

ABOUT THE GUIDE

This Guide has been written specifically for Team Leaders with the purpose of ensuring you are well informed about the sports procedures, facilities and services at the FINA Swimming World Cup 2018 – Eindhoven (NED) event, providing an orientation for our sport.

The information in this Guide is organized into three sections: The first section, General Information, refers to key dates, key personnel and also provides some of the most important contact numbers in case of emergency. The second section, Competition Information, provides complete details on the venue, rules, competition format and post-competition procedures. Then the third section, Training, includes data on the training site and schedule.

LOC Eindhoven (NED) 2018 has made every effort to ensure that the information contained in this Guide is correct and up-to-date at the time of publication (09/17/2018). However, Team Leaders are advised to check with the Sport Information Desk regarding any changes to information included in this guide.

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GENERAL INFORMATION

Key Dates

Opening of the Venue	09/26/2018
Team Leader Meeting	09/27/2018
Competition start	09/28/2018
Competition end	09/30/2018

KEY CONTACTS

The organization is reachable through the e-mail address wcseindhoven@tigsports.nl

Team Hotels

Van der Valk
Aalsterweg 322, 5644 RL Eindhoven
+31 40 211 6033

<https://www.hoteleindhoven.nl/en>

Bastion Hotel
Laan van Diepenvoorde 30, 5582 LA Waalre
+31 40 209 2055

<https://www.bastionhotels.com/en-gb/hotels/hotel-eindhoven>

FINA Swimming World Cup 2018 – Eindhoven | Netherlands

Marius van Zeijts	President Royal Dutch Swimming Federation
André Cats	Technical Director Dutch Swimming Federation
Jan Kossen	General Director Dutch Swimming Federation
Pieter van den Hoogenband	Tournament director
Norbert Chevalier	Finance
Willem Overdiep	Projectleader / Operations
Yvonne Tamminga	Projectleader
Yvon Roelofs	Projectleader
Lennart van Stekelenburg	Competition director
Marielle Vugs	Competition coordinator
Toine van Diessen	Anti-doping
Gitta Hanrath	Accommodation
Josette Smit	Hospitality / Catering
Simon Keijzer	Media Manager
Ellis Halbmeijer	Press & Communications
Jan Zweekhorst	Transport
Sofie Munsters	Team Services & Accreditation
Michèle de Ruijter	Side Events
Yoni van Aagten	Volunteers

Emergency Calls 112

COMPETITION INFORMATION

The FINA Swimming World Cup 2018 – Eindhoven, Netherlands (NED) meet will be held in 8/10 lanes, 25 meter competition pool.

Heats will be held using up to 10 lanes, Finals will be held using 8 lanes and the 3-day competition programme shall be as outlined below. All events will be swum with heats and finals, except the 800m freestyle women, 1500m freestyle men, and 400m individual medley men and women, to be staged as timed finals with the slowest(s) heats(s) during the morning session and the fastest heat during the Finals session.

Cluster 2 & 3 (25m) – 3 days event (Heats – morning; Finals – evening)

Friday: 28 September 2018				Saturday : 29 September 2018			
Warm up heats		09.00 - 10.30		Warm up heats		07.30 - 09.00	
Heats		10.30 - 12.30		Heats		09.00 - 11.00	
Warm up finals		18.10 - 19.40		Warm up finals		14.00 - 15.30	
Finals		19.40 - 22:00		Finals		15:30 -18:00	
1	400m freestyle	W	19:39	1	400 IM	W	15:28
2	400m freestyle	M	19:48	2	1500 free	M	15:37
<i>start TV broadcast</i>		20:00		<i>start TV broadcast</i>		16:00	
3	100m IM	W	20:03	3	50 backstroke	M	16:03
4	100m IM	M	20:10	4	200 free	W	16:09
5	50m backstroke	W	20:16	5	200 IM	M	16:16
6	200m backstroke	M	20:22	6	100 backstroke	W	16:23
<i>award ceremony event 1 to 5</i>		20:32		<i>award ceremony event 1 to 5</i>		16:32	
7	200m butterfly	W	20:38	7	50 breaststroke	M	16:37
8	100m butterfly	M	20:45	8	50 butterfly	W	16:43
9	200m breaststroke	W	20:52	9	100 free	M	16:48
10	100m breaststroke	M	21:00	10	100 breaststroke	W	16:54
11	50m free	W	21:06	11	200 butterfly	M	17:01
12	50m free	M	21:12	12	4 x 50 freestyle	mixed	17:08
<i>award ceremony event 7 to 12</i>		21:22		<i>award ceremony event 7 to 12</i>		17:18	

Sunday: 30 September 2018			
Warm up heats		07.30 - 09.00	
Heats		09.00 - 11.00	
Warm up finals		14.15 - 15.35	
Finals		15:30 -18:00	
1	400 IM	M	15:35
2	800 free	W	15:44
<i>start TV broadcast</i>		16:00	
3	100 butterfly	W	16:03
4	50 butterfly	M	16:09
5	200 backstroke	W	16:15
6	100 backstroke	M	16:22
<i>award ceremony event 1 to 5</i>		16:31	
7	50 breaststroke	W	16:36
8	200 breaststroke	M	16:42
9	100 free	W	16:49
10	200 free	M	16:55
11	200 IM	W	17:02
12	4 x 50 medley	mixed	17:09
<i>award ceremony event 7 to 12</i>		17:20	

In addition to the above mentioned, interviews with race winners/stars are foreseen after each race. All announcements, instructions, and commands during the event will be delivered in English.

RULES

All events included for competition shall be conducted under the rules of FINA.

TEAM LEADERS MEETING

A Managers/Representatives meeting will be held at the competition venue in room Mutli 1 (in front of the World Cup Lounge) on 09/27/2018 at 17:00.

The FINA Technical Delegate shall chair this meeting. This will be the only opportunity for last minute entry changes (any withdrawals, but additional entries only for duly entered members of national teams - no additions for club representatives) for duly entered national teams and clubs.

- (a) Scratches for the first session of heats are due by the close of business of the Managers/Representatives Meeting.
- (b) Scratches for each session of heats are due 1 hour prior to the start of finals the evening before.
- (c) DNS will be fined according to FINA Rules.
- (d) A positive check-in for timed final races should be made in order to avoid open lanes in the finals.
- (e) Any entered competitor may be substituted by another entered competitor at the Team Leaders Meeting. It is mandatory that each NF is represented at the Team Leaders Meeting. Failing to do so will result in a fine of 100 Swiss Francs (GR 7.1)

TEAM ARRIVAL

LOC (Eindhoven - NED) welcomes all members of the participating National Federations at the Schiphol International Airport <https://www.schiphol.nl/en/> or at Eindhoven Airport <https://www.eindhovenairport.nl/en>. LOC provides transportation services only to/from and between the Airport, the official Team Hotels and the Competition Venue.

Transportation schedules will be available at the Hotel and Sport Information Desk.

If you arrive at Amsterdam Schiphol or Eindhoven Airport, transport to the Team Hotel can be provided at a surcharge. Please contact wceindhoven@tigsports.nl as soon as possible if you need transport from the airport to the hotel. **If you do not book your transport in advance, we cannot guarantee a driver will be there to pick you up.**

Please keep in mind that there are no flights between Amsterdam and Eindhoven. Airway companies like KLM offer free buses with your flight ticket between Amsterdam (Schiphol) and Eindhoven. For more information about this offer [click here](#).

RELAY CARDS

Relay Cards are available from the Sport Information Desk (SID), located at the athlete entrance of the Competition Venue, Pieter den Hoogenband Zwemstadion. Teams are reminded that the names of swimmers competing in relay events, both heats and finals, must be submitted to the SID no later than one (1) hour before the start of the session in which the relay takes place. Relay Cards must list the swimmers' names in the order they are to participate. In medley relays, the swimmers' names and their stroke must be listed. The composition of a relay team may be changed between heats and finals as per Rule SW10.12.

PROTEST AND APPEALS

Protests are possible and shall be resolved under FINA rule GR 10.2. Protests must be submitted to the Resolution Office in writing by the Team Leader with a deposit of 100 Swiss Francs or its equivalent and within 30 minutes following the conclusion of the respective event.

VENUE

Change Rooms

Athletes' change rooms are provided with facilities including showers, toilets and changing areas, between the warm-up and the Indoor Pool. Separated change rooms are provided for men and women.

Team seating

Team seating appointed at designated areas on the Accredited Seating. Athletes will be able to use the accredited Seating during series.

Video taping

Video taping for teams is permitted from a designated area from the spectator's stand. No other area will be set aside for videotaping.

PRE COMPETITION INFORMATION

Withdrawal

If withdrawal of any team or athlete impacts the execution of the competition schedule, the technical commission shall adjudicate the matter and will take into account the relevant FINA rules in its decision making process.

Sport Information

Sport Information Desk will be located at the athletes entrance at the Competition Venue. The Sport Information Desk will provide the Team Leaders with all the information and services needed to organize and plan their team training and competition. The Sport Information Desk will be operational as per below table:

Date	Times
09/26/2018	08:30 – 13:00 & 17:30 - 21:00
09/27/2018	08:30 – 13:00 & 17:00 - 21:00
09/28/2018	08:30 – 22:30
09/29/2018	07:00 – 19:00
09/30/2018	07:00 – 19:00

The Sport Information Desk will provide essential sport-specific information relating to:

- Training schedules
- Athletes' transport
- Results and starting lists
- Competition Schedule
- Entry List by Event
- Official Communications
- Medal Standings

Individual pigeon holes are reserved for each Federation in order to receive and store all information updates and communications on a daily basis.

SWIMWEAR AND ADVERTISING

Identification in the form of logos on swimwear, i.e. swimsuit, cap and goggles, and pool deck equipment, i.e. track suits, official's uniforms, footwear, towels and bags, is permitted in accordance with regulations established in the [By-Laws](#) (BL 7). A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements. (GR 6.1).

Advertising identification appearing on swimwear, pool deck equipment is permitted as established in the By-Laws (BL 7).

Any advertising identifications which are not indicated in these regulations are not permitted. In the event that any clothing or other items of equipment contravenes these regulations, the competitor must immediately remove the offending item(s) and replace it/them with clothing that complies with FINA rules. In the event that the breach is not immediately remedied the competitor may be requested to wear attire provided by the event organizer. **(BL 7.1.7)**

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

Body advertisement is not allowed in any way whatsoever. (GR 6.2).

Advertising for tobacco or alcohol is not allowed. (GR 6.3)

COMPETITION PROCEDURES

Athlete Arrival

Teams will be dropped off at the accredited entry of the location/venue according to the transportation schedule. Teams will be welcomed to the venue by the Sport Information Desk who will be available to help them find their way and give out information.

Athletes and Team Officials must wear their accreditation to gain access to the venue. Without accreditation, immediate access will not be granted which will cause some inconvenience. Failure to wear and clearly display the accreditation pass may negate free movement within the venue and cause unnecessary difficulties for all concerned.

Warm-up areas

Warm-up in the main pool at morning and evening sessions according to the training schedule. Before the final sessions, only athletes competing in a particular final session should use the indoor main competition pool. Other athletes may use the training pool. The 50m training pool and 25m warm up pool are available for warm up and free training as scheduled below.

Athletes are asked to leave the competition pool 15 minutes before the starting of competition. For the swimmers' safety, certain procedures should be followed during all warm-up sessions. Athletes should enter the water feet first making sure no other swimmer is approaching or leaving each end of the pool.

At the commencement of warm-up, all lanes will be circle-swimming, anti-clockwise - keeping to their right. For the final 45 minutes of warm-up sessions, lanes 1 and 10 will become one-way dive sprint lanes, with swimmers diving from the start/finish end of the pool. The training pool will be available for warm-up and training and swim-downs according to the training schedule. During final sessions, the training pool lane 1 will be for dive sprints, lanes 2 to 6 will be for circle swimming (anti-clockwise).

Call room – Medal Ceremonies marshalling area.

For the location of the Call Room see venue map at the end of this document. During Medal Ceremonies the area will be used as a Medal Ceremonies marshalling area too.

Athletes have to report to the Call Rooms with their accreditation cards. In the morning sessions, swimmers should report 15 minutes prior to the official start time of the event or at least three heats before their heat is due to start. During Finals, swimmers should report 15 minutes prior to the start time of the particular event.

Bibs

Bibs will be used in finals and Medal Ceremonies. Bibs will be distributed to athletes when they are taken to the Last Call Room before the start of each final and in the assembly area before victory ceremonies. Bibs must be worn until presentation is finished for the lane. The Bib is to be worn on the chest over the tracksuit. The Bib must be fully visible during athletes' introduction and victory ceremonies. An athlete removing the Bib before being presented at the start of an event or before the completion of the Victory Ceremony shall be subject to a fine according to FINA rules.

Prior to each final, Athletes' Escorts lead the athletes from the Call Room in single file on to the FOP. In the morning sessions, athletes will not have individual introductions. In the evening sessions, swimmers will be introduced to the spectators during entering to take the lanes (swimmer at lane 8 will be the first to be introduced).

POST COMPETITION PROCEDURES

Leaving the Pool

Swimmers should leave the pool using the ladders at the sides of the pool and are requested not to climb over the end of the pool where the Touch pads are placed.

Swimmers should leave the FOP only through the Mixed Zone.

Post-Race Interviews

A brief Post-Race interview (quick and informal) will be contacted on the FOP, in a dedicated area and before entering the Mixed Zone.

Mixed Zone

Mixed Zones are restricted areas at competition venues where athletes are required to pass, usually situated off the FOP. They provide the print and broadcast media with the opportunity to meet athletes for quick and informal interviews on their (or their team's) performance.

Equipment baskets

After swimmers have been accompanied to the Field of Play, they will find equipment baskets designated to each lane. Swimmers are expected to place their clothing and equipment in these baskets prior to their race. Only during Finals the baskets will be removed from the Field of Play and will be placed next at the clothing basket recollection point in order for athletes to collect their clothing and equipment as they exit from the deck after having passed the mixed zone (see venue map).

Escort Awards / Swim-Down

After passing through the mixed zone, swimmers can collect their clothes and move to the warm-down pool or their seating area. At this point, an Awards Escort will be approach the medal winners, to confirm their presence in the Victory Ceremony marshalling area within the required timeframe.

Victory Ceremonies Marshalling area is located close to the call room. In this area, swimmers will be briefed regarding the medal awards process. Medal winning swimmers should report to the Victory Ceremony marshalling area with their team suit. During the victory presentation, escorts will stop swimmers at specified positions where photographers will be.

RESULTS

During competition, the results will be displayed on the Public Scoreboard. After verification, the results will be distributed in the venue. If a corrected version (e.g. 2.1) of a previously distributed output is produced, it should contain a “CORRECTED” stamp, with the sequence number.

FINA Swimming World Cup results will be available on the FINA website www.fina.org, the FINA official results app: <https://www.fina.org/content/fina-application> and www.omegatis.com.

DOPING CONTROL

Doping Control will be conducted in accordance with the International Standards for Testing and Investigation and FINA Doping Control Rules. Samples will be screened for prohibited substances and methods as listed in the WADA latest Prohibited List in force at the time of the event. All samples will be sent for analysis to the WADA-accredited laboratory.

In accordance with the International Standard for Testing and Investigation, athletes selected for Doping Control must be informed in person of their selection. Athletes will be asked to sign the Doping Control Form upon notification. All athletes selected should report to the Doping Control Station immediately and will be allowed to delay reporting to the Doping Control Station only for reasons such as; locating a representative/interpreter, warm-down, attending a media conference or Victory Ceremony, or receiving medical treatment. Athletes will be informed of their right to be accompanied to the Doping Control Station by an accredited team official. Once selected for Doping Control, a doping control official will remain with the athlete until arrival at the Station.

Note: Evading Sample collection, or without compelling justification, refusing or failing to submit to Sample collection after notification as authorized in these Anti-Doping Rules or other applicable anti-doping rules. will constitute an anti-doping rule violation.

MEDAL CEREMONIES

Parades of the Champions will be conducted in each day, evening session and in accordance with FINA protocol for the Swimming World Cup concept.

Participants are required to wear their National Federation uniform or tracksuit, and shirt and shoes. Any athlete wearing inappropriate or prohibited attire will not be allowed to participate in the Parade of the Champions.

At the end of the finals, FOP Assistants will escort the winners to the victory ceremony marshalling area where they will be briefed by Ceremonies staff.

PRESS CONFERENCES

Accredited media will have the opportunity to speak to athletes, coaches and team officials at the competition venues at press conferences and upon a request or as needed. Press Conference Room is located in close proximity to the Media Centre and athletes will be escorted by Sport staff to that area.

TRAINING

Venue Details

During the event the Pieter van den Hoogenband swimming stadium (PvdH Stadium) will be used as both training and competition pool.

Pieter van den Hoogenband Zwemstadion
Location Nationaal zwemcentrum de Tongelreep
Address: Anton Coolenlaan1, 5644 RX, Eindhoven, The Netherlands

- Number of swimming pools : 3
- Competition pool: 10 lanes x 25 x 3m deep
- Warm up pool: 8 lanes x 25m x 5m deep
- Training pool: 4 lanes x 50m x 3m deep
- Facility equipped with fully automatic officiating system

Training Schedule

	09/26/2018	09/27/2018
Training pool (50m)		
Diving Pool (25m)	09:00 – 12:30 18:00 – 20:30	09:00 – 12:30 18:00 – 20:30
Competition Pool (25m)		

OPEN Training for all participating delegations. Please, collect the latest updated Training Schedule from the Sport Information Desk.

Medical Services at Competition /Training Venue

A doctor is available during all official training /competition periods.

Transport Schedule

Transportation schedules will be provided upon arrival at the Hotel entrance and the Sport Information Desk. The transport service to the training commences in 09/26/2018.

Afterparty

This year there will be no official afterparty at the end of the Swimming World Cup Eindhoven, as the World Cup is hosted in the middle of the World Cup season this time.

Venue Map

