

## Application for World Para Swimming Competition Approval

World Para Swimming has a process for NPCs/NFs to apply for World Para Swimming Approved Competitions integrated into the IPC Sport Data Management System (SDMS). This process should be used also for NPCs to submit an Expression of Interest to host International Classification and to apply for International Technical Officials.

NPCs/NFs are required to pay a competition approval fee for World Para Swimming Approved Competitions (80€; 200€ for Classification and/or ITOs). The competition application will not be reviewed before the IPC has received the payment for the invoice in full.

All applications for competition approval must be fully completed and submitted to World Para Swimming **at least 6 weeks prior to the commencement of the competition** for the application to be considered. If World Para Swimming officials (classifiers and/or technical officials) are requested the application has to be submitted by 31 July of the year prior to the competition (for competitions held between January and June), or by 15 January of the same year (for competitions held between July and December).

To submit a competition request in SDMS, log in to the application using your NPC/NF's username and password. Go to the *Competition Management* tab in the top menu --> *Approval Management* --> *World Para Swimming Competition Requests*. All applications made by an NPC/NF will appear on the 'Competition Requests' page.

Please complete the form, in particular all mandatory fields (indicated in yellow). In particular, a PDF file with the official entry package must be uploaded. The entry package must contain the following information in English:

- Competition pool / warm-up pool (length, number of lanes, number of lanes used during the competition)
- Warm-up / swim-down possibilities and procedures (from what date and what times)
- Which impairment groups can take part (physical / visual / intellectual)
- Complete programme with events offered for athletes with impairment (separate male and female events are needed) clearly outlined with applicable classes
- Minimum Qualification Standards (if there is any)
- Final entry date

Please also upload a scan of the certified pool survey in the field Pool Survey File.

When you have completed all the fields, tick the field Official Verification and enter your name to sign the application form. By default, the field contains the name of your NPC/NF's responsible SDMS person.

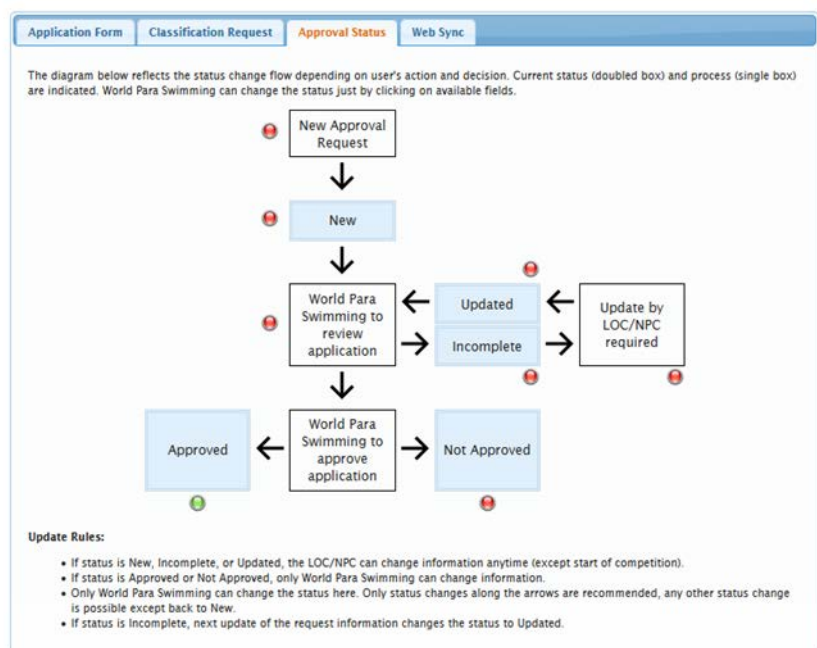
If you forget to supply information for a mandatory field, the page will reload with your stored text entered, but you will need to upload the PDF files again.

Finally, submit the application by clicking the Save button. Download the invoice and complete the transfer of money to the IPC bank account given on the invoice.

Once the money has been received and IPC Finance have changed the status of the invoice to *Paid*, World Para Swimming will review the application to ensure all information and documentation required has been uploaded.

NPCs/NFs can check the status of their application using the tab 'Approval Status'. The competition will remain as 'New' until World Para Swimming have reviewed the application. If World Para Swimming deem the application to be incomplete (missing information, missing entry package, pool survey etc.), the status of the competition approval will remain as incomplete until the user has updated the application. World

#### World Para Swimming > Competition Request



Para Swimming may also add comments to assist the process of correcting the application.

Once the update has been made by the NPC/NF and World Para Swimming accept the application, the competition will appear as approved and will be uploaded to the World Para Swimming calendar on the website.

World Para Swimming > Competition Request

Application Form

**Notes**

- a. All applications for competition approval must be fully completed and submitted to World Para Swimming at least 6 weeks (42 days) prior to the commencement of the competition for the application to be considered.
- b. If World Para Swimming officials (classifiers and/or technical officials) are requested the application has to be submitted by 31 July of the year prior to the competition to be held. Once you have completed this step of the application, please submit your expression of interest in SOMS by clicking "Classification Request" and completing the required fields.
- c. Only record applications submitted from approved competitions will be eligible for swimmers' record performance times to be considered for ratification for world/regional records.
- d. Only times of licensed athletes will be considered for records and inclusion into the World Para Swimming rankings.

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**Competition Information**

Official Name

Dates  to

City  Venue

Country

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**Organizer Information**

Responsible NPC

Organizer

Contact Name  Contact Email

Postal Address

Phone area  city  local

Fax area  city  local

Mobile area  city  local

Official Website

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**Details**

Rules and Regulations  World Para Swimming Rules and Regulations will be adhered to

Course (Swimming)  Long Course  Short Course  Open Water

Entry Package  No file selected. --none uploaded--

Pool Survey  Is there a current survey for this length?

Pool Survey File  No file selected. --none uploaded--

Classes competing  S1-S10 I  S11-S13 I  S14 Entry deadline

Timed finals  Heats and finals

MQS  Number of lanes  6  8  10

Participation  open  closed  by invitation

Water depth  Minimum 1.35 m?

Electronic timing  Yes  No

Meet software  Warm-up/swim-down pool

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**Further details**

Meet Referee Name  Certified  Is this referee an IPC Certified Official?

Meet Referee Email

<b>Results Management</b>	
Record setting performances must be submitted to the World Para Swimming Office using the World Para Swimming Record Application form, together with all the required supporting documentation; this information has to reach the World Para Swimming Office no later than 15 days after the record setting performance.	
Results are expected to be sent to World Para Swimming within 15 days after the competition as usual meet manager printouts/official results and in a spreadsheet form at following the <a href="#">World Para Swimming Results Template</a> .	
<b>Payment</b>	
Price	80.00 €
Payment Method	<input checked="" type="radio"/> via bank transfer
Notes	Please make sure that all payments are free of charge for the IPC. Incomplete amounts will not result in payment confirmation in this application. Payment of license packages is only offered via bank transfer order. If you have problems to transfer money in your country to an account abroad, please contact the IPC Finance Department to find out another solution.
<b>Invoice Recipient</b>	
The invoice recipient can be flexibly defined. You can either select an existing address from your address book, let the system take the default organisation address or enter a new one. The new address can be saved in your private address book.	
Address of Recipient	<input type="text" value="-&lt;New&gt;"/>
Organization	<input type="text"/>
Street/ P.O. Box	<input type="text"/>
Postal Code & City	<input type="text"/>
Country	<input type="text"/>
save in address book	<input type="checkbox"/>
<b>Signature</b>	
Official Verification	from the respective National Paralympic Committee or National Federation Representative, on behalf of the Local Organizing Committee where necessary:
<input checked="" type="checkbox"/>	I, <input type="text" value="Jovana Zrnzevic"/> (your name), verify that by final submission of this online competition approval form, the aforementioned information is accurate and truthful. I agree the requirements as set out in the application form will be met.
<input type="button" value="Save"/> <input type="button" value="Clear"/>	