration
 - The Protest fee is Swiss Francs 500 or local currency equivalent.
 - The Jury of Appeal is

- FINA Technical Delegate (Chair) and FINA Safety Delegate
 - President of representative of the organizing Swimming Federation
 - Questions
- 4.8 **Event Program:** Each Event will have a separate race for Men and Women. The FINA Technical Delegate and FINA Safety Delegate will decide on the start of the race.
- There will be one start for the Men’s race and one start for the Women’s race
- For races of more than 50 swimmers the FINA Delegates shall have the discretion to split the start of the race.
- The order of starts for the swimmers will be designated based on the FINA 10km Marathon Swimming World Cup Rankings of the previous year. The swimmers who did not participate previously at this event will be the last to start.
- 4.9 **Points System:** In each Event, points will be awarded to the swimmers depending upon their race finishing position. Swimmers may accumulate points at each Event in which they participate and finish, with their total points counting towards the overall final rankings for each year.
- 4.10 **Points Distribution:** The points awarded for both the men’s and women’s races at each Event will be as follows:

Race Finish Position	Points*
1 st	800
2 nd	700
3 rd	600
4 th	550
5 th	500
6 th	450
7 th	400
8 th	350
9 th	300
10 th	250
All other race finishers:	As it’s in the App.2

Any swimmers who do not finish the race or who are disqualified will receive zero (0) points.

Any swimmers who the Technical Officials have reason to believe have colluded and/or agreed to finish with a tie, will be subject to disqualification.

DELEGATES, TECHNICAL OFFICIALS & JUDGES

- 5.1 **FINA Representatives:** For each Event, FINA will nominate a Technical Delegate, Medical / Doping Control Representative, a Safety Delegate and/or a member of FINA Staff. FINA may also appoint a Series Managing Director. 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 Technical Delegate shall
- ensure that the FINA Rules and Regulations (Open Water Swimming Guide [latest Edition]) are applied and respected;
 - check the entries to ensure the Federations have approved them, the disclaimer is signed and the coach is nominated for each swimmer in accordance with the handler requirements;
 - Meet with the HMF/OC at least three days prior to the Event to ensure arrangements are in accordance with the Rules and Regulations, and event guidelines.
 - chair the Technical Meeting (Managers/Representatives Meeting)

- advise the athletes of the FINA rules to be applied in case of presenting a protest (FINA Rule GR9.2) and jury of appeal (FINA Rule GR 9.3).
 - check the presence of swimmers and their coaches.
 - ensure that the information about the course, the safety and the Finish is given in a clear and sufficient form.
 - ensure that the Referees, the Safety Officer, the FINA Medical / Doping Control Representative are also present.
 - submit a written report to FINA within 24 hours of the end of the Event, covering the administration and conduct of the Event, including race information – participants, results, etc., the official hotels, meals and dining facilities, transportation, Venue and competition facilities, protocol, etc., according to contents specified by TOWSC Commission; and
 - ensure that the HMF/OC send the complete results by e-mail (results@fina.org and openwater@fina.org) to the FINA Office immediately after each Event race.
 - organise min. 10 photos to be sent to the FINA Communication Department (media@fina.org, socialmedia@fina.org and openwater@fina.org) with a small publishable text, immediately after the completion of the event.
- 5.3 **Safety Delegate:** The Safety Delegate must review the safety plan submitted by the HMF/OC to FINA to ensure that it is suitable for the conduct of the event and to make recommendations the HMF/OC to ensure the safe conduct of the event; and must:
- chair the Safety Meeting.
 - meet with the HMF/OC at least three days prior to the Event to ensure that the safety plan is in accordance with the Rules and Regulations, and event guidelines.
 - ensure that enough qualified people are available to follow the race.
 - ask for additional water craft (kayaks jet-ski, paddle board etc.) if the course is a circuit, where not too many boats are allowed to follow the race.
 - ensure with the Safety Officer and the FINA Medical / Doping Control Representative that ambulances and medical people are ready near to the course.
- 5.4 **Medical/Doping Control Representative:** The duties of the Medical/Doping Control Representative shall include:
- Liaising with the FINA Safety Delegate, FINA Technical Delegate and local Medical Officer to provide a safe a competitive venue.
 - The FINA Medical/Doping Control Representative shall liaise with the local Medical Officer and FINA Safety Officer to confirm the conditions are acceptable to conduct the competition, including checking factors such as aquatic flora and fauna, currents, boat traffic and temperature which may make conditions hazardous.
 - The FINA Medical/Doping Control Representative is responsible for oversight of all of the medical aspects of the competition liaising with the local Medical Officer. This includes the bylaws and regulations for FINA events, which specify medical responsibilities that need to be observed in the organisation of Open Water Swimming events.
 - Oversight and approval of the local Medical Officer's emergency evacuation plan, coordination of health care between the on water and land based health care systems to include emergency transport and hospital care.
 - Oversight of the provision of an adequate number of medical personnel are available and that their positioning on the training and race course is appropriate.
 - Oversight of the water quality results prior to arrival at the competition site, as well as on competition day, according to The World Health Organization (WHO) standards.
 - Participation with the FINA Safety Delegate in the measurement of water temperature taken on the day of the event to assure compliance with FINA guidelines.
 - Presentation of the Medical and Doping Control programmes at the FINA Technical Meeting.

- Liaising with the HMF/OC and the local Doping Control Officer to establish a suitable Doping Control Station in accordance with FINA standards.
 - Participation in the random draw with the local Doping Control Officer for the selection of athletes to be tested based upon FINA protocol.
 - Participation with the local Doping Control Officer in the orientation of the doping control chaperones, as well as positioning them in appropriate position near the finish line to facilitate notification.
 - Submitting a detailed report on all medical aspects of the FINA event, together with any recommendations for improvement of medical and doping control programs at future FINA events.
- 5.5 **Chief Referees' appointment:** The HMF/OC of each Event shall ensure that for each Event race (men and women), a Chief Referee from a current FINA Open Water Swimming Officials List is appointed and present for the race and the Managers representatives meeting.
- 5.6 **Technical Officials:** The HMF shall appoint/approve the Technical Officials for each Event, and all other officials, marshals and other persons required shall be recruited and appointed by the OC.
- 5.7 **Technical Officials Seminar:** The HMF shall organize an Open Water Swimming Officials seminar with the participation of all of the appointed officials, on the day prior to the race. This seminar will be conducted by the FINA Technical Delegate.
- 5.8 **FINA Office:** The HMF/OC shall provide an office at the venue or official hotel for use by the FINA Delegates and FINA representatives, with a computer, internet connection, a photocopier and printer, and a suitable number of chairs and desks.

DOPING CONTROL

- The doping control measures at the Event will be organised and implemented according to FINA Rules, and overseen by the FINA Medical / Doping Control Representative.
- The HMF/OC shall designate a qualified doping control/medical officer and co-operate fully with the FINA Medical / Doping Control Representative in conducting the doping control tests at the Event in accordance with FINA Rules.
- The HMF/OC shall cover the cost of the doping control measures, with a minimum of two (2) tests for Men and 2 tests for Women, and the analysis will be made at the WADA-accredited 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 ESAs (Erythropoiesis Stimulating Agents) and one (1) for GHRFs (Growth Hormones Releasing Factors).
- The HMF/OC shall provide the chaperones to assist in the implementation of doping control measures.

MEDICAL SERVICES

- 7.1 The HMF/OC 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.
 - Information on 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.
 - Facilities for Massage services at the Event venue.
 - Please refer to 4.8 Medical Service: FINA OPEN WATER SAFETY REGULATIONS.

MARKETING RIGHTS & TELEVISION

- **International Marketing Rights:** FINA retains all rights to exploit the International marketing Rights to the Series, which means the following:
 - Series title and presenting partnership/sponsorship rights;
 - all sponsorship and merchandising rights to the swimwear, wetsuits, sports clothing and swimming accessory category, which FINA may grant to a Series sponsor; and
 - all sponsorship rights to the timing and data-processing category.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 Series HMF's/OC's.
- **National Marketing Rights:** FINA grants to each HMF/OC 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 sold by FINA);
 - Grant aid or other support from national/regional/local government and other public institutions;
 - Hospitality at the Event;
 - Event ticketing/admissions;
 - Concession sales at the Event venue (gifts, food and beverage *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).
- **Event Title & Logo:** The HMF/OC shall only use the Series Event title and Event logo determined by FINA in all its applications, and shall comply with FINA's guidelines for the use of such title and logo. The HMF/OC shall follow the brand identity guidelines created for this Series, in all its applications (print, digital, website, venue branding, *etc.*) submit all materials bearing the Series Event title and logo to FINA for its prior approval.

The HMF/OC shall, at its own cost, use the Series Event title and logo in Venue decoration, including backdrops and the like, and in keeping with any FINA guidelines.
- **TV Broadcast:** Each HMF/OC shall at its own cost and within 3 days of the Event provide FINA with a minimum 30 minutes of TV footage ("TV Footage") of the Event races, including footage showing an overview of the venue/course, the race starts, competition action, the race finishes, awards ceremonies and interviews with the winners. Such TV Footage shall be HD quality suitable for TV broadcast and provided in a digital recording format to be agreed with FINA in advance.

The HMF/OC shall provide the basic requirements to allow any Host Broadcaster to undertake its work, including space (for cameras, camera platforms, studios, *etc.*), TV Compound space, power, parking, *etc.*
- **International TV Rights:** FINA retains all rights to exploit the broadcast of the TV Footage 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 Series HMF's/OC's.

- **National TV Rights:** FINA grants to each HMF/OC the right to exploit the broadcast of the TV Footage of their respective Event within the host country only (“National TV Rights”), and to retain any and all the benefits so gained.
- 8.7 **Live stream:** The HMF/OC shall provide a live stream of the Event, at its own costs and responsibility, in accordance with the technical requirements of FINA (the “Live Stream”) which may be exploited solely by FINA, or by a third party, at FINA’s own sole discretion. For any technical questions, please do not hesitate to contact Peter Hall (peter.hall@fina.org) and/or Luca Fasani (digital@fina.org).

MEDIA & PRESS SERVICES

- 9.1 **Press Officer:** The HMF/OC 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 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
- 9.2 **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:**
 - to ensure the correct application of the standards for the set-up of the Event press facilities as described in the FINA Media Guide;
 - to check and approve the accredited media for the Event;
 - to provide historical information about the Event participants;
 - to 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:** to publish the Event report and results sent by Event Press Officer in FINA publications and on the FINA website
- 9.3 **Press Information Kit:** The HMF/OC 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 swimmers
 - 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 Series personalities

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

- 9.4 **Press Conference:** The HMF/OC 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 one (1) male and female swimmer and one (1) coach from its team, as well as inviting swimmers/coaches from other participating teams to attend. After the competition, athletes will be brought to the press conference room on a requested basis. All team managers and/or National Press Officers should be informed that the presence of their respective athletes may be requested for a Press Conference
- 9.5 **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.

TRAVEL, VISAS & TRANSPORTATION

- 10.1 **International Travel:** FINA will pay for international travel expenses for the designated FINA Delegates including but not limited to the Technical Delegate, Safety Delegate, Medical / Doping Control Representative, MP Manager and/or a member of FINA Staff/Media.
- 10.2 **Visas:** The HMF/OC 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.
- 10.3 **Local Transportation:** The HMF/OC shall welcome all entered swimmers, team officials and FINA Delegates and Officials 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 4 days prior thereto, plus the day after the conclusion of the Event:
- FINA Officials: up 5 persons (with chauffeured car, if necessary)
 - Judges and Officials
 - Swimmers and team officials
- 10.4 **Equipment Transportation:** The HMF/OC shall be responsible for the transport costs of any equipment needed by any FINA Timing Partner at the Event, from the point of entry into the Host Country to the Venue, and for its subsequent return after the Event.

ACCOMMODATION & MEALS

- 11.1 **Swimmers:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (3 meals per day of adequate quantity and quality) for a minimum of 5 days for:
- The first five (5) men and the first 5 women classified in the 10km competitions at the last FINA World Championships, Gwangju 2019.
 - The first five (5) men and the first five (5) women classified from the previous year's Series.
 - One male and one female swimmer from each of the HMF's of the Series.
- 11.2 **FINA Representatives:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (three (3) meals per day of adequate quantity and quality) for five (5) persons designated by FINA for five (5) days, including the FINA Technical, Safety & Delegates, Medical / Doping Control Representative MP Manager and FINA Press Officer or FINA staff.
- 11.3 **Timing Partner:** The HMF/OC shall provide accommodation in a minimum 4-star hotel with full-board (three (3) meals per day of adequate quantity and quality) for three (3) staff of any Timing Partner for five (5) days.
- 11.4 **Closing Dinner:** A closing ceremony dinner shall be provided free of charge to all participants.

PRIZE MONEY

- **Each Event:** Each OC shall pay thirty thousand (US\$30'000) in elite prize money at the Event, equally distributed between men and women, as follows:

1 st	US\$ 3'500
2 nd	US\$ 3'000
3 rd	US\$ 2'500
4 th	US\$ 1'700
5 th	US\$ 1'500
6 th	US\$ 1'200
7 th	US\$ 950
8 th	US\$ 650
- The method of the distribution of the prize money shall be announced to the swimmers at each Event during the Managers/Representatives Meeting.
- The total amount of the prize money has to be paid to the swimmers without any deductions at the Closing Dinner in cash.
- In case there are less than eight (8) finishers within a gender for the race, then all the prize money will be redistributed amongst the finishers.
- The National Federation of all swimmers winning prize money will inform the HMF as to whether the prize money will be paid to the National Federation or directly to the athlete.
- The HMF/OC must inform FINA about the paid –out prize money and confirm the pay-outs.
- **Additional Awards/Prizes:** The HMF/OC may offer additional awards and prizes as it sees fit. Any such awards and prizes should be clearly identified at the Managers/Representatives Meeting at the latest.
- **Overall:** Each HMF/OC shall pay an annual sum ten thousand United States dollars (US\$10'000) to FINA, no later than 30th November in each year prior to the event, which shall be put towards the overall annual prize money. A minimum amount of three hundred fifty thousand United States dollars (US\$ 350'000) shall be paid to the overall prize winners
The overall annual winners will be decided by the male and female swimmers respectively, who have accumulated the most points at Events in that year, provided that they have participated in a minimum of fifty per cent (50%) of Events in that year.

The annual prize money to be awarded for both the Men's and Women's Series overall winners is as follows:

1 st	US\$ 50'000
2 nd	US\$ 35'000
3 rd	US\$ 25'000
4 th	US\$ 20'000
5 th	US\$ 15'000
6 th	US\$ 12'000
7 th	US\$ 8'000
8 th	US\$ 5'000
9 th	US\$ 3'500
10 th	US\$ 1'500

- **Event Cancellation:** Should the number of events fall below the minimum number specified in clause 12.3, the overall winners will be decided by the male & female swimmers respectively who have accumulated the most points in 70% of the races conducted.
- **Medals and Trophies/Awards Ceremonies:** The medals/trophies shall be provided by the HMF/OC. The presentation of all prizes and medals shall be the sole prerogative of the FINA Technical Delegate. With Mass Participation event age group prizes can be awarded by sponsors. The flags of the three (3) top placed swimmers shall be flown at the awards ceremonies.
- **Winners Trophies:** FINA in collaboration with the HMF/OC shall provide a trophy to the overall Men's and Women's winners

DEPOSIT

Each HMF/OC shall pay the deposit agreed in the staging agreement within forty-five (45) working days of execution of this staging agreement

EVENT CLOTHING

- The HMF shall be responsible for the provision of clothing to the judges, officials and FINA Delegates, to be worn during the Event. Such clothing shall consist at minimum of a polo shirt and pair of trousers, which shall be white for all judges and officials and different colour for FINA Delegates.
- The HMF shall ensure that any clothing sourced and provided by the HMF to accredited OWS participants (including judges, officials, FINA delegates, volunteers, etc.) shall be branded with the OWS Logo, applied according to FINA guidelines.
The HMF shall ensure that such OWS participants do not wear any clothing that is visibly branded with the name or trademark of any competitor of any FINA sponsor, which has the rights 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.
- FINA will seek to obtain clothing (including polo shirts, T-shirts, trousers and baseball caps) as value-in-kind from any FINA sponsor, within 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 any FINA-appointed Sponsor of the Series in the sportswear product category.
- The HMF shall ensure that any clothing provided by any FINA sponsor is worn at all times during the competition by those provided the clothing
- The HMF may at its own cost, print additional logos of its event sponsors on any clothing provided by any FINA sponsor, 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.
- The merchandising rights to all clothing and swimwear items are strictly reserved by FINA and exclusively granted to any FINA sponsor within the sportswear and swimwear product category. The HMF shall not produce any clothing items for sale without the explicit prior permission of FINA.

ORGANISER MILESTONES

1. Contract to be signed and returned to the FINA Office. NF/OC payment to FINA of deposit as agreed in the contract within forty-five (45) working days of execution of the contract by FINA	As per FINA Office instructions
2. NF/OC to provide detailed venue layout, venue map and race course (as part of the agreement)	
3. NF/OC to provide OC chart with all details (email/phone of the persons concerned)	
4. Payment of 10,000 USD	30 th November of each year
5. Send outline of Mass Participation Event Plan & Separate Water safety Plan to FINA office	4 months before
6. Entries to Mass Participation Event open online / Water Quality report	At least 2 months before event
7. Send Information Bulletin including Prize Money Distribution List to FINA Office for approval	At least 3 months prior to race
8. Once Information Bulletin is approved send it to all federations	At least 8 weeks prior to the race
9. Closing date of Preliminary Entries	6 weeks prior to race
10. Separate Water Safety Plan to be sent to FINA office	6 weeks prior to comp
11. Send List of participating swimmers to FINA Office	2 weeks prior to event
12. Notification to FINA Office what kind of Doping Kit will be used	4 weeks prior to competition
13. Notification of details of coach	4 weeks prior to competition
14. Closing date of Final Entries	2 weeks prior to event
15. Certificate of Insurance	2 weeks prior to event
16. Send results to FINA Office	Immediately after the race

APPENDIX 1.

MASS PARTICIPATION EVENT: THE “OPEN CHALLENGE”

1. **The Mass Participation Event: the “Open Challenge”.** The HMF and/or the OC of each Event can organise one or more challenges in the context of a Mass Participation Event: the Open Challenge swims (the “Open Challenge”), with entry open to any participants.
All Open Challenges Swims shall be held on the same day as the 10km elite races, and may extend to a day either side. Such Open Challenge Swims shall serve to encourage and increase grassroots participation in Open Water Swimming and all registration/entry procedures and fees are administered by each HMF/OC.
2. **Mass Participation Manager (the “MP Manager”).** FINA will be in communication with the OC in the build up to the event to ensure a suitable swimmer experience, social media and cross promotion of the other mass participation swims around the world is also important. Advanced meetings will be required if a new mass participation event is taking place. FINA will cover The MP Manager’s travel expenses to and from the Open Challenge Swims. Each HMF/OC will be responsible for all accommodation, meals and local transportation costs of MP Manager as set out herein.
3. **Event Operating Plan.** The HMF/OC shall prepare Event operating plan outlining website entry system (if possible), date(s) and time(s), distances of events, course, site plan (outlining the Open Challenge Swim facilities), dedicated water safety plan and outline of swimmer experience (swim caps etc.) to be submitted to FINA for its approval, not later than 4 months before the Event.
4. **Information Bulletin.** The HMF/OC shall issue information on the Open Challenge Swims, including programme, site map, timing information, event signing information and safety information.
5. **Course:** The Open Challenge Swims should use the same (or part of) the elite course. The Open Challenge Swim distances may vary depending on the abilities and age ranges. The course may be fresh-water (e.g. lake, reservoir, rowing course, river), or saltwater (sea). All competition facilities shall be in compliance with the relevant FINA Rules.
6. **Training Venue.** No training venue is required for the *Open Challenge Swims*, however, on the day arrangements for a lifeguarded ‘warm-up area’ should be arranged if suitable for venue.
7. **Transponders.** Subject to FINA Rule OWS 3.16 hereof, the Open Challenge Swims have the option to use ankle transponders (on one ankle), with the option of land or water start and land finish, where swimmers walk over a timing chip mat. The Open Challenge Swims should also have a manual check-in/check-out system outside of the timing mats as a secondary safety check that all swimmers are accounted for.
8. **Commercial Village.** The Open Challenge Swims require onsite catering (items purchased by spectators and participants), promotional stands and sponsor stands and optional entertainment for spectators.
9. **Entry Forms.** The HMF/OC shall only use the standard entry form in their information bulletin as provided by the FINA Office for Marathon races. All entry forms must ensure the disclaimer is signed, the competitor information is correct. An online registration/entry system should be used for the Open Challenge Swims if possible.
10. **Participation/Entries & Competition Format. Entries should be on-line (and on the day if logistics allow).** It is standard for registration to:
 - Check disclaimer is signed

- Check competitor against list of entrants to determine starters, etc.;
- Issue race numbers and or coloured swim caps;
- Check competitor information is correct;
- The Open Challenge as part of the athletes` registration, OC should provide free of charge: Swim cap, Medal (if possible), Goody Bag (with promotional material and sponsor items). Optional items T-shirts, gift, etc.
- Tow-floats – Mass Events – all swimmers not wearing a wetsuit suit, should use tow-floats, these should be either provided by event (as part of the entry fee) or bought/hired by the swimmer (see Safety)

11. Event Program: Large numbers of swimmers may be broken into smaller groups of swimmers to enable the correct ratio of rescue craft to swimmer (a minimum of one (1) rescue boat to twenty (20) swimmers, recommended 1:10). Different colored swim caps are an effective means of identifying different MP swim entrants. Events can vary from 50m swim for children to one lap of the Marathon course for experienced swimmers. The timetable should take into account the speed of swimmers so it does not affect the Marathon race.

12. Safety. The Open Challenge Swimmers should use a 'Tow-Float' (inflatable small buoys worn on a leash around the swimmer's waist) if swimmers are not wearing a wetsuit, this enables ease of recovery of a swimmer and increases visibility with large numbers of swimmers.

13. National Marketing Rights. FINA grants to each HMF/OC 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 sold by FINA);
- Grant aid or other support from national/regional/local government and other public institutions;
- The Open Challenge swim registration/entry fees;
- Hospitality at the Event;
- Event ticketing/admissions;
- Concession sales at the Event venue (gifts, food and beverage *etc.*);
- Donations;
- Sale of an Event programme and advertising in any Event programme; and
- Sale of merchandising items bearing the Event name/logo (Any clothing bearing the Event name/logo has to be unbranded).

14. Promotion. The HMF/OC shall undertake a promotion campaign for the Open Challenge Swims to promote it to the widest possible audience locally, regionally and nationally with the Host Country

15. TV Broadcast. Each HMF/OC shall at its own cost and within 3 days of the Event provide FINA with a minimum thirty (30) minutes of TV footage ("TV Footage") of the Event races, including footage showing an overview of the venue/course, the race starts, competition action, the race finishes, awards ceremonies and interviews with the winners. Such TV Footage shall be HD quality suitable for TV broadcast and provided in a digital recording format to be agreed with FINA in advance.

The HMF/OC shall provide the basic requirements to allow any Host Broadcaster to undertake its work, including space (for cameras, camera platforms, studios, etc.), TV Compound space, power, parking, etc.

For the Open Challenge swims, FINA recommends that the coverage be made available on a video screen at the venue, and to create video clips for publishing on social media, and for distribution to local/national media platforms.



APPENDIX 2.

Points per stage:



FINA Open Water Swimming Manual 2020 Edition

PLACE	POINTS
1	800
2	700
3	600
4	550
5	500
6	450
7	400
8	350
9	300
10	250
11	200
12	190
13	180
14	170
15	160
16	150
17	140
18	130
19	120
20	110
21	108
22	106
23	104
24	102
25	100
26	98
27	96
28	94
29	92
30	90
31	88
32	86
33	84

34	82
35	80
36	78
37	76
38	74
39	72
40	70
41	68
42	66
43	64
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84	16
85	15
86	14
87	13
88	12
89	11
90	10
91	9
92	8
93	7
94	6
95	5
96	4
97	3
98	2
99	1
All Finishers	1

RULES AND REGULATIONS - FINA OPEN WATER SWIMMING GRAND PRIX - 2018 – 2021

1. GENERAL CONCEPT AND RULES

- 1.1** The FINA Bureau approves the organisation of the FINA UltraMarathon Swim Series 2018-2021 (“Series”). The Series, (formerly known as the “Grand Prix Series”) is an annually staged elite level competition.
- 1.2** FINA owns all rights in the Series and its Events except where granted to the HMF/OC as set out in the staging agreement between FINA and the HMF.
- 1.3** The Series will consist of a number of competitions (“Events”), staged by Organising Committees (“OC’s”) under the recognition of host National FINA-Member Federations (“HMF’s”) and staged throughout the year on dates to be approved by FINA.
- 1.4** The HMF/OC of each Event shall enter into a multi-year agreement with FINA for the period 2018-2021 inclusive.
- 1.5** The HMF/OC of each Event shall cover all Event organisation costs including the competition venue, organisation, staff and officials, press facilities, all secretarial services and all other operational costs incurred in organising the Event.
- 1.6** All Series Events will be conducted according to FINA Rules and Regulations.
- 1.7** The Series shall be open to all FINA affiliated Federations.

2. HMF/OC GENERAL OBLIGATIONS

The HMF/OC 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”), the instructions and directions of the FINA Technical and / or Safety Delegate, including those instructions relating to security, safety (see FINA Open Water Safety Regulations on the FINA website) 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 4 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 with the host country.
- 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 on the basis of a passport (or equivalent) and submit such guarantee in writing to FINA. They shall comply with all applicable laws in hosting and staging the Event.
- Co-operate willingly and fully with FINA in relation to all aspects of the organisation and hosting of the Event and consult regularly and fully with FINA in relation to the performance of their obligations hereunder.

- The Event shall be staged in a dignified manner as an independent event and not in connection with, nor at the same time as, any other major international event or national event (including but not limited to a fair, exhibition or international sporting event or tournament) taking place in the Host Country.
- Issue an Information Bulletin to the National Federations including:
 - **Who:** OC contact
 - **When:** Detailed Competition Activity Schedule (DCAS)
 - **Where:** location, direction and maps
 - **Refreshments:** arrangements in place communicated to competitors prior to their arrival at the event
 - **How much:** accommodation fee
 - **Health and safety information:** special local conditions, water temperature, anticipated water conditions (tides, currents, jelly fish etc.)
 - **Format:** river, lake, rowing course or open water swims, wave starts
 - **Result:** distribution, when, where
 - **Disclaimers:** place a disclaimer on the entry form.

3. VENUE REQUIREMENTS & TECHNICAL FACILITIES

3.1 COURSE: ALL SERIES EVENTS MUST BE FOR A RACE DISTANCE 15KM OR MORE. THE COURSE MAY BE FRESH-WATER (E.G. LAKE, RESERVOIR, ROWING COURSE, RIVER), OR SALTWATER (SEA). ALL COMPETITION FACILITIES SHALL BE IN COMPLIANCE WITH THE RELEVANT FINA RULES.

3.2 Water Quality: Please refer to Point 4.6 Local Suitability Certificate, including Water Quality: FINA OPEN WATER SAFETY REGULATIONS (available on FINA website). Water Quality report (test must be taken) must be provided:

- Two month before the completion
- 7 days before the competition
- On the day of the competition

3.3 Water Temperature: Please refer Point 4.7 Water Temperature: FINA OPEN WATER SAFETY REGULATIONS (available on FINA website).

3.4 Training venue: free use of a suitable swimming pool and open water training venue shall be made available for four (4) days prior to the Event. Please refer to Point 4.9 Safety During Training, Pre-Race Warm-Up And Post-Race Warm Down: FINA OPEN WATER SAFETY REGULATIONS.

3.5 Facilities: The following facilities are to be provided in addition to those given for the Start and Finish areas:

- a suitable boat for the Chief Referee to be used and directed entirely at the Chief Referee's discretion;
- one separate boat for each Chief Referee for the Men's and Women's competitions
- transport to take all Turn Judges to their allocated positions, and to retrieve them immediately after the last swimmer has passed or upon the Chief Referee declaring the competitions closed;
- safety boats as required, having regard to the course;
- a suitable escort boat for each swimmer. The boat must have propeller guards with the sufficient capacity to carry the minimum crew required to work the boat efficiently, plus the Race Judge and Swimmer's Representative;

- a suitable lead boat that will maintain a position approximately 20 metres ahead of the leading swimmer;
- emergency access points should be available at regular intervals along the course
- safety personnel inclusive of a Medical boat must be available across the course at ALL times to provide immediate medical attention or appropriate treatment;
- spare boats to be available in order to immediately substitute should one in service become inoperable; and
- food and refreshment to be provided to officials including those on the water throughout the race.

3.6 SAFETY: PLEASE REFER TO FINA OPEN WATER SAFETY REGULATIONS.

3.7 SPECTATORS: THE EVENT VENUE SHOULD OFFER COACHES AND SPECTATORS THE BEST POSSIBLE OPPORTUNITY TO FOLLOW THE COMPETITION THROUGHOUT ITS COURSE.

3.8 FINISH VIDEO SYSTEM: THE HMF/OC SHALL, IN ACCORDANCE WITH FINA RULE OWS 7.2, PROVIDE A VIDEO SYSTEM TO RECORD THE RACE FINISH WITH SUFFICIENT SIZE AND CLARITY WITH SLOW MOTION AND AND SUITABLE REPLAY FACILITIES, AND TO MAKE THE RECORDING AVAILABLE TO THE TECHNICAL OFFICIALS AT THE EVENT VENUE IMMEDIATELY AFTER THE RACE.

3.9 Stopwatches: The HMF/OC shall, in accordance with OWS 3.16, ensure at least three (3) printing stopwatches are provided by the timing partner or provided by the HMF/OC.

3.10 MEDIA FACILITIES: THE HMF/OC SHALL PROVIDE SUITABLE MEDIA FACILITIES AND PROCEDURES FOR PRESS AND PHOTOGRAPHERS IN COMPLIANCE WITH THE FINA MEDIA GUIDE.

3.11 Venue. The venue of the Event (the "Venue") shall be as set out in the information contained in Appendix 2 of this Rules and Regulations. The HMF/OC shall comply at any time with FINA Rules & Regulations and Guidelines. The Venue includes the competitions area, the training and warm-up area and all associated 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/OC. 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.

3.12 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.

3.13 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 area 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.

3.11 INSURANCE: THE HMF/OC SHALL SECURE AND MAINTAIN, AT ITS COST, 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.

General Liability Insurance. The HMF, the City and/or OC shall secure and maintain, no less than one (1) week before the beginning of the Event and two (2) days 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 five hundred thousand United States dollars (US\$500,000.00) or equivalent in local currency. The policies should include the World Wide Jurisdiction clause. The athletes and the delegation of the participating federations shall be

included in the coverage. Any warranty or special endorsement related with this group shall be submitted to FINA for its prior written approval. The HMF/OC shall designate and maintain FINA as an additional insured party in all policies of insurance. Upon request, the HMF/OC shall provide FINA a copy of its certificate of insurance outlining the insurance coverage set out above. The policy shall include, but not be limited to, the following coverage:

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

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

- Event Cancellation
- Adverse Weather
- Contingency
- Prize Insurance

4. PARTICIPATION/ENTRIES & COMPETITION FORMAT

4.1 Entries: Entries will be accepted only from National FINA Member Federations. Each National Federation is entitled to enter at least one man and one woman per National Federation. The above mentioned entries are subject to the number of boats available.

Each National Federation that has entered one or more swimmers in an event must also have at least one representative (e.g. team leader, coach) present.

4.2 ENTRY FORMS: THE HMF/OC SHALL ONLY USE THE STANDARD ENTRY FORM INCLUDING THE DISCLAIMER, IN THEIR INFORMATION BULLETIN AS PROVIDED BY THE FINA OFFICE.

4.3 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.

4.4 INFORMATION BULLETIN: THE HMF/OC SHALL PUBLISH AN INFORMATION BULLETIN APPROVED BY FINA (INCLUDING ENTRY FORMS, DISCLAIMER, OFFICIAL HOTEL AND TRANSPORTATION INFORMATION, VENUE AND COURSE INFORMATION, PRIZE MONEY DISTRIBUTION, ETC.) TO ALL FINA MEMBER FEDERATIONS AND FINA AT LEAST 3 MONTHS PRIOR TO THE RACE.

4.5 SWIMMER WITHDRAWAL: IF ANY SWIMMER ENTERED BY HIS/HER NATIONAL FEDERATION SUBSEQUENTLY WITHDRAWS, IS WITHDRAWN OR OTHERWISE DOES NOT PARTICIPATE IN THE EVENT AT ANY TIME DURING THE 14 DAYS PRIOR TO THE EVENT WITHOUT EXTRAORDINARY REASONS OR WITHOUT PROVIDING FINA WITH THE NECESSARY EVIDENCE IN WRITING, THEN THE NATIONAL FEDERATION CONCERNED SHALL PAY A

PENALTY FEE OF US\$500 TO THE HMF/OC TO COVER ANY COSTS INCURRED BY THE LATE WITHDRAWAL OF THE SWIMMER.

- 4.6 MANAGERS/REPRESENTATIVES MEETING:** THE HMF/OC SHALL ORGANISE A MANAGERS/ REPRESENTATIVES MEETING ON THE DAY BEFORE THE FIRST DAY OF COMPETITION OF THE EVENT, NOT LATER THAN 17:00. THE FINA TECHNICAL DELEGATE SHALL CHAIR THIS MEETING.
- 4.7 EVENT PROGRAMME:** EACH EVENT WILL COMPRISE RACES FOR MEN AND WOMEN, STAGED ON 1 DAY. THE RACE STARTS FOR MEN'S AND WOMEN'S EVENTS MAY BE SEPARATED, AND IF IMPLEMENTED, THE STARTS SHALL BE SEPARATED BY AT LEAST 5 MINUTES.
- 4.8** Medals and trophies as set out in the FINA Rules. The presentation of all prizes and medals to be the sole prerogative of the FINA President or in his place the official FINA Technical Delegate at the event. The FINA President may at his discretion invite other persons, on the advice of the HMF and/or OC, to make presentations.
- 4.9** Flags. The flags of the top place Winners (3) to be flown at the prize ceremonies and flags of all countries taking part in the Event. Flagpoles for permanent use for FINA flag and the flag of the FINA Member Federation during the Event. No flag will be larger or flown higher or more conspicuously than FINA flag except the flag of the country may be flown higher.
- 4.10** Results System. The HMF, the OC and/or the City are responsible for securing the provision of both the scoring and results/information services, if not provided by the FINA-appointed scoring partner. The HMF, the OC and/or the City shall, at its own cost, provide the scoring partner with the necessary facilities and services. The HMF and/or OC shall make all the results available on the internet via the Event website. Also, within 24 hours of the conclusion of the Event, the HMF/OC shall provide FINA, free of charge, copies of all the results of the Event, in such number and format as specified by FINA.
- 4.11 POINTS SYSTEM:** IN EACH EVENT, POINTS WILL BE AWARDED TO THE SWIMMERS DEPENDING UPON THEIR RACE FINISHING POSITION.
- Swimmers may accumulate points at each Event in which they participate and finish, with their total points counting towards the overall final rankings for each year.
- 4.12 POINTS DISTRIBUTION:** THE POINTS AWARDED FOR BOTH THE MEN'S AND WOMEN'S RACES AT EACH EVENT WILL BE AS FOLLOWS:

Event ranking

1 st	70
2 nd	65
3 rd	61
4 th	58
5 th	55
6 th	52
7 th	49
8 th	46

*All other finishers of the race (within the time limit) will receive points according to the system shown in Appendix 1./B

*All other starters will receive zero (0) points.

Any swimmers who the Technical Officials have reason to believe have colluded and/or agreed to finish with a tie, will be subject to disqualification.

5. DELEGATES, TECHNICAL OFFICIALS & JUDGES

5.1 FINA DELEGATES: FOR EACH EVENT, FINA WILL NOMINATE A TECHNICAL DELEGATE, A SAFETY DELEGATE AND A MEDICAL DELEGATE. FINA MAY ALSO APPOINT A SERIES MANAGING DIRECTOR TO ATTEND THE EVENTS. FINA WILL COVER THEIR TRAVEL EXPENSES TO AND FROM THE EVENTS. EACH HMF/OC WILL BE RESPONSIBLE FOR ALL ACCOMMODATION, MEALS AND LOCAL TRANSPORTATION COSTS OF THESE FINA REPRESENTATIVES AS SET OUT HEREIN.

5.2 TECHNICAL DELEGATE: THE TECHNICAL DELEGATE'S SHALL

- ensure that the FINA Rules and Regulations are applied and respected;
- check the entries to ensure the Federations have approved them, inclusive of the Federation stamp, Federation representative title, signature & date, and will accept entries and register only swimmers accompanied by the respective coach who is in charge of swimmer recognition during the race. A swimmer without a coach present and in the designated area/s (eg Feeding Platform/ escort safety craft) will not be allowed to start the race.
- meet with the HMF/OC at least one day prior to the Team Leaders/Representatives meeting to ensure arrangements are in accordance with the Rules and Regulations, and event guidelines, including the start and finish areas.
- chair the Team Leaders/Representatives Meeting and advise the athletes of the FINA rules to be applied in case of presenting a protest (FINA Rule GR9.2) and jury of appeal (FINA Rule GR9.3).
- submit a written report to FINA within 24 hours of the end of the Event, covering the administration and conduct of the Event, including the official hotels, meals and dining facilities, transportation, Venue and competition facilities, protocol, etc., according to contents specified by FINA; and
- ensure that the HMF/OC send the complete official results for both Men's and Women's events by e-mail (results@fina.org) to the FINA Office immediately after each Event race.
- organise minimum of. 10 photos to be sent to the FINA Communication Department (media@fina.org, socialmedia@fina.org and openwater@fina.org) with a small publishable text, immediately after the completion of the event.

5.3 SAFETY DELEGATE: THE SAFETY DELEGATE MUST:

- chair the Safety Meeting;
- meet with the HMF/OC at least three days prior to the Event to ensure that the safety plan is in accordance with the Rules and Regulations, and event guidelines;
- ensure that enough qualified people are available to follow the race;
- ask for additional water craft (kayaks jet-ski, paddle board etc.) if the course is a circuit, where not too many boats are allowed to follow the race;
- ensure with the Safety Officer and the FINA Medical/Doping Control Representative that ambulances and medical people are ready near to the course.

5.4 MEDICAL/DOPING CONTROL REPRESENTATIVE: THE MEDICAL/DOPING CONTROL REPRESENTATIVE'S DUTIES SHALL INCLUDE:

- Liaising with the FINA Safety Delegate, FINA Technical Delegate and local Medical Officer to provide a safe a competitive venue.
- The FINA Medical / Doping Control Representative shall liaise with the local Medical Officer and FINA Safety Officer to confirm the conditions are acceptable to conduct the competition,

including checking factors such as aquatic flora and fauna, currents, boat traffic and temperature which may make conditions hazardous.

- The FINA Medical / Doping Control Representative is responsible for oversight of all of the medical aspects of the competition liaising with the local Medical Officer. This includes the bylaws and regulations for FINA events, which specify medical responsibilities that need to be observed in the organisation of Open Water Swimming events.
- Oversight and approval of the local Medical Officer's emergency evacuation plan, coordination of health care between the on water and land based health care systems to include emergency transport and hospital care.
- Oversight of the provision of an adequate number of medical personnel are available and that their positioning on the training and race course is appropriate.
- Oversight of the water quality results prior to arrival at the competition site, as well as on competition day, according to The World Health Organization (WHO) standards.
- Participation with the FINA Safety Delegate in the measurement of water temperature taken on the day of the event to assure compliance with FINA guidelines.
- Presentation of the Medical and Doping Control programmes at the FINA Technical Meeting.
- Liaising with the Event host and the local Doping Control Officer to establish a suitable Doping Control Station in accordance with FINA standards.
- Participation in the random draw with the local Doping Control Officer for the selection of athletes to be tested based upon FINA protocol.
- Participation with the local Doping Control Officer in the orientation of the doping control chaperones, as well as positioning them in appropriate position near the finish line to facilitate notification.
- Submitting a detailed report on all medical aspects of the FINA event, together with any recommendations for improvement of medical and doping control programs at future FINA events.

5.5 CHIEF REFEREES' APPOINTMENT: THE HMF/OC OF EACH EVENT SHALL ENSURE THAT FOR EACH EVENT RACE (MEN AND WOMEN), A CHIEF REFEREE FROM A CURRENT FINA OPEN WATER SWIMMING OFFICIALS LIST IS APPOINTED AND PRESENT FOR THE RACE AND THE TEAM LEADERS/REPRESENTATIVES MEETING

5.6 TECHNICAL OFFICIALS: THE HMF SHALL APPOINT/APPROVE THE TECHNICAL OFFICIALS FOR EACH EVENT. ALL OTHER OFFICIALS, MARSHALS AND OTHER PERSONS REQUIRED SHALL BE RECRUITED AND APPOINTED BY THE HMF/OC.

5.7 TECHNICAL OFFICIALS SEMINAR: THE HMF SHALL ORGANIZE AN OPEN WATER SWIMMING OFFICIALS SEMINAR WITH THE PARTICIPATION OF ALL OF THE APPOINTED OFFICIALS, ON THE DAY PRIOR TO THE RACE. THIS SEMINAR WILL BE CONDUCTED BY THE FINA TECHNICAL DELEGATE.

5.8 FINA OFFICE: THE HMF/OC SHALL PROVIDE AN OFFICE AT THE VENUE OR OFFICIAL HOTEL FOR USE BY THE FINA DELEGATES AND FINA REPRESENTATIVES, WITH A COMPUTER, INTERNET CONNECTION, A PHOTOCOPIER AND PRINTER, AND A SUITABLE NUMBER OF CHAIRS AND DESKS.

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/DOPING CONTROL REPRESENTATIVE.

6.2 THE HMF/OC SHALL DESIGNATE A QUALIFIED DOPING CONTROL/MEDICAL OFFICER AND CO-OPERATE FULLY WITH THE FINA MEDICAL DELEGATE IN CONDUCTING THE DOPING CONTROL TESTS AT THE EVENT IN ACCORDANCE WITH FINA RULES.

- 6.3** The HMF/OC shall cover the cost of the doping control measures, with a minimum of 2 tests for Men and 2 tests for Women, and the analysis will be made at the WADA-accredited 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 ESAs (Erythropoiesis Stimulating Agents) and 1 for GHRFs (Growth Hormones Releasing Factors).
- 6.4** THE HMF/OC SHALL PROVIDE THE CHAPERONES TO ASSIST IN THE IMPLEMENTATION OF DOPING CONTROL MEASURES.
- 6.5** THE HMF/OC 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 Event venue.

7. MARKETING RIGHTS & TELEVISION

- 7.1 International Marketing Rights:** FINA retains all rights to exploit the International marketing Rights to the Series, which means Series title and presenting partnership/sponsorship rights.
- 7.2 National Marketing Rights:** FINA grants to each HMF/OC 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 sold by FINA);
 - Grant aid or other support from national/regional/local government and other public institutions;
 - Hospitality at the Event;
 - Event ticketing/admissions;
 - Concession sales at the Event venue (gifts, food and beverage 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).
- 7.3 Event Title & Logo:** The HMF/OC shall only use the Series Event title and Event logo determined by FINA in all its applications, and shall comply with FINA's guidelines for the use of such title and logo. The HMF/OC shall follow the brand identity guidelines created for this Series, in all its applications (print, digital, website, venue branding, etc.) submit all materials bearing the Series Event title and logo to FINA for its prior approval.

The HMF/OC shall, at its own cost, use the Series Event title and logo in Venue decoration, including backdrops and the like.

The HMF and/or OC undertakes and agrees that the Event logo must be used to promote the Event. The HMF and/or OC shall create the Event Logo at its own expenses and costs in accordance with the FINA Brand Guidelines and subject to FINA's prior written approval of all proposed uses, unless provided by or through FINA (subject to FINA's availability). The HMF and/or OC shall not use any other FINA mark or intellectual property right. The HMF/OC/CITY shall comply

at any time with the FINA Brand Guidelines. Furthermore, the HMF and OC is responsible for the brand identity of the Event, which shall be in strict accordance with the FINA Brand Guidelines. Whenever referring to the Event, the HMF/OC must use the full official Event title, as notified by FINA, including any references to a title and/or presenting partner/sponsor(s), name/logo, as notified by FINA.

- 7.4 TV Broadcast:** Each HMF/OC shall at its own cost and within 3 days of the Event provide FINA with a minimum 30 minutes of high definition TV footage (“TV Footage”) of the Event races in a digital format to be agreed with FINA, including footage showing an overview of the venue/course, the race starts, competition action, the race finishes, awards ceremonies and interviews with the winners. This will enable FINA to create a summary video report to be shared on social media platforms, FINAtv, etc.

8. TRAVEL, VISAS & TRANSPORTATION

- 8.1 INTERNATIONAL TRAVEL:** FINA WILL PAY FOR INTERNATIONAL TRAVEL EXPENSES FOR THE DESIGNATED TECHNICAL DELEGATE, SAFETY DELEGATE AND THE MEDICAL DELEGATE.

- 8.2 VISAS:** THE HMF/OC 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.

The HMF and/or OC shall use its best endeavours to ensure that its national Government guarantees:

- the free access to the Host Country for all accredited persons on the basis of a passport (or equivalent document);
- the free importation of equipment and supplies as required for the Event provided the same are consumed in the Host Country or exported after the event;
- that if prize money payments are made to athletes at the Event, that their payment by FINA and receipt by the athletes is not subject to any taxes, duties or other charges; and
- the respect of this Agreement and the FINA Rules.

The HMF and/or OC shall submit such guarantee to FINA no later than six (6) months prior to the beginning of the Event.

- 8.3 LOCAL TRANSPORTATION:** THE HMF/OC SHALL WELCOME ALL ENTERED SWIMMERS, TEAM OFFICIALS AND FINA DELEGATES AND OFFICIALS 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 4 days prior thereto, plus the day after the conclusion of the Event:

- FINA Officials (with chauffeured car, if necessary)
- Judges and Officials
- Swimmers and team officials

The HMF and/or OC shall submit its plans to FINA for approval six (6) months prior to the beginning of the Event.

9. ACCOMMODATION & MEALS

9.1 Swimmers and Coaches: The HMF/OC shall provide accommodation with full-board (3 meals per day for 5 nights for:

AT LEAST TWENTY (20) SWIMMERS. IN THIS NUMBER SHALL BE INCLUDED:

- At least one (1) swimmer and one (1) coach from each participating Federation. The coach has to be appointed by the National Federation.

9.2 FINA REPRESENTATIVES: THE HMF/OC SHALL PROVIDE ACCOMMODATION IN A QUALITY HOTEL WITH FULL-BOARD (3 MEALS PER DAY OF ADEQUATE QUANTITY AND QUALITY) FOR THE FINA TECHNICAL, FINA SAFETY AND FINA MEDICAL DELEGATES DESIGNATED BY FINA.

10. PRIZES

10.1 INDIVIDUAL EVENTS

The allocations of prizes at each event shall be the right of the Organising Committee for each Competition.

At least 80% of the total amount of prize money will be distributed equally between men and women and 20% of the total amount of prize money will be for the general rankings (men and women together). However, if men and women start separately the total amount of prize money will be equally distributed between men (50%) and women (50%).

Distribution of prize money to be announced at each event to the swimmers at the briefing or technical meeting.

The total amount of the prize money has to be paid without deductions to the swimmers and will be redistributed within a gender in case there are not sufficient swimmers who finished the race.

10.2 OVERALL PRIZES

Prizes will be awarded to the first eight placed men and women. The swimmers are eligible for prize money, based on overall points achieved, providing that they have competed in a minimum 50% of all races.

This is the prize money for each year to be awarded:

1st	- US\$ 15'000.--
2nd	- US\$ 10'000.--
3rd	- US\$ 5'000.--
4th	- US\$ 4'000.--
5th	- US\$ 3'000.--
6th	- US\$ 2'000.--
7th	- US\$ 1'000.--
8th	- US\$ 500.--

FINA will guarantee a minimum up to a total amount of US\$ 81'000.-- to be paid for prizes.

11. BUDGET AND FINANCIAL REPORT

Upon request, the HMF, the City and/or OC undertakes and agrees to provide FINA with its budget proposals not less than six (6) months prior to the beginning of the Event for FINA approval, such approval not to be unreasonably withheld or delayed. Furthermore, the HMF/OC undertakes and agrees to provide FINA with a detailed financial report on the actual expenditure for FINA's records with explanations of variations in anticipated expenditure not less than three (3) months after the Event.

12. EVENT PROMOTION

The HMF and/or OC shall use the FINA logo in all promotional materials related to the Event including, but not limited to, the front of the Event program, brochures, mailing, bulletins TV advertising, official Event website. The HMF and/or OC is given the right to market all advertising to be included in the Event program and retain all the income there-from.

13. UNIFORMS

In the event that no FINA Partner in the clothing category is appointed, the HMF and/or OC is responsible for obtaining the uniforms (at least a polo-shirt per person) in sufficient quantity for all the technical officers, FINA officials, HMF and/or OC officials and volunteers, at its own cost. The clothing shall include the FINA Logo. The HMF and/or OC shall undertake that the above-mentioned individuals are supplied with and wear such clothing as their uniforms during the entire duration of the Event.

14. SIGNAGE RIGHTS

Signage rights means all signs at the Venue acknowledging sponsors and patrons as agreed to by FINA. FINA retains the right to approve all signage. The HMF and/or OC are given the right to market all signs not granted by this Agreement and to retain any income or benefits arising from the exploitation of such right. The sale of each sign is subject to FINA approval. The HMF and/or OC undertake to ensure a uniform appearance and quality for all such signs. The HMF and/or OC shall include the official FINA Logo on any backdrops, Venue decoration and other signage produced for the Event according to the FINA Guidelines.

15. EVENT REPORT

15.1 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

15.2 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.

15.3 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.



APPENDIX 1. ORGANISER MILESTONES

<i>Contract to be signed and returned to the FINA Office. Payment to FINA of deposit as agreed in the contract within forty-five (45) working days of execution of the Agreement by FINA.</i>	<i>As per FINA instructions</i>
<i>NF/OC to provide detailed venue layout, venue map and race course (as part of the agreement)</i>	
<i>NF/OC to provide OC chart with all details (email/phone of the persons concerned)</i>	
<i>Payment of USD 5,000 Registration fee</i>	<i>30th November of each year</i>
<i>The HMF/OC/CITY shall comply with the FINA Brand Guidelines</i>	
<i>Send Information Bulletin including Prize Money Distribution List to FINA Office for approval</i>	<i>At least 12 weeks prior to race</i>
<i>Once Information Bulletin is approved send it to all federations</i>	<i>At least 10 weeks prior to the race</i>
<i>Closing date of Preliminary Entries</i>	<i>6 weeks prior to race</i>
<i>Notification of acceptance for event to NF & Athletes</i>	<i>5 weeks prior to competition</i>
<i>Notification to FINA Office what kind of Doping Kit will be used</i>	<i>4 weeks prior to competition</i>
<i>Notification of details of coach</i>	<i>4 weeks prior to competition</i>
<i>Closing date of Final Entries</i>	<i>2 weeks prior to event</i>
<i>Send List of participating swimmers to FINA Office</i>	<i>1 week prior to event</i>
<i>Send results, images to FINA Office</i>	<i>Immediately after the race</i>
<i>Send FINA Flag back to the FINA Office</i>	<i>After the race</i>

APPENDIX 1/B

Points system

PLACE	POINTS	16	28
1	70	17	26
2	65	18	24
3	61	19	22
4	58	20	20
5	55	21	18
6	52	22	16
7	49	23	14
8	46	24	12
9	43	25	10
10	40	26	8
11	38	27	6
12	36	28	4
13	34	29	2
14	32	30	1
15	30	31	1

APPENDIX 2. VENUE

1. General Information

- Name: _____
- Location: _____

2. Venue Description

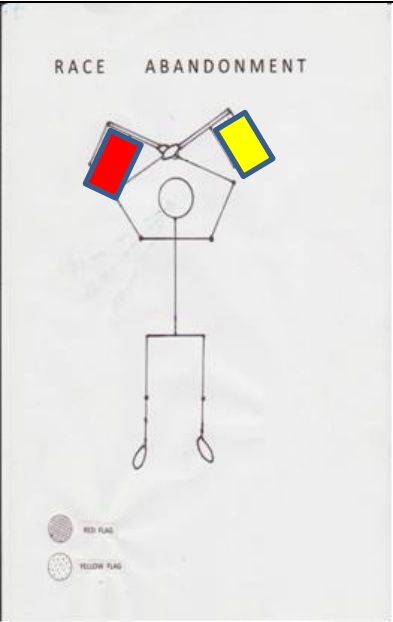

3. Technical Information


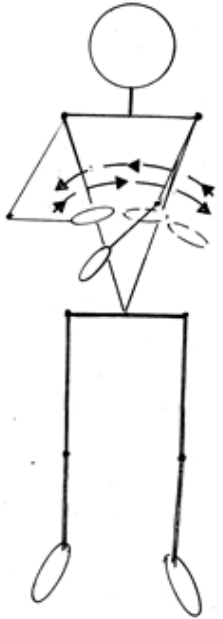
- Seating capacity
 - Seats for Athletes & Team Officials: []
 - Commentator positions: []
 - Media Tribune: []
 - VIP Tribune: []
 - Spectator Tribune: []
 - Public Areas (free spectating): []
- Medical Facilities: []
- Media Centre: []
- TV Compound: []
- VIP & Hospitality Areas: []
- Competition and warm-up facilities: []
- Training facilities: []
- Main Press Centre: []
- Press conference, reception & working areas and facilities: []
- Accreditation Centers: []
- Partner Display/Promotion areas: []
- Public areas & Concession facilities: []
- Administration, service, storage, parking areas: []

4. Venue Plans & Location Photos

[Detailed Venue plans to be attached including of any temporary roofs, ceilings or similar coverings. Insert information/details/plans as applicable and available]

APPENDIX 3 – REFEREE SIGNALS

ACTION	DESCRIPTION
<p>RACE ABANDONMENT</p> 	<p>RACE ABANDONMENT</p> <ol style="list-style-type: none"> 1. Arms holding red & yellow flags held over head or in front of body 2. Continuous short whistle blasts or sets of 3x short air-horn blasts
<p>TIME LIMIT</p> 	<p>OUT OF TIME LIMIT</p> <ol style="list-style-type: none"> 1. Right arm horizontal at 90 degrees with left arm vertical to form T shape.

<p style="text-align: center;">INTERFERENCE</p> 	<p style="text-align: center;">INTERFERENCE/SEPARATION</p> <p>Part A: Arms extended Palms outward, Part B: Move arms apart horizontally to separate the pack of swimmers</p> <ol style="list-style-type: none"> 1) Warning 1: 3 short blasts of the whistle 2) Warning 2: 3 short blasts of the whistle and athletes number shown
<p style="text-align: center;">INTERFERENCE</p> 	<p style="text-align: center;">INTERFERENCE/SWIMMING OVER</p> <ol style="list-style-type: none"> 1. Left hand extended in front of body 2. Right hand moved left and right over left wrist <p>Yellow or Red flag if appropriate and display of swimmers number</p>

<p style="text-align: center;">PUSHING</p>	<p style="text-align: center;">PUSHING</p> <ol style="list-style-type: none"> 1. Elbow next to hip and push forward with hand up
<p style="text-align: center;">PULL BACK</p>	<p style="text-align: center;">PULL BACK</p> <ol style="list-style-type: none"> 1. Arm extended in front of body 2. Close fist and pull fist back to chest

<p>PUSH UNDER</p>	<p>PUSH UNDER</p> <ol style="list-style-type: none"> 1. Arms in front of chest with hands together 2. Push hands down in front of body towards waist
<p>MISS THE BUOY</p>	<p>MISS BUOY</p> <ol style="list-style-type: none"> 1. Left hand extended with hand up 2. Right hand moves in a circular motion around left hand



APPENDIX 4 - EVENT CHECKLIST



OPEN WATER SAFETY CHECK SHEET

Venue:

Date:/...../..... Time:am /pm

Car park, boat ramp, any possible obstructions in and out:

.....
.....
.....
.....

CONDITIONS	Ambient Temperature:	Water Temperature:
Time:		
Time:		
Time:		

Wind conditions:

Overall weather conditions: (to include expected/possible changes during event)

.....
.....
.....
.....

Tidal conditions: High Tide: Low Tide:

Swell conditions expected:

Minimum water depth on course:

Course Bottom Material:

Jelly fish:	<u>Spotted</u> -	Y/N	N/A
	<u>Expected</u> -	Y/N	N/A





Lifeguards:

Club:	# Qualified	# Unqualified

Radio Contact:

Radios – number: Last charged: Last checked:

Frequency channels – number: Set at:

Emergency Channel:

Is radio contact available to Lifeguards, Coast Guard, Harbour Master etc. Y/N

Radios issued to :

Role	Who	Y/N	Channel
Chief Referee			
Referees			
Safety Officer			
Safety Staff			
Course officer			
Judges			
Medical Officer			
Others:			



Name of Emergency hospital :

Address:

location: appx. distance: appx. travel time:

Telephone number:

Are emergency services aware of event: Y/N - N/A

On site First Aid/Medical cover (or alternative arrangements):

.....
.....
.....

Emergency transport available:

Any possible delay points: e.g. rush hour (to include works entrance/exit points)
schools/normal traffic situation/road works:

.....
.....
.....
.....

Any alternative routes/medical venues in emergency:

.....
.....
.....
.....
.....

If private transport used is mobile phone available to driver: Y/N

Phone No:



Mobile telephone number(s) of:

Role	Names	Ph Number
Referee(s):		
Safety Officer:		
Safety staff:		
Course Officer:		
Medical Officer		
Driver/s:		
Other(s):		

Number of Competitors:

	Senior Male:	Senior Female:	Junior Male:	Junior Female:
Entered:				
Reported				
Exit Water				

Medical Cover:

Doctor(s):



First Aid Organisation(s):



Officials:

Chief Referee(s):

Referee(s):

Safety Officer:

Course Officer:

Judges: Race

Turn

Finish

Chief Timekeeper(s):

Timekeepers:

Clerk(s) of Course:

Recorder(s):

Any other specific requirements or arrangements (to include anything pertaining to the public – carry forward to separate sheet if necessary but note on this form):

NOTE:.....

.....

.....

.....

.....

.....

EVENT CONSIDERED TO BE SAFE TO GO AHEAD (IF NO PROVIDE REASONS): Y/N

.....

.....

.....

Referee(s):

Safety Officer:

Course Officer:



5. Infraction report/DQ Form

EVENT NAME:	Date:...../...../.....
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INFRACTION REPORT

EVENT 5K 10K 25K Other:Km

MEN WOMEN TEAM EVENT

<input type="radio"/> MEN	Time:	Description
<input type="radio"/> WOMEN	<input type="radio"/> Red Card	Swimmer N°..... Name FED:
	<input type="radio"/> Yellow Card	
	<input type="radio"/> Withdrawals	
	FINA RULE / Bylaw applied	

OFFICIAL'S NAME SIGNATURE:

REFEREE'S NAME SIGNATURE:

Fedn advised: Name: Time:	SIGNATURE:
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