As a result of the global pandemic and following the FINA Covid-19 Task Force’s recommendation, all the FINA face to face courses have been cancelled until December 31, 2020, when the situation will be reassessed.

Hereunder you will find the options proposed to mitigate the effects of this decision.

**FINA School Webinars**

National Federations awarded with a FINA School(s) in 2020 may choose to replace the pending courses by an online webinar as follows:

**Artistic Swimming**
- Non-organised FINA Artistic Swimming Development Schools for Judges – Beginner level may be replaced by a *FINA Artistic Swimming Development Webinar for Judges – Beginner level*
- Non-organised FINA Artistic Swimming Development Schools for Judges – Intermediate level may be replaced by a *FINA Artistic Swimming Development Webinar for Judges – Intermediate level*

**Diving**
- Non-organised FINA Diving Development Schools for Judges may be replaced by a *FINA Diving Development Webinar for Judges*

**Swimming**
- Non-organised FINA Swimming Schools for Officials may be replaced by a *FINA Swimming Webinar for Officials*

**Open Water Swimming**
- Non-organised FINA Open Water Swimming Development Schools for Officials may be replaced by a *FINA Open Water Swimming Development Webinar for Officials*

Please note that only the above-mentioned courses may be organised as a webinar. No additional FINA School webinars will be approved in 2020.

**IMPORTANT NOTE: The deadline to confirm the replacement of a FINA School by an online webinar is November 15, 2020.**
Course format

The FINA School webinars are run through the FINA Learning Platform, using the Zoom video conference tool. The webinar is only accessible to those candidates whose registrations have been approved through the FINA GMS.

The duration of each webinar, the programme and its content is defined by each FINA Technical Committee, as well as the maximum number of participants. The webinars are conducted by FINA Technical Committee Members or by instructors appointed by the different FINA Commissions.

There is no fee for the participants wishing to attend a FINA School webinar.

How to organise a FINA School webinar

National Federations wishing to replace a pending 2020 FINA School(s) by an online webinar may choose among one of the following options for its organisation:

A. Each participant has its own laptop/tablet and its own internet connection
B. The host federation provides a room with good internet connection and each participant brings its own device to attend the webinar
C. The host federation provides a room with good internet connection and a device for each of the participants

IMPORTANT NOTE: It is the responsibility of the host federation to ensure that all the measures and procedures established by the local authorities are adopted and respected. FINA is not responsible for any claim related to the cancellation of the event.

Host Federations must submit their request to organise a FINA School webinar at least thirty (30) days prior to the beginning of the course, using the FINA Webinar details form. No action will be taken until this document has been sent to FINA.

Please note that at least ten (10) participants are required in order that a FINA School webinar takes place.

How to register to a FINA School webinar

The FINA School webinars may be organized in two different ways, depending on the number of local attendees:

- If the host federation expects to fill all the available spots with their local candidates, the registration is limited to the federation
- If the host federation does not expect to fill all the available spots, a memorandum is sent to all the National Member Federations and the
registration is open to all of them.

Participants' nomination

Only the National Federations are entitled to register their candidates through the FINA GMS:

- Only those registrations submitted by the deadline and including the candidate’s personal email address will be considered for approval.
- The approvals will be done on a first come first serve basis once the minimum number of candidates (10) has been reached.
- The registration will be closed by the registration deadline or once the maximum number of candidates set for each of the webinars has been reached.
- Late submissions or changes will not be accepted after the deadline.

Participants’ approval

- As soon as a registration has been approved, FINA will notify the relevant National Federation.
- After the registration deadline, all the approved candidates will receive their personal login details and the instructions to participate at the webinar through the FINA Learning Platform.
- The above-mentioned information will be sent to the candidate’s email address as submitted in the registration.

Economical support

FINA covers a maximum of **500.00 USD** for the following items related to the organisation of a FINA School webinar:

- Conference room rental
- Rental of audio-visual equipment
- Internet or Wi-Fi connection provided during the webinar

The economical support will be only provided to those federations that have chosen one of the following modalities for the webinar’s organisation:

B. The host federation provides a room with good internet connection and each participant brings its own device to attend the webinar
C. The host federation provides a room with good internet connection and a device for each of the participants
A detailed budget proposal must be submitted to the FINA Office prior to the webinar’s starting date for approval. If the host federation does not submit the budget beforehand, FINA cannot guarantee the reimbursement of the full budgeted amount.

**Reimbursement procedure**

Host Federations are in charge of arranging and paying the expenses related to the organisation of the FINA School webinars (conference room rental, rental of audio-visual equipment and Internet/Wi-fi connection for the duration of the webinar).

In order to be reimbursed for the above-mentioned expenses, FINA must receive the following documents within **sixty (60) days** from the conclusion of the webinar:

1. Invoice, issued by the National Federation and addressed to FINA, clearly listing the expenses to be reimbursed
2. Original or scanned copies of all the payment receipts
3. NF bank account details, indicating where the transfer should be deposited

Please consider that if one of these documents is missing, FINA will not be able to proceed with the reimbursement. FINA reserves the right to verify any payments to third parties or ask for further documentation if needed.

Please note that according to the FINA’s auditor ruling, there are no exceptions to the reimbursement procedure.

**Invoicing guidelines**

Any reimbursement request has to be covered by an invoice addressed to FINA as per the invoicing requirements.

- Additional information may be required depending on the countries legislation
- For expenses re-charged to FINA, a copy of the original invoices must be provided

**Where and how to submit your invoice**

FINA must receive an original paper invoice for processing. Please send all invoices:

- By Standard Post: Fédération Internationale de Natation. Chemin de Bellevue 24A / 24B. 1005 Lausanne, Switzerland
- Or by email to schools@fina.org
Invoicing requirements

When billing FINA for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier letterhead / logo
- Supplier contact information (company name, address, e-mail and phone number)
- Supplier VAT number (irrespective of VAT charged on invoice)
- Supplier tax number if applicable
- Supplier invoice or reference number
- Supplier bank details (bank name and address, IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency
- FINA billing address: Fédération Internationale de Natation (FINA). Chemin de Bellevue 24A / 24 B. CH-1005 Lausanne, Switzerland.
- FINA VAT number (CHE-106.746.831 TVA)
- FINA contact name and e-mail address
- FINA PO number or event / meeting / project reference if available

**Items invoiced with short description:**
- Item descriptions to be displayed clearly,
  - When recharging travel, hotel costs: Copies of original receipts: invoices, e-tickets, etc. to be sent as attachments.
  - Reference to contract if available

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

Should you require any further information, please contact the FINA Development Department at schools@fina.org