

FINA/airweave Swimming World Cup 2017

General Information Sheet Berlin, Germany – 06-07/08/2017 Schwimm- und Sprunghalle im Europa-Sportpark (SSE)

Deutscher Schwimm-Verband e.V. has the honour and pleasure to invite you to the FINA/airweave Swimming World Cup 2017 meet, to be held in Berlin, Germany (GER).

The following information has been designed to assist your National Federation in its decision to attend this event.

Please note that all the events in the FINA/airweave Swimming World Cup 2017 series will be conducted according to FINA Rules.

EVENT CONTACT

Should you have any questions or queries regarding the information provided in this document please feel free to contact Deutscher Schwimm-Verband e.V.:

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EVENT KEY DATES

June 21, 2017	Preliminary Accommodation
July 02, 2017	Final Accommodation
July 22, 2017	Final Nominations, Sports Entries, Travel Details
August 05, 2017	Managers Meeting (SSE @ 17:00 / Press Conference Room)
August 04-05, 2017	Official Training - OPEN (08:00 – 12:00 hrs & 16:00 – 21:00 hrs)
August 06-07, 2017	Competition

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Sites and Dates for the FINA/airweave Swimming World Cup 2017

Cluster 1

Moscow (RUS) August 2/Wed – 3/Thu
 Berlin (GER) August 6/Sun – 7/Mon
 Eindhoven (NED) August 11/Fri – 12/Sat

Cluster 2

Doha (QAT) Sept 22/Fri – 23/Sat
 Dubai (UAE) Sept 26/Tue – 27/Wed
 Hong Kong (HKG) Sept 30/Sat – Oct 1/Sun

Cluster 3

Beijing (CHN) Nov 10/Fri – 11/Sat
 Tokyo (JPN) Nov 14/Tue – 15/Wed
 Singapore (SIN) Nov 18/Sat – 19/Sun

PARTICIPANTS

Meets are open to entries from all national member federations of FINA and except for clubs within its own country, the HMF shall correspond with, and accept entries, only from national member federations of FINA, and not with clubs, coaches or individual swimmers. The HMF may choose to send a National Team and/or Club Representative. **The number of club swimmers may not exceed 200.**

HMF are encouraged to continue inviting top athletes, most specifically individual medallists of the last Olympic Games (Rio 2016), FINA World Swimming Championships (25m) (Windsor 2016) and FINA World Championships (Budapest 2017).

Individual medallists will have access to the final as per following criteria:

	Olympic Games (Rio 2016)	Windsor (CAN) 2016	Budapest (HUN) 2017
Cluster 1	Gold, Silver, Bronze	Gold, Silver, Bronze	
Cluster 2	Gold	Gold and Silver	Gold, Silver, Bronze
Cluster 3	Gold	Gold and Silver	Gold, Silver, Bronze

These invited athletes are required to sign off the “athlete declaration form” in which he/she agrees to make themselves available in a minimum one (1) hour per day during the meet in promotional activities linked with the meet.

Each HMF shall be obliged to enter National Stars’ within the Host Country meet and shall use its best efforts to ensure the attendance of top swimmers in all other Meets.

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ENTRY PROCESS & PROTOCOL

Registration: All National Federation registration and entries will take place online through the **FINA General Management System (GMS)** via <https://data.fina.org> Each national federation will access the system to complete their registrations before the designated deadline for each event. Support and assistance will be provided by the GMS Support Team via aquaticsdb@fina.org.

The entries of Club Athletes will be supported by the Organising Committee directly (not through the FINA GMS).

All national federation swimmers – also medal winners as outlined above – will enter through the GMS. It is then known in which event(s) medal swimmer(s) will take part.

All other participants will have to qualify in the Heats for the remaining spots in the Final(s). If a “medal swimmer” wants to swim any other event than the one where he/she is medalled, he/she has to qualify through the Heats. There are no Semi-Finals.

Medal swimmers should be seeded in the Finals by their best time achieved in a 25m pool according to the FINA Rankings. If no 25m pool time is available in the FINA Rankings a 50m pool time from the FINA Rankings may be used.

Entry Times:

The entry times will only be accepted if they have been completed within the maximum qualifying period of 15 months prior to the entry deadline. All times outside of this qualifying period will not be accepted. In the case of Berlin, Germany, the qualifying period for entry times is from 22/04/2016 to 22/07/2017.

FINAL Sport Entries Deadline:

Athlete nominations and sport entries into individual and team events must be completed and submitted 10 days before the start of the first meet of the cluster, but no later than **July 22, 2017**.

Team officials and NF Representatives shall also be registered by the deadline of 22nd July, 2017

All “medal swimmers” as outlined above shall have a direct access to the relevant final of the event where they won individual medals.

The total number of individual entries by swimmer and by meet is limited to 4 (four).

For relays, entries are accepted as follows: one team per relay per nation/NF, plus any club team from the domestic HMF.

Protocol

Costume Protocol - Swimwear worn shall be according to FINA by-laws BL7 and BL8.

MANAGERS/REPRESENTATIVES MEETING

A Managers/Representatives meeting will be held at the competition venue on **05 August 2017 at 17:00 hrs**. One representative from each National Federation/Club must attend this meeting. No show will be fined CHF 100 according to GR 7.1. This will be the last opportunity to make entry changes for duly entered National Teams and Clubs.

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- Scratches for the first session of heats are due by the close of business of the managers/representatives meeting.
- Scratches for the second session of heats are due one (1) hour prior to the start of finals the first evening.
- DNS will be fined according to FINA Rules.

COMPETITION INFORMATION

The FINA/airweave Swimming World Cup 2017 - Berlin, Germany (GER) meet will be held in a ten (10) lane, 25 metre competition pool. The competition will consist of the following individual events for Women and Men:

Women:

- | | |
|---------------------|-----------------|
| - Freestyle | 50m, 200m, 400m |
| - Backstroke | 50m, 200m |
| - Breaststroke | 100m, 200m |
| - Butterfly | 50m, 100m |
| - Individual Medley | 100m, 400m |

Men:

- | | |
|---------------------|-------------------|
| - Freestyle | 100m, 200m, 1500m |
| - Backstroke | 100m, 200m |
| - Breaststroke | 50m, 100m |
| - Butterfly | 50m, 200m |
| - Individual Medley | 200m, 400m |

Mixed Relays:

- | | |
|---------------------|---------------|
| - Freestyle | 4 x 50m Mixed |
| - Individual Medley | 4 x 50m Mixed |

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. No semi-finals shall be swum in any Meet.

Heats will be held using 10 lanes, Finals using 8 lanes.

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Competition Programme – Meet 2 of the Cluster:

Day 1 – 06 August 2017 12 events	Day 2 – 07 August 2017 12 events
Heats: 10:00 hrs* Finals: 17:30 hrs*	Heats: 10:00 hrs* Finals: 17:30 hrs*
<ul style="list-style-type: none"> • 100 m Breaststroke Men • 50 m Butterfly Women • 100 m Freestyle Men • 400 m Ind. Medley Women • 200 m Backstroke Men • 50 m Backstroke Women • 50 m Butterfly Men • 200 m Freestyle Women • 1500 m Freestyle Men • 200 m Breaststroke Women • 200 m Ind. Medley Men • 4 x 50 m Medley Mixed 	<ul style="list-style-type: none"> • 100 m Ind. Medley Women • 200 m Butterfly Men • 200 m Backstroke Women • 50 m Breaststroke Men • 50 m Freestyle Women • 200 m Freestyle Men • 100 m Butterfly Women • 100 m Backstroke Men • 400 m Freestyle Women • 400 m Ind. Medley Men • 100 m Breaststroke Women • 4 x 50 m Freestyle Mixed

* Please note: Times are subject to change due to external reasons (TV, etc.).

Each event will follow the same running order and in terms of ceremony, there will be only one (a parade of Champions) at the very end of day, with interviews with race winners/stars 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.

SCORING AND PRIZE MONEY

1. **BY MEET**

1.1 **By Event**

a) Medal points

At each Meet, the competition programme includes 22/23 individual events for women and men. For each individual event, the points are awarded as follows:

First place (Gold Medallist):	12 points
Second place (Silver Medallist):	9 points
Third place (Bronze Medallist):	6 points

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In case of tie, both swimmers receive the same number of points (eg. two winners 12 points each, 6 points for third).

b) Prize money for Medallists

For each individual event, the prize money shall be distributed as follows:

First place:	US\$ 1,500.-
Second place:	US\$ 1,000.-
Third place:	US\$ 500.-
Fourth place:	US\$ 400.-
Fifth place:	US\$ 300.-
Sixth place:	US\$ 200.-

In case of tie, the prize money will be shared (e.g. if there are two winners: US\$ 1,500 + US\$ 1,000 = US\$ 2,500 to be equally shared i.e. US\$ 1,250 for each swimmer - the third placed swimmer receives US\$ 500.-).

The method of distribution of the prize money shall be announced to the swimmers at each Meet during a briefing or at the Managers/Representatives meeting.

The total amount of the prize money has to be paid to the swimmers without any deductions. The above prize money, US\$ 3,900 per event, amounting to a total of US\$ 89,700 for 23 or US\$ 85,800 for 22 individual events, has to be provided and paid to the swimmers by each HMF/OC.

c) Relays Prize Money

OC will provide the following Prize Money in each meet:

Each Mixed Relay (2 events per meet):

First place:	US\$ 3,000.-
Second place:	US\$ 2,000.-
Third place:	US\$ 1'000.-

OC will provide in total USD 101'700 (for 23 individual events + relays) or USD 97'800 (for 22 individual events + relays).

Only teams representing National Federations (not club) will be entitled to Relay Prize Money (maximum one team/NF per race).

The National Federation of all swimmers winning prize money will inform the HMF/OC as to whether the prize money will be paid to the National Federation or directly to the athlete.

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1.2 Meet Performance points

According to the FINA short course points table of the relevant year, the following additional scoring shall be awarded to the top 3 best performances men and to the top 3 best performances women, swum at heats or finals:

- | | |
|---|-----------|
| - Best performance (highest FINA points table): | 24 points |
| - Second best performance: | 18 points |
| - Third best performance: | 12 points |

These performance points are not cumulative, only the best performance of each swimmer is taken into account.

In case of tie within any of the top 3 swimmers, the second best performance of the relevant swimmers is taken into account, thereafter the third best performance if the tie remains.

1.3 World Records

A swimmer breaking a world record shall receive the following bonuses:

- an extra 20 points
- a prize money of US\$ 10,000.-

A swimmer equalling a world record shall receive the following bonuses:

- an extra 10 points
- no prize money will be distributed

Handling for World Records:

- The payment of US\$ 10,000.- shall be symbolically made with a presentation cheque to be handed out at the awards ceremony
- FINA will provide artwork for a presentation cheque to be used at all Meets
- If in one same event (heat or final) two or more swimmers better the World Record, only the winner of that event will receive the US\$ 10,000.- Prize Money
- World Records achieved at a split will not be considered neither for the 20 bonus points nor for the US\$ 10,000.- Prize Money. To be eligible, World Records must be achieved over the actual competition distance of the event.

1.4 Meet scoring

The Meet Scoring is the total of the Medal points, the Performance points and the World Record points.

One ranking shall be established for men, another for women.

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1.5 Additional Awards/Prizes

- Each 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.
- Airweave gifts will only be given to the two athletes (one man, one woman) with the best performances in each meet, in according to the FINA Points Table. For that, a dedicated and brief ceremony will be held at the end of each leg.

2 BY CLUSTER

2.1 Cluster Scoring

The ranking of each Cluster will be established by adding the Meet Scorings of the relevant Meets of that Cluster, once for men, once for women.

In case of tie, consideration will be given to achievements at any event during that Cluster as follows:

- If a swimmer has broken one World Record (or broke one more WR than the other swimmer), priority is given to the swimmer with this exclusive WR performance
- If both swimmers broke one WR each (or broke a same number of WR), priority is given to the swimmer having the best FINA Points Table WR
- If the tie remains, or if there is a tie between swimmers who have not broken any World Record, priority is given to the swimmer with the highest total of Medal points during that Cluster
- In case of tie with the Cluster Medal points, priority is given to the swimmer with the highest Meet Medal points achieved at any of the Meet of that Cluster

NOTE: to be eligible for this Cluster Scoring, it is compulsory to participate at all Meets of that Cluster.

2.2 Cluster Prize Money

For each Cluster, the following Prize Money will be distributed, once for men, once for women:

1 st place:	US\$ 50,000.-	4 th place:	US\$ 20,000.-
2 nd place:	US\$ 35,000.-	5 th place:	US\$ 10,000.-
3 rd place:	US\$ 30,000.-	6 th place:	US\$ 5,000.-

The total Prize Money per Cluster is US\$ 300,000. - which makes an overall purse of US\$ 900,000.-.

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Handling for the Cluster Winners (first male, first female):

- The payment of US\$ 50,000.- shall be symbolically made with a presentation cheque to be handed out at the awards ceremony
- FINA will provide artwork for a presentation cheque to be used at all Clusters

3 Overall Final Classification

3.1 Overall Scoring

The Overall Top 3 Men and Top 3 Women of the SWC will be decided by adding all Meet Scorings of the participants.

The male swimmer and the female swimmer finishing first of the Overall Scoring shall be declared Winners of the SWC.

In case of tie, priority is given to the swimmer with the best position in any of the Clusters. If the tie remains, prevails the swimmer with one or a higher number of WR performance. If a tie still exists, the WR performance having the best score in the FINA Points Table.

3.2 Overall Prize Money

The total sum of US\$ 300,000.- shall be equally shared between the first Women and the first Men only.

Handling for the Overall Winners (first male, first female):

- The payment of US\$ 150,000.- shall be symbolically made with a presentation cheque to be handed out at the awards ceremony
- FINA will provide artwork for a presentation cheque to be used at the last Meet.

VISA REQUIREMENTS

All visitors to Berlin, Germany should have a valid visa for their entry and stay in the country.

EU nationals do not require a visa to enter the Federal Republic of Germany.

All other foreigners may require a visa for staying in Germany. Please contact the German Embassy in your country or check the Federal Foreign Office's website at <http://www.auswaertiges-amt.de/EN> to find out whether you require a visa and to find all relevant information on application procedures and requirements as well as application forms for different types of visa.

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For all athletes, coaches and accompanying persons who require a letter of invitation to obtain a visa, please use the GMS accordingly and contact Deutscher Schwimm-Verband e.V. at info@swcberlin.de - both well in advance of the event to make sure that your visa is processed in time.

ACCOMMODATION AND MEALS

Deutscher Schwimm-Verband e.V. will organise accommodation to all participating athletes and team officials of that event as per FINA/airweave Swimming World Cup rules & regulations.

The Official Teams hotels for the FINA/airweave Swimming World Cup – Berlin, Germany will be the andel's by Vienna House (4-star superior / www.andelsberlin.com) and the Vienna House easy Berlin (3-star comfort / www.viennahouse.com/en/) each located a four minute walk from the competition venue.

Room rates are:

andel's by Vienna House (4-star superior):

- Single: 169,00 Euro (full board) per night / per person
- Double: 142,00 Euro (full board) per night / per person

Vienna House Easy Berlin (3-star comfort):

- Single: 129,00 Euro (full board) per night / per person
- Double: 122,00 Euro (full board) per night / per person

Federations shall send preliminary accommodation up to **June 21, 2017**.

Changes on hotel reservations can be made before the final accommodation period. To avoid cancellation charges the Accommodation section must be notified of any amendments or cancellation latest by **July 02, 2017**.

After the above-mentioned date reservations will be obligatory to each National Federation.

“NO SHOWS” will be fully charged for the whole reservation period without any deductions.

NOTE: Please use our accommodation form (PDF) for hotel reservations. Make sure to use the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting <https://get.adobe.com/de/reader/>.

Please check the information bulletin available upon your arrival at the venue for mealtimes. For any questions about the hotel reservation, please contact us via info@swcberlin.de.

LOCAL TRANSPORTATION

Free transportation is provided for all athletes, coaches and accompanying persons having booked with the Local Organizing Committee (LOC) in the official event hotel. We provide transportation from

Airports:

- Berlin-Tegel (TXL)
- Berlin-Schönefeld (SXF)

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NOTE: Please make sure to inform the LOC which airport the person(s) to pick-up is(are) arriving at.

Railway station:

- Hauptbahnhof Berlin (central railway station)

to the official event hotel and vice versa.

After your arrival please proceed as mentioned below:

- The LOC transportation service will pick you up directly at your arriving gate.
- If you miss the LOC driver, ask for the information desk in the main hall and wait there, please.
- If you need further help, please call the LOC (Local Organizing Committee) office at Tel. +49 (0) 30 / 814 525 107.

The LOC will facilitate Airport Welcome and Transportation services upon receipt of the Travel Information via the FINA GMS no later than **July 22, 2017**.

PAYMENT OF PRIZE MONEY

Please note that due to German Tax Laws and different tax agreements with the various nations, prize money will not be paid out in cash but by bank transfer only. We highly recommend to ask all athletes to have their bank information ready after the competition to fill out their prize money form at the Prize Money Office. The following information will be needed:

German Nationals with a bank account in Germany, EU Nationals with a bank account in the European Union:	Other Nationals with bank account neither in Germany nor in the European Union:
Full name & address E-Mail address Name of the bank IBAN SWIFT / BIC	Full name & address E-Mail address Name of the bank Address of the bank SWIFT-Code Account no.

VIDEO ANALYSIS

Please note that we only have limited space for video analysis with your equipment. If you intend to make video analysis during the event, please get in touch with the LOC (info@swcberlin.de) to save your spot. Any unauthorized video analysis by any person or team will not be permitted.