



# Technical Requirements

## World Para Swimming World Series

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**Disclaimer: World Para Swimming reserve right at its sole discretion to update this document from time-to-time as required.**

**International Paralympic Committee**

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## 1 Introduction

The World Para Swimming World Series aims to include the best impairment specific Swimming meetings worldwide not only to maximize high-profile world class competition opportunities for the athletes with an impairment but also to create “centres of excellence” across the globe delivering Education and Development projects on classification, technical officiating and coaching for World Para Swimming and supporting regional development of Para Swimming.

World Para Swimming is fully committed to not only sharing its knowledge and expertise in relation to the planning, organisation and operation and delivery of the competition, but also supporting the LOC in delivering the best possible World Para Swimming World Series competitions.

## 2 General Principles

During these meetings, World Para Swimming Technical and Classification Rules and Regulations and Guidelines shall apply unless specifically stated within these regulations.

The precise requirements are defined hereunder in the following sections.

### 2.1 Local Organizing Committee

The Local Organizing Committee (LOC) must be endorsed by the National Paralympic Committee (NPC) and/or National Federation (NF), and must agree to abide by the Rules and Regulations and guidelines of World Para Swimming. At least one (1) person from the NPC or NF, selected in agreement with the LOC, must be co-opted onto the LOC for the purposes of liaison.

### 2.2 Staging Agreement

The LOC jointly with its NPC must sign a Hosting Agreement with World Para Swimming in which the duties and rights of all parties are listed. The

### 2.3 Competition Dates

World Para Swimming World Series Competitions must consist of a minimum of three (3) competition days (negotiable). Competition dates will be decided by World Para Swimming taking into account the proposal from the LOC. All provisions will be taken in order to avoid conflicts with other World Para Swimming competitions.

## 3 Minimum Requirements for Application

### 3.1 Minimum Standards of Organisation

The observation and respect of the applicable World Para Swimming Rules and Regulations and Guidelines must always be one of the minimum requirements.

### 3.2 Venue and Technical Aspects

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

The FOP area at the competition venue is comprised of the field of play in accordance with the World Para Swimming Rules and Regulations. The following areas must be included in the FOP:

- 1 x Swimming Pool - 50m - min. 8 lane pool. Min. depth being 1.35 meters
- 1 x Swimming Pool - 25m (warm-up and warm down during competition) -min. 5 lane pool.

The following spaces shall be located adjacent to the FOP:

<b>Call Rooms</b>	Depending on competition flow and in consultation with World Para Swimming one (1) or two (2) secured and indoor area located close to the FOP (one for 50/150m and one for other events). Call room reporting rules (10.8) shall be adhered to.
<b>Biomechanical Filming</b>	There shall be a designated area on elevated level where NPCs can do biomechanical filming. This area should be as central as possible and needs electricity. LOC are asked to provide some chairs/tables depending on number of team that applied for filming.
<b>Blood lactate testing</b>	There shall be a designated location at the venue agreed by LOC and WPS where NPCs can perform Blood Lactate Sampling after prior approval. The area should be close to training and/or competition pool. General hygiene and waste management provisions (Biohazard Sharps Container and bags) must be taken by the LOC.

### 3.2.2 Training

The LOC shall provide at least 1 training venue/facility prior to and during competition. The LOC shall be responsible for identifying the location and allocating the time schedule for accessing the training venue. During Classification Days training must be offered free of charge.

### 3.2.3 Equipment

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

Still Water Equipment	Quantity/ 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 lanes are to be used during competition (heats)</li> <li>• 25 - 28 degrees C</li> <li>• Refer to the facility rules in the World Para Swimming Rules</li> </ul>
Training Pool (During Competition)	<ul style="list-style-type: none"> <li>• Min. 25m course indoor pool</li> <li>• Backstroke flags</li> <li>• Starting platforms</li> </ul>
Backstroke Flags	Refer to the World Para Swimming Rules
Starting Platforms	Refer to the World Para Swimming Rules
Numbering	Refer to the World Para Swimming Rules
False Start Rope	Refer to the World Para Swimming Rules
Lane Markings	Refer to the World Para Swimming Rules
Mats	Refer to the World Para Swimming Rules
Lane ropes	Refer to the World Para Swimming Rules
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
Touch Panels	Refer to the World Para Swimming Rules
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 shall be able to be secured.
Video Board	Dimensions of the board are negotiable.
Communication tool for officials	Radios, separated channel from other functional areas (e.g. security), for officials, TD, Chief Classifier, World Para Swimming representative
Call room Clocks	Digital clocks. Number to be confirmed by World Para Swimming, but min. 1 per Call room

### 3.3 Classification

Classification must be organized and conducted in good manner under the supervision of World Para Swimming in accordance with the most recent World Para Swimming Classification Rules and Regulation and the Guidelines for Hosting World Para Swimming International Classification Evaluations. For one World Para Swimming classification staff member travel (e.g. flight and ground transportation, and incidental costs, such as, entry visas and taxi costs to port of departure, short term parking at airport), accommodation, all meals, and incidental costs during his/her time away from home are to be covered by the LOC.

The LOC must stage international classification for at least two (2) of the following impairment groups (one of which should be (PI)) - Physical Impairment (PI) and Vision Impairment (VI), /or Intellectual Impairment (II).

#### 3.3.1 Classification Panel

A classification panel for each of the above impairment types must comprise a minimum of two (2) World Para Swimming certified international classifiers. A minimum of five (5) classification panels across all impairment types and a Chief Classifier should be made available at the World Para Swimming World Series.

World Para Swimming reserves the right to increase the number of panels as required.

#### 3.3.2 Classification Equipment

The LOC must refer to the Guidelines for Hosting World Para Swimming International Classification Evaluations for preparation of classification rooms and equipment.

### 3.4 Medical Services

Medical services are the responsibility of the LOC at the World Para Swimming World Series competition and should include at a minimum:

- An appropriate level of medical services taking into consideration the sport-specific risk;
- Lifeguards (min. of 2) must be on site during all training and competition sessions
- A First Aid Service for all athletes, NPC team officials, competition officials, staff, volunteers and spectators, etc.;
- Ambulance service for transportation of patients to the nearest hospital.

### **3.5 Media**

The LOC shall make available the appropriate facilities and services for the media. All such facilities, services and requirements, as well as general infrastructure for their use shall be provided free of charge by the LOC unless expressly specified by the LOC and approved by World Para Swimming.

The infrastructure shall include as a minimum

- Tabled press seats (including accessible seats) with power outlets and internet access
- Mixed zone
- Media workroom with power outlets and internet access, press conference room/area and Photo positions are recommended

The LOC will ensure that a minimum of 15 photos of the World Para Swimming World Series (to be chosen by World Para Swimming) will be made available to World Para Swimming each day of the Competition with all rights cleared so that World Para Swimming will be entitled to make unrestricted use of them. (Photos must be a minimum of 300dpi and 1800x600 pixels. A CD/DVD/USB Stick with the photos will be provided to World Para Swimming by the LOC). The name and qualification of the official event photographer shall be sent to WPS for approval 1 month prior to the start of the competition.

### **3.6 Broadcasting**

The LOC should acknowledge the importance of ensuring broadcasting and attracting the widest possible audience nationally and internationally. World Para Swimming may enter into international broadcasting contracts for securing international coverage to the event by producing features and news pieces. If broadcasting services are provided, WPS and LOC will enter a separate agreement outlining services and infrastructure required and dividing rights and responsibilities between Wall parties.

### **3.7 Marketing and Promotions**

World Para Swimming may implement an international marketing programme for the World Para Swimming World Series competitions. The programme aims to raise awareness of the





World Series competitions globally. The LOC shall work in good faith with the World Para Swimming and ensure the successful implementation of the programme.

The LOC shall use its best endeavours to promote the event locally and nationally to raise more awareness of its World Para Swimming World Series competition. The LOC could request and work with IPC to deliver good promotions and sponsorship activities of the event. If the LOC wish to obtain such materials, the LOC could contact IPC marketing for further assistance

### **3.8 Commercial Rights**

World Para Swimming will grant a licence to the LOC to exploit certain World Para Swimming World Series commercial rights within the host country for the organisation, exploitation, marketing and commercial activity of the Competition.

The LOC is required to develop a marketing and sponsorship plan which shall be approved by World Para Swimming before raising any revenue from the commercial rights.

The LOC must provide a part of the commercial inventory of the event for IPC to reach out to World Para Swimming partner and IPC partners no later than 6 months prior to event.

The LOC shall use its best endeavours to exploit these commercial rights to finance the World Series competition.

### **3.9 Venue Look**

Venues must be free of all commercial branding and signage that conflicts with the competition licensing and commercial programme.

The LOC must ensure that the venue is free of any ambush marketing and that the World Para Swimming brand, the event marks, sponsor/partner logos and other enterprises associated to the events are consistent and well represented at all times, the overall look of the venue must reflect a high-quality competition and promote a uniform image. The standard specifications for all printed materials must be observed in advance.

All materials involving the World Para Swimming brand should be previously approved by the IPC.

### **3.10 Immigration**

The LOC shall use its best endeavours to facilitate the athletes and officials where possible in obtaining the entry visa if required.

The LOC will cover the expenses of the international officials in obtaining their respective entry visa to the host county where required.

Athletes from all nations must be allowed to attend the event.

### **3.11 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 and the TDP managed the IPC as outlined in the host agreement.

*Note: The standards for testing in the 2020 host contract were a minimum of 10 international licensed athletes or 10% of the international licensed athletes will be urine tested (whichever is higher) for an in-competition analysis plus additional analysis. The numbers for the next quadrennials world series events will likely be around the same requirements.*

#### **3.11.1 Doping Control Chaperones**

The LOC must provide anti-doping chaperones that are available for the duration of the event. They can be volunteers and a mix of both genders is required. At a minimum, they must:

- Communicate well in English; both spoken and written
- be over 18 years of age
- not have a conflict of interest with the athletes competing in the event or the administration of the sport

#### **3.11.2 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,
- include a waiting area, administration area and multiple toilets,
- be for the sole purpose of sample collection. This area, including the toilets, cannot be used by anyone other than doping control personnel.

##### **3.11.2.1 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.

##### **3.11.2.2 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.

#### 3.11.2.3 Washroom

The washroom must be wheelchair accessible. 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.

## 4 World Para Swimming International Officials and Representative(s)

### 4.1 Appointments

#### 4.1.1 Technical Delegate and International Technical Official(s)

World Para Swimming will appoint a Technical Delegate to oversee and liaise with the LOC in preparation and technical conduct of the competition.

World Para Swimming reserves the rights to appoint, at the cost of the LOC, additional International Technical Official(s) (ITO) when justified by the size of competition, and in case there is no sufficient number of World Para Swimming Certified Level 2 Technical Officials.

#### 4.1.2 Chief Classifier and International Classifiers

World Para Swimming will appoint a Chief Classifier to oversee and liaise with the LOC in delivery of the classification across all impairment groups. Following the appointment of the Chief Classifier, World Para Swimming will appoint a minimum of two (2) panels of international classifiers per agreed impairment group as per 3.3.1.

#### 4.1.3 World Para Swimming Representative(s)

World Para Swimming will appoint a representative(s) to the competition to bring assistance to the LOC and World Para Swimming World Series Officials' in delivering a successful competition. The representative(s) will also conduct on-site assessment as part of the evaluation process. The LOC shall guarantee and render full co-operation with the appointed representative(s).

### 4.2 Officials Service

The World Para Swimming World Series officials and representative(s) attending the competition shall be given full cooperation and support. In particular, the LOC will be asked to guarantee the following minimum services and facilities:

#### 4.2.1 Accommodation

Over the period of their respective length of stay, full room and board free of charge, for International Officials should be of a category minimum equivalent to a 3-star hotel according to European standards and must be wheelchair accessible and generally suitable for people with impairment.

Full room and board free of charge, for a maximum of 10 room nights for World Para Swimming representatives and/or IPC staff at the hotel equivalent to a 3-star according to European standards for the duration of the competition.

#### 4.2.2 Length of Stay

The length of stay of the International Officials by category is as follows:

International Officials	Arrival	Departure
TD	1-2 days prior to the 1 <sup>st</sup> day of classification	no later than the day after the close of competition
ITO (If applicable)	no later than 1 day prior to the competition	no later than the day after the close of competition
Chief Classifier	1-2 days prior to the 1 <sup>st</sup> day of classification	no later than the day after the close of competition
VI Classifier	1 day prior to the 1 <sup>st</sup> day of classification*	no later than the day after VI classification finishes
II Classifier	1 day prior to the 1 <sup>st</sup> day of classification*	no later than the day after the close of competition
PI Classifier	1 day prior to the 1 <sup>st</sup> day of classification*	no later than the day after the close of competition
*if flight time is over 8 hours, then earlier arrival may need to be considered		

### 4.2.3 Transportation

#### 4.2.3.1 Air Transportation

The economy class air travel arrangements and costs (including fee of entry Visa to the Host Country) for all International Officials and up to one (1) World Para Swimming Representative from their country of residence to the Host City will be made and met by the LOC.

#### 4.2.3.2 Ground Transportation

The following transport should be provided to the officials by category:

Category	Entitlement
International Officials & World Para Swimming Representative(s)	Dedicated/scheduled shuttle car & driver

A dedicated and/or scheduled shuttle service must be provided for the International Officials starting on the day of the arrivals and ending on the day of departures. The dates and hours of the shuttle service will depend upon the arrival and competition schedule and needs of the event.

The LOC will provide/ cover costs of transportation to and from the airport/train station (door to door) and between accommodation and competition venue for all International Officials and World Para Swimming Representative(s).

#### 4.2.4 Per Diem

The LOC will provide a per diem to International Officials as a living allowance intended to supplement certain levels of service otherwise provided, such as incidentals (telephone calls, beverages, etc.). The per diem should be provided to the International Officials upon arrival.

The amount of per diem will be calculated on a "per day basis," including arrival and departure day, will not exceed the length of official stay of the individual.

The per diem rate for the World Para Swimming World Series competition is €25 per person per day or equivalent of amount of local currency.

#### 4.2.5 Catering

The LOC will be responsible for providing meals for International Officials and World Para Swimming representatives and/or IPC staff for the duration of their stay as stipulated under

The meal programme must also take into consideration special dietary requirements (i.e., Halal, Vegetarian, Kosher, etc.).



### **4.3 National Technical Officials and Volunteers**

The LOC will recruit National Technical Officials (NTO) and volunteers for the World Para Swimming World Series.

#### **4.3.1 NTO Qualification**

NTOs must hold a valid qualification certified either by their National Swimming Federation or World Para Swimming, the quality of the officials, officiating to World Para Swimming Rules, must be of the highest quality. It is required that there be a minimum of 5 World Para Swimming Level 2 or Level 3 officials officiating at the competition. If the level is not to that standard LOCs are strongly encouraged to host a World Para Swimming Level 2 course for all NTOs officiating at the event, or World Para Swimming appoint (at the cost of the LOC) qualified official.

#### **4.3.2 NTO Appointments**

The number of technical officials must be enough to cover all crucial roles as outlined in the World Para Swimming Rules and Regulations 2018-2021, Rule 10.2. The provisional list of all officials' names and certification level (WPS Level 2, WPS Level 3 or NF certified) must be submitted to WPS 2 weeks prior to the event. Confirmed officials list must be submitted to the TD at the start of each competition day to ensure records can be ratified.

## **5 Event Programme**

The event programme will be suggested by the LOC and approved by World Para Swimming. World Para Swimming may request a change of order of the events offered. The events shall include where possible the Championships and Games programme.

## **6 Entry Package**

The LOC is required to submit their entry package to World Para Swimming for approval in accordance with whichever comes first between the following;

- at least 4 (four) months before the beginning of their competition or,
- by end the end December of the preceding year

World Para Swimming will provide an entry package template that will be used across all World Para Swimming World Series events.

## **7 Entries and Event Viability**

### **7.1 Entries**

World Para Swimming will provide online entry and accreditation systems that link directly with IPC Sport Database Management System (SDMS) to ensure a smooth entry and accreditation process and the best possible delivery of classification and its scheduling.

Entries shall be open to all NPCs in good standing. The LOC must establish its entry procedure and deadlines and submit to World Para Swimming for approval. The acceptance of the entries for discretionary events is at the discretion of the LOC. If the LOC accepts club entries, those entries must be signed off by the respective NPC and need to be handled through a separate entry system.

To be eligible for entry, an athlete must at a minimum be registered in SDMS.

To compete in World Para Swimming World Series finals, an athlete must hold an active IPC Athlete's license of the current season and must have an International Classification status of minimum Review (R).

### **7.2 Event Viability**

In order to ensure an adequate quality of the participation in all events, the LOC should make its best efforts to achieve event viability criteria outlined below:

- No less than 4 entries from 2 NPCs/NFs.

Where applicable, the LOC may make logical combinations to the existing events that have not met the above event viability criteria.

## **8 Competition Format**

### **8.1 Heats and finals**

The World Para Swimming World Series shall be conducted by either the Multi Class Heats and Single Class Finals competition format. If a Local Organising Committee (LOC) decides to use the Multi Class Finals Format then it will need to be approved by WPS, where discussions about the seeding format will need to take place. If a swimmer enters the competition without being internationally classified (and will not undergo classification at that competition), the swimmer may enter the heats but can under no circumstances proceed to the finals.



## 8.2 Point system

In order to ensure consistency across all World Series competitions, World Para Swimming will provide a standard point scoring system. More information is available on the [WPS website](#).

## 9 Technical Meeting

The LOC is required to stage a Technical Meeting on the eve of the competition. Following the Technical meeting the LOC must ensure that World Para Swimming receives a copy of Start List and competition schedule.

## 10 Results

The LOC should send the results to World Para Swimming within 2 days after the conclusion of the meeting in the format required. The results must be sent to World Para Swimming on [info@worldparaswimming.org](mailto:info@worldparaswimming.org)

World Para Swimming should be provided with name and contact detail of the person who will be sending the Start List, Competition Schedule and Results.

## 11 Awards and Prizes at the World Para Swimming World Series

The LOC shall award medals to winners of each event (multiclass). The LOC may, at its discretion, award prize money to the top winning athletes. Awarding bonuses for breaking World Records is at the discretion of the LOC.

## 12 Insurance

The LOC shall hold a valid and adequate event insurance policy that is comprehensive and meet the needs of all constituent groups.



## 13 Evaluation & Reporting

### 13.1 Annual Evaluation

All World Para Swimming World Series will undergo an annual evaluation on all aspects of their organisations:

- Technical conduct of the competition
- Delivery of classification
- Respect of all other World Para Swimming regulations
- Respect of the financial commitments towards the athletes, international officials, and World Para Swimming
- Level of the results
- Services provided to the athletes and international officials
- Facilities of the stadium

### 13.2 World Para Swimming World Series Status

World Para Swimming World Series Status will be cancelled if the delivery of the competition is not compliant with the World Para Swimming Rules and Regulations (e.g. technical and classification rules and dates) and World Para Swimming requirements are not fulfilled (failure to fully meet the commitment set out in the Host Agreement)

Following each competition, the LOC shall be required to complete a detailed report concerning all aspects of the staging of the meeting and return this report to World Para Swimming no later than two (2) weeks after the Competition.

The analysis of these reports will assist in the evaluation process for the status of the meeting in the future.

## 14 Education and Development

World Para Swimming World Series competitions shall serve as educational centres for the training of Classifiers, Technical Officials, and Coaches on either the National or International level. World Para Swimming encourage LOCs to host education opportunities where they see beneficial to the national/regional development of Para Swimming. World Para Swimming reserves the rights to conduct educational course(s) where appropriate along with World Series competitions. The services and facilities the LOC will be asked to provide are outlined on the [website](#).