



FINA

2020 ARTISTIC SWIMMING WORLD SERIES

RULES & REGULATIONS



1. **GENERAL CONCEPT & RULES**

- 1.1 The FINA Bureau approves the organisation of the FINA Artistic Swimming World Series ("ASWS"). The ASWS is an annually staged elite level competition.
- 1.2 FINA owns all rights in the ASWS and its Meets except where granted to the HMF as set out in the staging agreement between FINA and the HMF (host National FINA-Member Federations).
- 1.3 The ASWS will consist of a number of competitions "Meets", staged by Organising Committees "OC's" under the recognition of host National FINA Member Federations "HMF's" and staged each year on dates to be approved by FINA.
- 1.4 The HMF of each ASWS Meet shall enter into a staging agreement with FINA.
- 1.5 The HMF of each ASWS Meet shall cover all Meet organisation costs including the competition venue, organisation, staff and officials, press facilities, TV broadcast, all secretarial services and all other operational costs incurred in organising the Meet.
FINA will provide the expenses for one (1) camera for Federations that cannot afford Host Broadcasting services, in order to provide a signal for the FINA TV Channel.
- 1.6 The ASWS shall be open to all FINA affiliated Federations.
- 1.7 All ASWS Meets will be conducted according to FINA Rules.

2. **HMF/OC GENERAL OBLIGATIONS**

Each HMF/OC shall:

- 2.1 Comply with and conduct the Meet in accordance with the FINA Constitution and all FINA Rules and Regulations, handbooks and guideline manuals ("FINA Rules"), including those instructions relating to security, accommodation, transportation, accreditation, doping control, competition facilities, marketing, television, media, medical, hospitality and protocol and, to submit all arrangements for the Meet to FINA no later than 4 months before the Meet for FINA's approval.
- 2.2 Present the Meet 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.
- 2.3 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 Meet host country for all accredited persons on the basis of a passport (or equivalent) and submit such guarantee in writing to FINA.

3. **VENUE REQUIREMENTS & TECHNICAL FACILITIES**

- 3.1 **Pools:** The Meet competition pool must be as follows:
 - For the routine section of the competition a minimum area of 12 metres by 25 metres is required, within an area of which 12 metres by 12 metres must have a minimum depth of 3.0 metres. The depth of the remaining area shall be 2.0 metres minimum.
In general, all facilities shall be in compliance with the relevant FINA Rules.
- 3.2 **Seating:** sufficient seating for participants and spectators should be provided. Seating positions along the side of the pool shall be provided for all competitors, team officials and unassigned technical officials, from which they may properly observe training and competition.
- 3.3 **Internet access:** the HMF / OC will ensure that there is an adequate internet connection available in all areas of the venue and that it is accessible to all free of charge.
- 3.3 **Officiating & Technical Equipment:** The HMF/OC shall provide automatic officiating/timing equipment in accordance with FINA Rules.
- 3.4 **Timing Partner Facilities & Services:** Should this become applicable, the HMF/OC shall at its own cost, provide the ASWS Series/Meet 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 Meet.
 - **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.

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- Local Equipment Transportation: local transportation before, during and after the Meet 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 & 50 Amps) and power outlets sufficient to provide the services required.
- Working Conditions: Maintain the Timing Partner working areas at 20°C (+/- 2°C).
- Project Co-ordinator: appoint an English-speaking person to act as a project co-ordinator to work with the Timing Partner's personnel before and during the Meet.
- 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.

The HMF/OC is responsible for securing the provision of both the time-keeping/scoring and results/information services from a Timing Partner to be approved by FINA, if not appointed by FINA.

- 3.5 **Media Facilities:** The HMF/OC shall provide suitable media facilities and procedures for press and photographers in compliance with the FINA Media Guide.
- 3.6 **VIP Lounge:** The NF shall provide a fully furnished, decorated and catered VIP lounge at the Venue, for its own guests and guests of FINA, Sponsors and other guests.

4. PARTICIPATION/ENTRIES & COMPETITION FORMAT

- 4.1 **Participation:** Every National Federation competing in the World Series is requested to register its athletes through the FINA GMS. Should a National Federation enter several solos, duets, mixed duets or team events with members of their national delegation, only the highest ranked solos, duets, mixed duets or team in each event will be considered for the Series' **results and rankings**. The National Federations may enter different athletes in the solo, duet, mixed duet and team events of the various legs of the Series they wish to take part in.
- 4.2 **Registration:** All Federations participating in the competitions of the World Series must be registered by their National Federation in the FINA GMS in accordance with the deadlines.
- 4.3 **Entries:** Entries are to be submitted through the GMS according to the deadlines.
- 4.4 **Information Bulletin:** The HMF/OC shall publish an information bulletin (including entry forms, official hotel and transportation information, venue information, prize money distribution, etc.) to all FINA Member Federations and FINA at least 3 months prior to the meet according to the standard provided by FINA.
- 4.5 **Team Leaders Meeting:** The HMF/OC shall organise a Team Leaders Meeting on the day before the first day of competition of the Meet. The FINA Technical Delegate shall be present at this meeting.
- 4.6 **Draws:** for Solos and Duets, the National Federation that draws number 1 for the technical event cannot be drawn number 1 for the Free event.
- 4.7 **Meet Programme:** Each Meet shall include the following events over the course of three (3) days. If the World Series competition is combined with a National competition, the meet may be conducted over four (4) days.
- Solo Technical Routine
 - Solo Free Routine
 - Duet Technical Routine
 - Duet Free Routine
 - Mixed Duet Technical Routine
 - Mixed Duet Free Routine
 - Team Technical Routine
 - Team Free Routine
 - Team Highlights Routine
 - Team Free Combination

The events of the ASWS and National Championships are to be held separately and the results cannot be combined

The detailed schedule must be sent to FINA as soon as possible but no later than 2 weeks prior to the event.

It is recommended to hold National Championships in the morning sessions and the World Series events in the evening sessions.

In Olympic years, the Artistic Swimming World Series may follow a different format if the events are hosted in conjunction with the Olympic Games Qualifications.



An end of event Gala is expected on the last day of each leg of the ASWS. The routines performed in the Gala must be different from the routines used in the competition. Accessories are recommended and routines are to be approximately two (2) minutes long. The specifics of the Gala are at the discretion of the HMF/OC.

FINA will provide a standard running order template including the same events programme and the awards ceremony, so that all Meets can provide their individual running order in the same format.

Each HMF/OC shall submit their session start times and running order to FINA for approval no later than 6 weeks prior to each Meet.

- 4.8 A Continental Partnership with FINA is open in order for the rankings of each leg of the Series to be used by the respective Continental Association should they wish to establish a continental ranking. The specifics are to be discussed on a case by case basis with each Organising Committee.

5. SCORING & PRIZE MONEY

- 5.1 The Federations accumulate points according to the rankings of each event in the competitions attended as follows:

1st place	50 points
2nd place	40 points
3rd place	30 points
4th place	20 points
5th place	15 points
6th place	14 points
7th place	13 points
8th place	12 points
9th place	11 points
10th place	10 points

For the **Highlights Event** only:

1st place	55 points
2nd place	45 points
3rd place	35 points
4th place	25 points
5th place	20 points
6th place	15 points
7th place	14 points
8th place	13 points
9th place	12 points
10th place	11 points

The top four (4) results of each Federation having participated in a minimum of four (4) competitions of the Series in either solo, duet, mixed duet and/or team category from the 2020 FINA AS World Series meets up to but not including the Super Final will be cumulated to have an overall ranking by category: solo, duet, mixed duet and team (Tech, Free, Free Combo, Highlight).

Furthermore, to be entitled to the prize money, National Federations are required to participate in at least one off-continent meet of the Series up to but not including the Super Final.

In Olympic Years Only: to qualify for the Prize Money, it is mandatory to participate in four (4) meets of the Series in solo, duet and mixed duet category and in three (3) meets in team category.

National Federations are required to participate in at least one off-continent meet of the Series up to but not including the Super Final.

Prize money will be allocated accordingly to the top six (6) Federations in each category.

Prize Money distribution: (USD)

USD	1st Place	2nd Place	3rd Place	4th Place	5th Place	6th Place
Solo: Tech & Free	15'000.-	10'000.-	8'000.-	6'000.-	5'000.-	4'000.-
Duet: Tech & Free	20'000.-	10'000.-	8'000.-	6'000.-	5'000.-	4'000.-
Mixed Duet: Tech & Free	20'000.-	10'000.-	8'000.-	6'000.-	5'000.-	4'000.-
Team: Tech, Free, Combo & Highlights	45'000.-	25'000.-	15'000.-	8'000.-	6'000.-	4'000.-
					USD	257'000.-

Pathway:

Participants obtain points in each category (solo, duet, mixed duet and team) selecting freely the different competitions to attend but reflecting the minimum participation requirements mentioned above.



For Solo and Duets/Mixed Duets, National Federations are free to enter either the Technical event, Free event or both. For teams, National Federations are free to enter the Technical, Free, Free Combination and/or Highlight event. It is not mandatory to enter each event in each category however the points are cumulated by category: solo, duet, mixed duet and team.

Different combinations of athlete participation are possible as long as the minimum number of events are completed. For example: countries may obtain points for the solo prize money by competing in three (3) solo tech events and one (1) solo free event with different athletes in four different competitions.

In the team category, any combination of four possible events (Team Free, Team Tech, Team Combination or Highlight Routine) would be valid as long as the National Federation competed in four team events at four different competitions.

Tie situation

In case of a tie for any prize money position, the prize money corresponding to the number of placings tied will be divided in equal parts to the countries affected.

For example, if there is a tie for the 3rd place by two countries, the money prize assigned for 3rd and 4th places will be added up, divided in two and delivered to both, and the next placement will be the 5th place

6. SUPER FINAL

Following the completion of the last leg of the Series, the first twelve (12) ranked National Federations in each category are allowed to take part in the Super Final competition regardless of the number of events they took part in during the Series. In the event of a withdrawal or in a case of non-participation by an eligible Federation the next ranked Federation in that category will be invited to participate.

An additional prize money will be allocated for the Super Final only, based on the sum of the technical and free results by category, according to the ranking of the Super Final (without any reference to the points of the Series). The distribution of the prize money will be done as follows:

USD	1 st Place	2 nd Place	3 rd Place	4 th Place	5 th Place	6 th Place
Solo: Tech & Free	USD 20'000	USD 15'000	USD 10'000	USD 7'000	USD 5'000	USD 4'000
Duet: Tech & Free	USD 20'000	USD 15'000	USD 10'000	USD 7'000	USD 5'000	USD 4'000
Mixed Duet: Tech & Free	USD 20'000	USD 15'000	USD 10'000	USD 7'000	USD 5'000	USD 4'000
Team: Tech, Free, Combo & Highlights	USD 40'000	USD 35'000	USD 20'000	USD 15'000	USD 10'000	USD 7'000
						310'000.-

Format: it is a three (3) day event.

DAY 1	DAY 2	DAY 3
<ul style="list-style-type: none"> • Solo Technical • Duet Technical • Mixed Duet Technical • Team Technical 	<ul style="list-style-type: none"> • Solo Free • Duet Free • Mixed Duet Free • Team Free 	<ul style="list-style-type: none"> • Highlights • Free Combination • End of event Gala

Medals will be awarded to the first three (3) highest ranked National Federations of the Super Final according to the overall Super Final ranking, by event: technical solo & free solo, technical duet & free duet, technical mixed duet & free mixed duet and technical team, free team, highlights and free combination (total of 10 medals).

6 DELEGATES, TECHNICAL OFFICIALS & JUDGES

6.1 FINA Delegates: For each Meet, FINA will nominate a Technical Delegate and a Judge's Evaluator. FINA may also appoint a Media Delegate to attend the Meets. FINA will cover their travel and accommodation expenses to and from the Meets. The OC is kindly required to make arrangements for accommodation, local transportation and accreditation. The OC is required to work with our Press delegate/correspondent and allow him/her access to information, results and photos.

The Technical Delegate shall submit written reports to FINA, covering the administration and conduct of the Meet, including the official hotels, meals and dining facilities, transportation, venue and competition facilities, protocol, etc.

6.2 Technical Officials: Every participating NF must bring an A or a G judge to every meet they enter. The A or G judge must have successfully passed the Judges Exam administered at a FINA Artistic Swimming



Judges Certification School, the online annual exam and be on the current FINA List. The list of judges for each competition should be sent in advance to FINA.

- 6.3 **Neutral Judges:** In the event of low foreign participation in a ASWS Leg FINA will appoint one (1) to two (2) neutral judges to ensure a balance between the judges' nationalities. Federations may apply to send one (1) neutral judge per Federation to ASWS events.
- 6.4 **Practice Judges:** Each National Federation is allowed to send one (1) practice judge per leg. To be accepted the judges must have passed the FINA Development School – Advanced category test.
- 6.5 **FINA Office:** The HMF/OC shall provide an office at the venue for use by the FINA Delegates and FINA representatives, with internet connection, a photocopier and printer, and a suitable number of chairs and desks.

7. MEDICAL SERVICES

- 7.1 The doping control testing at the Meet will be organised and implemented according to FINA DC Rules and the WADA International Standards, and under the supervision of the FINA Medical & Doping Control Delegate.
- 7.2 The HMF/OC shall designate a qualified doping control/medical officer and co-operate fully with the FINA Doping Control Delegate in conducting the doping control tests at the Meet in accordance with FINA DC Rules.
- 7.3 The HMF/OC will cover the cost of the doping control measures, with a minimum of 6 tests, and the analysis will be made at the WADA-accredited laboratory in the host country, or as agreed with FINA.
- 7.4 The HMF/OC shall provide the chaperones to assist in the implementation of doping control measures.
- 7.5 The HMF/OC shall provide the following first aid, and medical services:
- Appointment of a suitable qualified Meet medical officer/doctor.
 - Free medical service for all competitors and officials at the Meet venue.
 - First aid facilities at the official hotels.
 - Designation of a local hospital and provision of information to teams on local doctors, pharmacies, dentists, etc.
 - Rooms for Massage services at the official hotels and competition venue

8. MARKETING RIGHTS & TELEVISION

- 8.1 **International Marketing Rights:** FINA retains all rights to exploit the International Marketing Rights to the ASWS, which means the following:
- ASWS title partnership/sponsorship rights;
- 8.2 **National Marketing Rights:** FINA grants to each HMF/OC the right to exploit the National Marketing Rights to their respective Meet 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 Meet and to receive other benefits and support as follows:
- Sale of sponsorship and advertising rights (excluding any company conflicting with the International Marketing Rights of FINA), including the appointment of a presenting sponsor for its Meet (provided that such sponsor does not conflict with any FINA-appointed sponsor). In such cases the meet shall be referred to as the:
 - FINA Artistic Swimming World Series - [*City, Year*], presented by [*Event Sponsor*];
 - Grant aid or other support from national/regional/local government and other public institutions;
 - Hospitality at the Meet;
 - Meet ticketing/admissions;
 - Concession sales at the Meet venue (gifts, food and beverage, etc.);
 - Sale of a Meet programme and advertising in any Meet programme; and
 - Sale of merchandising items bearing the Meet name/logo.

The signage/venue dressing opportunities are described on the FINA Brand Platform.

- 8.3 **Event Title & Logo:** The HMF/OC shall only use the ASWS 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 submit all materials bearing the ASWS Event title and logo to FINA for its prior approval.

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

Please kindly note that the logo of the event can be found on FINA's Brand Guidelines platform: <http://www.fina-brand.com/download/fina-events>.

- 8.4 **Uniforms:** The HMF shall be responsible for the provision of clothing to the judges, pool deck officials and FINA Delegates, to be worn for all competition sessions. Such clothing shall consist at minimum of two (2) polo shirts, which shall respect the FINA branding and use white or purple for all judges and pool deck officials. The polo

shirts for the Series events must only bear the FINA logo. It is also recommended for the judges and officials to wear black trousers.

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

The HMF may at its own cost, print additional logos of its event sponsors on any clothing, 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.

8.5 Video & Broadcast Coverage:

(a) **Video-Screen Coverage LED** – FINA strongly recommends that if possible the event organisers use cameras to provide a live video feed to a video-screen in the venue, to allow for spectators to better follow the competition.

(b) **Production of a Live Stream** – FINA requires that the event organiser arranges to provide continuous live coverage of the finals sessions, as a live stream, with the signal starting at least 10 minutes prior to the presentation of the judges, and ending at least 10 minutes after the end of the competition session, including any medal/awards ceremony. The event organiser shall provide the coverage to FINA by means of an RMTH H.264 format live stream, via an internet connection streaming at a minimum of 5MBPS, or in accordance with FINA's other technical specifications.

(c) **Provision of Broadcast Quality Footage to FINA** – In order to enable FINA to compile event video reports for social media and other broadcast use, event organisers must provide FINA with broadcast quality footage in high definition, in a digital format, to be delivered to FINA as soon as possible after the event, either as digital files on a HDD, or by means of file transfer. A minimum of 30 minutes of unedited footage should be provided, however more is always better. The following are of particular importance:

- Pre-event athlete/coach interviews
- Competition routines
- Venue/host city scenic & crowd shots
- Awards ceremony
- Post-event athlete/coach interviews

In addition, FINA strongly recommends that the event organisers encourage the participation of local TV and media platforms to cover the event for their own viewers. Event organisers should facilitate their participation by providing relevant accreditation and access at the event venue.

8.6 International TV Rights: FINA retains all rights to exploit the broadcast of the Basic Feed in every country worldwide except for the host country of the Meet ("International TV Rights").

All rights relating to the Meet not expressly granted to the HMF are hereby reserved by FINA. In particular, FINA owns all new media rights relating to the Meet, including the right to broadcast or otherwise exploit the Meet on the Internet or by wireless media including the sale of clips of the Basic Feed.

FINA may at its sole discretion share all or part of any net benefit gained from the exploitation of the International TV Rights with the HMF's/OC's.

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

9. MEDIA & PRESS SERVICES

9.1 Press Officer: The HMF/OC shall appoint a Press Officer responsible for all Meet media and press operations at least 3 months before the Meet.

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

The Press Officer must develop a strategy covering 3 phases:

a) Pre-Meet:

- establish a list of the main local media, including the National News Agency, the main national and regional written publications, radio and TV stations and develop with them a media plan to maximise the promotion of the Meet;
- regularly send information to the media and FINA Communication Department about the Meet preparation (swimmers, venues, accredited press, etc.);

- plan and supervise the set-up of the press facilities at the venue, following the principles set out in the FINA MEDIA GUIDE.
 - check and approve the accredited media for the Meet;
 - make its utmost to create awareness of the event through an effective promotional plan.
- b) **During the Meet:**
- Ensure the distribution to the media of the relevant information concerning the Meet: results, standings, comments, interview/press conferences quotes, information from the National Federations, etc.
 - Ensure good working conditions for the media representatives;
 - Maintain a permanent contact with the FINA Communication Department to assure the diffusion of information throughout the world.
 - Implement side activities such as swim master class, press conference in iconic location, athletes' autograph session, invite "Hall of Fame" athletes to come and be part of the competition, etc.
 - The contact between the Meet Press Officers and the FINA Communication Department shall be by email (press@fina.org).
- c) **Post-Meet:**
- prepare a final report for the FINA Communication Department including the effective media coverage, press clippings, Meet photos, activities around the Meet (e.g. ceremony with the presence of official personalities, sponsor activities, etc.)

9.2 **Information Distribution:** The HMF/OC shall ensure the distribution of Meet information to national/local and international press agencies of participating nations and written press, local media and to FINA (for circulation to international media).

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

The information to be distributed includes:

- Press releases and website articles (generated in co-operation between the Meet Press Officer and FINA Communication Department),
- Entry List and Start Lists (produced by the timing company and distributed by the Meet Press Officer on-site to the accredited press (including TV broadcasters), on the Meet website and sent to the FINA Communication Department),
- Results/Ranking of swimmers since the beginning of the ASWS (produced by the FINA Communication Department and FINA Scorer) and distributed by FINA to the International Media and published on the FINA official website.

9.3 **Press Information Kit:** The HMF/OC shall prepare a press information kit giving detailed Meet information and distributed at the press conferences before the Meet, as well as via the Meet website. The kit must include:

- Detailed presentation of Meet 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 Meet Press Officer and the FINA Communication Department
- Starter, Referee and FINA Delegates' names
- List of FINA and World Cup personalities

The press information kit, as well as the official programme and daily press releases shall be distributed to: FINA representatives on site, participating National Federations, TV Broadcasters, accredited media, sponsors, VIP guests, etc.

9.4 **Press working room:** The HMF/OC shall provide and furnish a press working room, which must have direct access to the press tribune and include: tables and chairs, power outlets for PCs and telephones, internet access (wireless connections are desirable); TV monitors showing the competition; and refreshments. A separate photographers' working area should be provided.

The HMF/OC shall provide a computer with an Internet connection and a printer for the journalists to consult the FINA official website and the local website of the competition.

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

9.6 **Press Conference Room:** The HMF/OC shall provide and furnish a press conference room for the duration of the Meet, very close to the press working room and accessible to the coaches and the swimmers without them having to pass through any zone open to the public. The room must be big enough for a minimum of 25 journalists and a TV crew, with a head table for 4 persons. At least 1 microphone must be provided for the head

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table and another for the interpreter as well as one wireless microphone for the questions. The HMF/OC shall provide and furnish a backdrop behind the head table with the ASWS Event title and logo, as per the FINA guidelines.

- 9.7 **Press Conference:** The HMF/OC shall stage a pre-Meet press conference on the day before the first day of competition.

During 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.

- 9.8 **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.

- 9.9 **Promotion:**

Each OC/HMF should:

- Identify its website URL and social media platforms (Facebook, Twitter, YouTube etc.) to FINA (who will share with all the events).
- Be active on social media (this is where the AS community and fan base can most easily be reached), meaning pre-event promotion, and during the event, news updates + pics + video clips
- Identify that the event is part of the WS - use of the WS logo, WS hashtags, etc. wherever possible.
- Follow/like the social media posts of the other WS events, and to share the social media posts of other WS events.
- Use the common WS hashtags and basic Artistic Swimming hashtags in all WS event posts, in addition to any event specific hashtag the event organiser uses.

10. TRAVEL, VISAS & TRANSPORTATION

- 10.1 FINA will pay for international travel expenses for the designated FINA Delegates and any other representatives appointed by FINA to attend each Meet.

- 10.2 **Visas:** The HMF/OC shall make best efforts with its government regarding entry visas for all Meet competitors and team officials from any National FINA Member Federation, as well as for FINA officials and media attending the Meet. Visa requirements for FINA officials shall be provided and is the responsibility of the respective HMF/OC.

- 10.3 **Local Transportation:** The HMF/OC shall welcome all entered athletes, team officials and FINA Delegates and Judges 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 free of charge for the following persons for the duration of the Meet and 2 days prior thereto, plus the day after the conclusion of the Meet: FINA Delegate and FINA Evaluator.

11. ACCOMMODATION & MEALS

Accommodation and meals expenses are to be borne by each participating National Federation unless otherwise specified by the Host Federation.

Organisers are highly recommended to charge a non-refundable fee from each participating Federation to prevent extra costs due to last-minute cancellations.

12. NATIONAL ANTHEMS AND MUSIC CDs

Team Managers/Coaches are responsible for submitting their music on Audio CDs in wav format with a high-quality sound and /or electronically to the Sound Center Manager.

Each submission shall be labelled as to event, name of the competitors and national federation. During practice sessions Team Managers/Coaches should check their music with the Sound Center Manager.