



# RULES AND REGULATIONS

## FINA UltraMarathon Swim Series 2019 Edition

*These Rules & Regulations may be amended and/or updated from time to time by FINA*



## 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:

<b>Event ranking</b>	
1 <sup>st</sup>	70
2 <sup>nd</sup>	65
3 <sup>rd</sup>	61
4 <sup>th</sup>	58
5 <sup>th</sup>	55
6 <sup>th</sup>	52
7 <sup>th</sup>	49
8 <sup>th</sup>	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](mailto: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](mailto:media@fina.org), [socialmedia@fina.org](mailto:socialmedia@fina.org) and [openwater@fina.org](mailto: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 of **xxxx\*** races including the final event of the season.

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.

\* To be defined after nr. of events are finalized

## **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

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

## APPENDIX 1/B

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

## APPENDIX 2. VENUE

### 1. General Information

- Name: \_\_\_\_\_
- Location: \_\_\_\_\_

### 2. Venue Description

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### 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]*