



## World Para Swimming Championships Technical Requirements

Appendix to hosting contract

December 2019

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# 1 COMPETITION PROGRAMME

## 1.1 Medal Events List

The Championships medal events list will be developed by World Para Swimming no later than ten (10) months prior to the Opening Ceremony.

# 2 QUALIFICATION AND SPORT ENTRIES

## 2.1 Qualification Criteria

The Qualification criteria documentation will be published no later than twelve (12) months prior to the Opening Ceremony and will include:

- Eligibility criteria
- Maximum entries by NPC and by Event
- Qualification standards
- Slot allocation methodology
- Entry Procedures timelines

The IPC On-line Entry System shall be used.

## 2.2 Qualification Criteria and Qualifying Entry Procedures

All athletes are required to reach the Minimum Qualification Standards (MQS) as outlined in the World Para Swimming Rules and Regulations. The MQS for the Championships will be set and checked by World Para Swimming. Exceptions can be granted by World Para Swimming in form of wild cards or direct invitations.

# 3 COMPETITION AND TRAINING SCHEDULES

## 3.1 Competition Schedule

World Para Swimming will develop the competition schedule (by day, date, session and event).

- Session schedule: eight (8) months prior to the Opening Ceremony
- Detailed schedule: min. four (4) weeks prior to the Opening Ceremony

Following are additional requirements for the development of the Competition Schedule:

- The day-to-day programme shall be published and distributed to participating NPCs, TD, ATD and international technical officials, appointed international classifiers, broadcasters and media contacts.
- Following the collation of final entries, World Para Swimming will publish provisional Entries by Event list and the final Daily Programme and distribute this to the participating NPC, TD,

ATD and international technical officials, appointed international classifiers, etc. The latest information regarding the organization of the competition shall also be included.

- After the classification process of all swimmers has been completed the correct starting list shall be published for heats, prior to the commencement of competition, to be distributed at the Technical Meeting (if possible).
- Once fixed, only the Technical Delegate and only then under exceptional circumstances may alter the programme of events. Notice of any alterations must be posted at least twenty-four (24) hours before the alteration is to come into effect.

### 3.2 Training Schedule

World Para Swimming in conjunction with the Technical Delegate and LOC must finalize the training schedules (by day, date, times and venues) after final entries are collated, for the IPC’s approval, before it is distributed to the NPCs a minimum of 2 weeks prior to the opening ceremony.

## 4 COMPETITION AND TRAINING VENUE REQUIREMENTS

### 4.1 Competition Venue

#### 4.1.1 Field of Play (FOP) Area

The FOP area at the competition venue for Still Water Events will include the following:

- 1 x Swimming Pool - 50m – min. 8 lane pool (indoor facility/covered). Min. depth being 1.35 meters
- 1 x Swimming Pool – 50m (negotiable)(warm-up and warm down during competition) –min. 8 lane pool (indoor facility/covered)

The following spaces shall be located adjacent to the FOP:

|  |  |
|--|--|
| <b>Call Rooms</b>                          | Two (2) secured and indoor area located close to the FOP at each end of the pool (one for 50/150m and one for other events).   |
| <b>Victory Ceremonies Preparation Room</b> | One (1) secured and indoor area located in close proximity to the medal ceremony area for athletes and presenters.<br>One (1) secured and indoor area for storage of flags/medals, mascots/flowers.  |
| <b>Timing &amp; Scoring Control Room</b>   | One (1) clearly isolated room with the following specifications: <ul style="list-style-type: none"> <li>▪ In line with the finish line, clear view of the scoreboard</li> <li>▪ Enough tables and chairs for the Timing and Scoring Team and video-back up team</li> <li>▪ Office equipment: computers with hi-speed internet access, one (1) copier, any other internet lane requested by the service delivery team to secure on-line results</li> <li>▪ Windows and door(s) adjacent to sport presentation (where</li> </ul> |

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|  | <p>possible)</p> <ul style="list-style-type: none"> <li>▪ Communication device with the Technical Delegate and sport presentation</li> <li>▪ Technical equipment determined by the respective provider</li> <li>▪ Overhead video (Video back-up) equipment for the finish</li> </ul> |
|--|--|

#### 4.1.2 Other Competition related Facilities

The LOC must provide the following facilities close to the FOP:

|  |   |
|--|---|
| <b>World Para Swimming and Technical Delegate Office</b>                             | One (1) secured office - minimum 20 sq. m – with one (3) desk, one (5) office chair, one (1) small meeting table, four (4) stacking chairs, one (1) trash container, one (1) laser printer, one (1) copier & three (3) high speed internet access.  |
| <b>TO Meeting Room</b>   | One (1) secured lockable office with one (1) table, flip chart, drinks (water, coffee, soft drinks and snacks), sufficient number of chairs for the full complement of TOs (Approx. 40 ppl), and internet access.   |
| <b>Officials’ Locker Rooms</b>   | Secure area for officials to leave their valuables, etc.  |
| <b>Chief Classifier Room</b>   | A separate room near the PI classification room(s), in accordance with World Para Swimming Classification Rules and Regulations.  |
| <b>Facilities for Visually Impaired (VI) Classification prior to the competition</b> | A separate room(s) with the equipment outlined in World Para Swimming Classification Rules and Regulations  |
| <b>Facilities for Physically Impaired (PI) Classification</b>                        | <p>A separate room(s) with the equipment outlined in section 6.2 and in close proximity to the swimming pool.</p> <p>Separate rooms for each classification panel are preferred.</p> <p>A separate room is need for the Chief classifier and IF Classification delegate near to the panels.</p> |
| <b>Facilities for Intellectually Impairment (II) Classification</b>                  | <p>See World Para Swimming Classification Rules and Regulations.</p> <p>A separate quiet room(s), with table and 4 chairs for each classification panel. Electricity plug is required.</p> <p>Separate rooms for each classification panel are preferred prior to competition.</p>              |
| <b>Classification Area During the</b>  | During competition, the PI Classifiers are to be allocated a secure section in the stands, about centre of pool. A separate   |

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| <b>competition for Classifiers</b>           | <p>room, with the necessary equipment for functional classification and in close proximity to the swimming pool to manage classification in competition if applicable.</p> <p>For II classifiers an area for filming is to be identified on elevated level, at around the center of pool.</p> <p>Electricity needed for both areas.</p> |
| <b>Sports Presentation</b>                   | <p>The Venue shall have an announcing system with speakers that can be heard venue wide under the control of the main speaker.</p> <p>The location of the team can be just outside the FOP or in an isolated room with perfect view of the pool and timing and results scoreboards.</p>   |
| <b>Photocopier Room / Print Distribution</b> | <p>A secure room with the following specifications:</p> <ul style="list-style-type: none"> <li>▪ Large enough for the workforce</li> <li>▪ Near access to the FOP</li> <li>▪ Enough tables and chairs for the workforce</li> <li>▪ Suitable number of heavy duty copy machines, but minimum 2</li> </ul>                                |
| <b>Sports Info Desk (SID)</b>                | <p>To be set in place in an area that is accessible for all teams, preferably where the teams enter.</p> <p>Large tables, photocopying equipment and pigeonholes for each competing country – official Championships communication will be distributed here. Forms will be available (i.e. relay forms, protest forms, etc.).</p>       |

## 4.2 Training Venues

The LOC must provide two (2) training pools (one of it can be the competition pool):

- one min. 8 lane 50m pool
- one min 8 lane pool

The preparation, maintenance and operation of the training venues is the LOC's responsibility. The training venues must be accessible and safe for all populations using wheelchairs, have mobility impairment or have a visual impairment.

## 5 SPORTS EQUIPMENT

### 5.1 Equipment/Technology

The LOC must provide all Sports equipment quantities for all equipment as outlined below (refer to World Para Swimming Technical Rules and Regulations):

| Still Water Equipment                    | Quantity/<br>Specification  |
|--|---|
| One (1) Competition Swimming Pool        | <ul style="list-style-type: none"> <li>▪ Min. 8 lane competition pool</li> <li>▪ 50m pool</li> <li>▪ If a 10 lane pool either 8 or 10 lanes are to be used during competition heats</li> <li>▪ Indoor</li> <li>▪ 25 – 28 degrees C</li> <li>▪ Refer to the facility rules in the World Para Swimming Rules &amp; Regulations</li> </ul> |
| Two (2) Training Pools (Pre-competition) | <ul style="list-style-type: none"> <li>▪ The competition pool is included in this number</li> <li>▪ Backstroke Flags</li> <li>▪ Starting Platforms</li> <li>▪ Pace clocks at least 2 per pool</li> </ul>  |
| Training Pool (During Competition)       | <ul style="list-style-type: none"> <li>▪ 50m course indoor pool</li> <li>▪ Backstroke flags</li> <li>▪ Starting platforms</li> </ul>  |
| Backstroke Flags                         | Refer to the World Para Swimming Rules & Regulations  |
| Starting Platforms                       | Refer to the World Para Swimming Rules & Regulations  |
| Numbering                                | Refer to the World Para Swimming Rules & Regulations  |
| False Start Rope                         | Refer to the World Para Swimming Rules & Regulations  |
| Lane Markings                            | Refer to the World Para Swimming Rules & Regulations  |
| Mats                                     | Refer to the World Para Swimming Rules & Regulations  |
| Lane ropes                               | Refer to the World Para Swimming Rules & Regulations  |
| Starting device                          | Electronic starting device, see the World Para Swimming Rules   |
| Strobe Starting Lights                   | Portable, minimum 3   |
| Automatic Officiating Equipment          | Refer to the World Para Swimming Rules & Regulations  |
| Touch Panels                             | Refer to the World Para Swimming Rules & Regulations  |
| Air-conditioned control centre           | It should be at least 6.0 metres x 3.0 metres, located between 3.0 metres and 5.0 metres from the finish wall, with an unobstructed view of the finish wall at all times during the race. The referee must have easy access to the control centre during the competition. At all other times the control centre                         |



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|   | shall be able to be secured.   |
| Spectator electronic read-out board or videoboard | It shall contain at least twelve (12) lines of thirty-eight (38) characters, each capable of displaying both letters and numbers. Each character shall have a height of 1mm per 0.6 metre of viewing distance (minimum height – 200mm). Each line – matrix scoreboard shall be able to scroll up and down, with blink function, and each full matrix scoreboard shall be programmable, and capable of showing animation. |
| Overhead video recording timing system            | Technical equipment determined by the respective provider  |
| Communication tool for officials                  | Radios, separated channel from other functional areas (e.g. security). Number to be confirmed by World Para Swimming, but min. 16.   |
| Call rooms  | Digital clocks. Number to be confirmed by World Para Swimming, but min. 4.   |

## 5.2 Classification Equipment

The LOC must provide all classification equipment as outlined below:

Hosting Classification Guidelines and the Classification Rules and Regulations must be references and adhered to.

| Facility  | Equipment  |
|---|--|
| VI Classification Room  | <ul style="list-style-type: none"> <li>▪ Refer to World Para Swimming Classification Rules and Regulations</li> </ul>  |
| PI Classification room close to the competition pool per panel                | <ul style="list-style-type: none"> <li>▪ Large enough to facilitate at least two (2) medical benches – plinths.</li> <li>▪ Towels</li> <li>▪ Disinfectant and paper or cleaning towels</li> <li>▪ Screens for making the areas private</li> <li>▪ One (1) chair for each bench</li> <li>▪ Working area for classifiers, including a desk and chair.</li> <li>▪ Stationary items</li> <li>▪ Easy accessibility to photocopying facilities</li> <li>▪ Small rubbish bin</li> <li>▪ Electrical outlets and terminals for a computer and printer</li> <li>▪ Excellent quality Internet access</li> </ul> |
| PI Classification room waiting area for the swimmers attending classification | <ul style="list-style-type: none"> <li>▪ One (1) large table for necessary paperwork &amp; 8 chairs</li> <li>▪ Fluids available</li> <li>▪ Accessible to changing rooms</li> </ul>   |

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| One (1) outside lane in the competition pool per panel   | <ul style="list-style-type: none"> <li>▪ dedicated for water testing within a short distance from the classification room</li> <li>▪ 50m lane</li> <li>▪ Starting platform</li> <li>▪ Backstroke flags</li> </ul> |
| One (1) chief classifier room/ classification protest room available during the classification and competition | <ul style="list-style-type: none"> <li>▪ One (1) table</li> <li>▪ Two (2) chairs</li> <li>▪ One (1) medical bench</li> <li>▪ It may be the first aid room that is close to pool deck.</li> </ul>                  |
| II Classification Room   | <ul style="list-style-type: none"> <li>▪ Refer to World Para Swimming Classification Rules and Regulations</li> </ul>   |

## 6 COMPETITION MANAGEMENT

The LOC must appoint the Competition Manager, management staff, a number of National Technical Officials to support the International Officials (World Para Swimming will identify the number) and cc. 300 volunteers for World Para Swimming Championships.

## 7 CHAMPIONSHIPS OFFICIALS

### 7.1 Championships Officials and Delegate Numbers and Appointments

The LOC must provide services identified in these Requirements to the number of Championships Officials and representatives by category as outlined below.

The World Para Swimming will select and appoint the LOC of the International Technical Officials, International Classifiers and key functional area representatives who will attend World Para Swimming Championships no later than eight (8) months prior to the Opening Ceremony.

| CATEGORY            | POSITION                                | NUMBER | TOTAL | NATIONAL/INTERNATIONAL |
|---------------------|---|--------|-------|------------------------|
| TECHNICAL EXPERTISE | Technical Delegate                      | 1      | 10    | International          |
|                     | Assistant Technical Delegate            | 1      |       | International          |
|                     | IF Delegate                             | 2      |       | International          |
|                     | IF Classification Delegate              | 1      |       | International          |
|                     | Broadcasting Delegate                   | 1      |       | International          |
|                     | Media Delegate                          | 2      |       | International          |
|                     | IPC Medical & Scientific Representative | 1      |       | International          |
|                     | IPC Anti-Doping Representative          | 1      |       | International          |

|  |  |    |    |               |
|--|--|----|----|---------------|
| <b>INTERNATIONAL TECHNICAL OFFICIALS</b> | Referees   | 2  | 10 | International |
|  | Judges of Stroke   | 4  |    | International |
|  | Starter  | 1  |    | International |
|  | Chief Inspectors of Turns  | 2  |    | International |
|  | Control-Room Supervisor  | 1  |    | International |
| <b>CLASSIFIERS</b>                       | Chief Classifier   | 1  | 15 | International |
|  | PI Classifiers   | 6  |    | International |
|  | VI Classifiers   | 4  |    | International |
|  | II Classifiers   | 4  |    | International |
| <b>NATIONAL TECHNICAL OFFICIALS</b>      | Starter  | 1  | 30 | National      |
|  | Clerks of Course   | 4  |    | National      |
|  | Inspectors of Turns  | 16 |    | National      |
|  | Finish Judges (in case no video recording timing system is used) | 2  |    | National      |
|  | Presentation Director (Floor Manager)                            | 1  |    | National      |
|  | Reserves   | 6  |    | National      |

## 7.2 Technical Delegate

The World Para Swimming will appoint the Technical Delegate to oversee and liaise with the WPS/ LOC in technical preparations and conduct of the World Para Swimming Championships no later than twelve (12) months prior to the Opening Ceremony. All correspondence is to be conducted via the World Para Swimming office.

## 7.3 National Technical Officials training

All National technical officials that will be officiating during the championships must hold a valid World Para Swimming Level 2 certification (national certification). Training can be arranged through World Para Swimming at the cost of the LOC.

## 7.4 Championships Officials and Representatives Services

The requirements for the Championships Officials (both classifiers and technical officials) and Representatives Services are outlined below.

### 7.4.1 Visa Entry Formality

LOC will assist with all necessary steps with the appropriate national immigration and employment authorities in relation to access into the host country for Championships Delegates and Officials and cover all associated costs.

### 7.4.2 Accommodation

The Championships Officials and Representatives will be accommodated in a designated section of the hotel separate from that of the NPC delegations.

The room type assignment is determined by the Championships' Officials, delegates and Representatives category as follows:

| Category                              | Room Type   |
|---------------------------------------|-------------|
| All Championships Officials appointed | Single Room |

### 7.4.3 Length of Stay

The length of stay policy of Championships Officials by category is as follows:

| Category                              | Arrival  | Departure  |
|---------------------------------------|--|--|
| TD                                    | Two (2) days prior to Classification Evaluation  | One (1) day after Closing Ceremony   |
| ATD                                   | Two (2) days prior to Classification Evaluation  | One (1) day after Closing Ceremony   |
| Chief Classifier (CC) and Classifiers | One (1) day prior to Classification Evaluation (in case of more than 8 hours travel time 2 days prior) | One (1) day after conclusion of the task or One (1) day after Closing Ceremony |
| TOs                                   | Two (2) days prior to Opening Ceremony   | One (1) day after Closing Ceremony   |

### 7.4.4 Transportation

#### 7.4.4.1 Air Transportation

The economy class air travel arrangements and costs for Championships Officials and Representatives from their city of residence to the Host City will be made and met by the LOC.

In case the flight time is 8 hours or more (including the transfer time) then an extra night in the City will be granted before the start of the Championships Official’s duty.

The LOC is also responsible for all additional local transport costs (e.g. Door to door travel expenses).

#### 7.4.4.2 Ground Transportation

Championships Officials and Representatives are granted the following transport entitlements by category to complete their functions at the Championships:

| Category  | Entitlement                  |
|---|------------------------------|
| Technical Delegate                              | Dedicated Car                |
| All Championships Officials and Representatives | Dedicated Shuttle and Driver |

A dedicated, scheduled shuttle service must be provided for the Championships’ Officials and Representatives starting on the day of the arrivals and ending on the day of departures. The hours of the shuttle service will depend upon the competition schedule and needs of the Championships.

The LOC must provide transportation to and from the airport and to and from the Opening and Closing Ceremonies for all Championships Officials and Representatives.

#### 7.4.5 Per Diem

The LOC must provide a 35 EUR per diem to Championships Officials (not representatives) as a living allowance intended to supplement certain levels of service otherwise provided, such as incidentals (telephone calls, beverages, etc.), etc. The per diem should be provided to the Officials upon arrival.

The amount of per diem will be calculated on a “per day basis,” will not exceed the length of stay of the individual (day of arrival to day of departure).

#### 7.4.6 Technology and Telephone

If deemed necessary for WPS the LOC will provide five (5) mobile phones with unlimited domestic coverage, free of charge, to World Para Swimming for use during the Championships.

The LOC will provide communication tool (radio) for the duration of the Championships to the officials and IPC staff. The number is to be confirmed by World Para Swimming, but minimum 18.

## 8 CATERING

The LOC must provide meals from the first official arrival date till one (1) day after the Closing Ceremony in the following locations:

- Meals are to be made available at the venues for Championships' Officials, Representatives, IPC staff and Volunteers. \*
- Meals are to be made available at the hotels for the athletes and NPC Delegations (athletes, and NPC Team Officials).

The Meal Program must also take into consideration special dietary requirements (ie, Halal, Vegetarian, Kosher, etc.). The LOC must present World Para Swimming the athletes' menu options for prior approval no later than three (3) months prior to the Opening Ceremony.

\*Depending on competition schedules and transport times certain client groups can eat at the hotels instead of venues.

## 9 ANTI-DOPING

The LOC must ensure that all anti-doping services are in line with the World Anti-Doping Code (WADC) International Standard for Testing.

### 9.1 Requirements for the Doping Control Station

The LOC must provide a doping control station as close as possible to the mixed zone. The doping control stations must:

- be wheelchair accessible and have a wheelchair accessible toilet,
- must include a waiting area, administration area and multiple toilets,
- have a minimum of 3 processing rooms (see layout below),
- be for the sole purpose of sample collection. This area, including the toilets, cannot be used by anyone other than doping control personnel.

#### 9.1.1 Waiting Room

This room or area should be large enough to accommodate athletes, representatives accompanying athletes, doping control personnel, and security personnel. The room should have chairs or benches and tables as well as an adequate supply of sealed bottled water. Security personnel should be located at the door to control access to the room.

#### 9.1.2 Doping Control Processing Room

At a minimum, this room should contain a large table and at least three chairs. Access to this room shall be limited to doping control personnel, the athlete being tested, the athlete's representative and, if required, an interpreter. This room is used for:

Securely storing the doping control supplies and documentation; Selection of doping control equipment by the athlete; Processing and sealing samples; Packaging and storing samples; and Completing and processing doping control documentation.

### 9.1.3 Washroom

Wherever possible, the washroom should contain a sink and toilet and shall be connected to the doping control processing room. It should be large enough for the athlete and Chaperone to move freely.

In addition, the Doping Control Station shall also contain the following

- A refrigerator
- A medical bed for blood testing
- A desk and at least two chairs for the administration area

Please see below the ideal doping control station layout:

Doping Control Station: Basic Design

