

#### SECTION 1: SWIMMING SPORT SPECIFICATION

##### 1. Rules of Competition

The rules of VIRTUS Swimming pertaining to competition, rankings and records will be those of World Para Swimming with approved variations by VIRTUS.

##### 2. VIRTUS Sport Rules

Except for any modifications to WPS rules identified in this section, there are currently no specific variations to the World Para Swimming rules for VIRTUS competitions, excepting that, following agreement by the VIRTUS Sport Director, in the 400m Individual Medley, 800m Freestyle and 1500m Freestyle events male and female events may take place in the pool at the same time, however results and awards must remain separate.

Mixed gender events may take place only in the Mixed Relay events specified below, where each Relay team must consist of two (2) Men and two (2) Women.

The Appendix on swimwear and equipment rules include rules (specific for Virtus) for swimwear which may be worn due to cultural or religious reasons

VIRTUS Sport Rules will be subject to a regular update and reissue immediately following each Global Games or at that time in the 4-year competition cycle should the Global Games be planned earlier or later than normal or postponed or cancelled.

VIRTUS Sport Rules may be updated/amended during the Competition Cycle should there be an urgent need arising from a decision of the Governing Board (generally following a recommendation by the Swimming Committee) or a substantive change in World Para Swimming Rules and Regulations.

##### 3. Event Recognition for Records and Ranking Purposes

**For an event to be recognised by Virtus for Record and/or Ranking performances it must be approved. That approval will be automatically given when an event has World Para Swimming Approval or Sanction. Any LOC not wishing to request any form of WPS approval must submit the same information (as is required for WPS approval) to the Virtus Sport Director-Swimming for that event to be considered for recognition of Record and/or Record performances.**

##### 4. Disciplines

VIRTUS recognises both Long Course (50m) and Short Course (25m) pool lengths and Open Water.

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Long Course

50m (Long Course) competitions should comprise the following events:

<b>Freestyle</b>	<b>Backstroke</b>
50 metres	50 metres
100 metres	100 metres
200 metres	200 metres
400 metres	
800 metres	
1500 metres	
<b>Breaststroke</b>	<b>Butterfly</b>
50 metres	50 metres
100 metres	100 metres
200 metres	200 metres
<b>Individual Medley</b>	<b>Relays</b>
200 metres	4 x 50 metres Freestyle
400 metres	4 x 100 metres Freestyle
	4 x 200 metres Freestyle
	4 x 50 metres Medley
	4 x 100 metres Medley
	Mixed 4 x 100m Medley
	Mixed 4 x 100 metres Freestyle

Open Water

If an Open Water event is proposed and approved, it will follow all WPS Open Water Swimming Rules. The following distances may be offered:

- 1.5km (II2 only)
- 3km (II1, 2, 3)
- 5km (II1 only)

Short Course

25m (Short Course) competitions should comprise the following events as a minimum:

<b>Freestyle</b>	<b>Backstroke</b>
50 metres	50 metres
100 metres	100 metres
200 metres	
400 metres	
<b>Breaststroke</b>	<b>Butterfly</b>
50 metres	50 metres
100 metres	100 metres
<b>Individual Medley</b>	<b>Relays</b>
100 metres	4 x 50 metre Freestyle
	Mixed 4x50m Freestyle
	4 x 50 metre Medley

**SECTION 2: VIRTUS CHAMPIONSHIP EVENT SPECIFICATION**

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## 1 Event Specification

### 1.1 Application of the Specification

The information contained in this Event Specification document is aimed at establishing a minimum standard for the management and conduct of all Open swimming events, including **World Championships, Global Games** and Regional **Open** swimming events. Other Regional championships and all other VIRTUS swimming events are also to adhere to the Specification, however variations may be agreed following discussion with the VIRTUS Sport Director. All VIRTUS branded swimming events (including Regional and, if applicable, National) are to be overseen by the Sport Swimming Director, and this Specification will be used as the basis for discussion for all events.

**NOTE It is important for organisations considering or bidding to hold Virtus events to understand that the specifications in this document are intended to provide for an ideal competition, particularly one that benefits the athletes and all other participants as well as show-casing swimming for athletes with intellectual impairments. The swimming committee recognise that these specifications need a significant commitment of people, time and money. For some organisations we understand that such investments are often extremely difficult, and at times not possible. This should not prevent an organisation considering hosting an event, but such organisations are required to contact the Virtus Sport Director-Swimming directly to discuss absolute minimum requirements, and to get advice, help and support throughout the Bid and planning stages. To help, some of the minimum requirements for events other than World Championships and Global Games are marked MR in this document.**

**It is important to note, please, that any LOC or Member wishing to host an event that does not meet the full standard MUST contact the VIRTUS Sport Director – Swimming to discuss the details of how the event is to be organised. Any LOC that does not do this risks the event not being approved by VIRTUS, this will prevent the athlete performance from being accepted for Record or Ranking purposes.**

**Please also note that an LOC or Member wishing to hold an Open event must request approval from the VIRTUS Sport Director-Swimming, to ensure that the standards of such globally available events are maintained at a suitable level. Wherever practicable the Sport Director-Swimming will appoint a suitable Technical Lead/Director for all Open events.**

### 1.2 VIRTUS Recognised Competitions

For the purposes of World and Regional Records and Rankings, the following events are to be considered VIRTUS Recognised Competitions:

- IPC Games (including Regional and Paralympic Games)
- IPC Swimming Competitions (including IPC World Championships)
- WPS Sanctioned Competitions (including WPS Regional Championships and WPS World Series)
- WPS Approved Competitions
- VIRTUS Global Games
- VIRTUS World Swimming Competitions
- VIRTUS Sanctioned Events

### 1.3 Event Title

1.3.1 For VIRTUS world championship events the title of the event is the “[Year] VIRTUS Swimming Championships”, for example “2017 VIRTUS Swimming Championships”.

1.3.2 For VIRTUS regional championship events the title of the event is the “[Year] VIRTUS Swimming Championships [Region]” for example “2016 VIRTUS Swimming Championships Asia”.

1.3.3 Where a Regional event has been agreed as “Open”, the title of the event shall be “[Year] VIRTUS Open Swimming Championships [Region]” for example “2016 VIRTUS Open Swimming Championships Asia”.

1.3.4 For VIRTUS 25m (Short Course) Championships the phrase “25m” is to be added in parentheses (brackets) after the World Championships

### 1.4 Event Date and Competition Cycle

1.4.1 VIRTUS Swimming 50m world championships will be scheduled every four years with the Global Games competition two years after the World Championships.

1.4.2 VIRTUS Swimming 25m Championships may be scheduled in any year other than one already scheduled for a 50m Championship or Global Games.

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1.4.3 VIRTUS Swimming 50m regional championships may be scheduled every two years other than in a year in which World Championships or Global Games are scheduled.

1.4.4 VIRTUS Championships are to be scheduled to avoid significant time and/or geographical conflict with IPC Swimming World or Regional Championships or any IPC Games if held in the same year.

1.4.5 The event date is to be determined in consultation with the VIRTUS Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation suitability and availability.

#### 1.5 Rules

All VIRTUS Swimming events are to be organised in accordance with the World Para Swimming rules as published by WPS as of the date of the event with appropriate amendments as set out in these Sport Specifications. Local Organising Committees (LOCs) are not permitted to amend these rules. **MR**

#### 1.6 IF and VIRTUS Sanctioning **MR**

1.6.1 The LOC for a VIRTUS World, Global Games or Open 50m Swimming Championships must seek sanction from World Para Swimming in consultation with the VIRTUS Sport Director and through the VIRTUS Executive Director.

1.6.2 The LOCs for any other VIRTUS swimming competition are required to contact the VIRTUS Sport Director early to ensure that the event will meet a minimum sanction standard to qualify for VIRTUS Records and Rankings). **MR**

1.6.3 Other competitions including athletes with Intellectual Impairments that wish their results to qualify for potential VIRTUS Records and Rankings are to apply for VIRTUS Approval (Section 1 Para 3, Section 2 Para 1.2)

1.6.4 The LOCs for any other VIRTUS swimming competition including VIRTUS Swimming regional championships or any 25m championship are recommended to seek approval from World Para Swimming. LOCs are responsible to meet the costs for gaining approval and administration of the process. LOCs are to discuss any submission for World Para Swimming approval with the VIRTUS Sport Director before making any application to World Para Swimming. Application for World Para Swimming approval must be by the VIRTUS Executive Director.

1.6.5 The LOC is to provide signed confirmation from the relevant National Paralympic Committee that the NPC is in support of the event.

1.6.6 The involvement and sanction of the National Swimming Federation is essential to ensure a successful event. The LOC is to provide confirmation that the relevant National Swimming Federation is in support of the event.

1.6.7 The National Swimming Federation must be represented on the LOC by a suitably experienced swimming competition management individual.

#### 1.7 Inspection Visit for all Open Competitions

1.7.1 The LOC will be supported by the VIRTUS Sport Director who will give direction, guidance and advice throughout the planning and delivery processes. Further support will be given by other VIRTUS Staff and other Committees as required. The LOC is to maintain contact with the VIRTUS Sport Director throughout the planning stages prior to the event and is to establish regular conference calls (eg by Zoom, Skype, Google Hangouts or Webex) with the Sport Director not less than six (6) months prior to the start of the event (to provide updates, discuss concerns, and monitor task completion information. **MR**

1.7.2 The VIRTUS Sport Director is required to undertake an inspection visit 9-15 months prior to the event which is to include a visit to all competition and training venue(s) and accommodation. Time will also be available for all other competition related discussions. This site visit will normally take 3-4 days plus travel. Following this visit the VIRTUS Sport Director may delegate further communication with the LOC to a member of the VIRTUS Swimming Committee.

1.7.3 If considered necessary by the VIRTUS Sport Director, VIRTUS Governing Board or the LOC the VIRTUS Sport Director may direct that a second site visit is required. If required or directed, this will generally be 6-10 weeks prior to the scheduled start of the event

1.7.4 The LOC will be responsible for all costs relating to all visits including travel, accommodation and catering costs.

#### 1.8 Events

For the VIRTUS 50m Championships at World and Global Games the programme of events will be as per Section 1 Swimming Sport Specification. The inclusion of Open Water events is encouraged.

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**1.9 Event Timetable**

1.9.1 The competition will be run over a minimum of 5 (five) days with additional days for classification, training, arrivals and departures recommended as below.

	-4 Days	-3 Days	-2 Days	-1 Day	Comp Day 1	Comp Day 2	Potential Open Water Day	Comp Day 3	Comp Day 4	Comp Day 5	Comp Day (Spare)
Arrivals											
Team Training											
Classification											
Technical Meeting											
Venue, Officials & Volunteer Training											
Victory Ceremony Dress Rehearsal											
Competition											
Opening Ceremony											
Closing Ceremony											
Athlete's Party (optional)											
Departure											

1.9.2 Additional training days prior to competition can be made available should the LOC and teams agree.

1.9.3 As additional eligibility groups are included at a full championship level, it is possible that additional competition days may be required, LOCs for World Championships must consider this matter and discuss at an early stage with the Virtus Sport Director.

1.9.4 The Opening Ceremony may also be held Day -1, at the discretion of the LOC and approval of VIRTUS Sport Director. The Opening Ceremony may also be held before the first Finals Session on Day 1.

1.9.5 If an Open Water event is proposed by the LOC and approved by VIRTUS it is to be held on day three (3) of competition, with the last 3 days delayed (ie to calendar days 4, 5 and 6). There is not to be any pool competition on the same day as an approved Open Water event.

1.9.6 Official championship dates are from the date of the Opening Ceremony to the date of the Closing Ceremony.

**2 Competition Information**

**2.1 Competition Format**

2.1.1 The competition shall be run with individual Preliminary Rounds (heats) in morning sessions and finals in afternoon/evening sessions. For 50m Championships a minimum of 3 hours should be scheduled between the end of the morning session and the start of the afternoon/evening session.

2.1.2 The 400m Individual Medley, 400m Freestyle, 800m Freestyle and the 1500m Freestyle events may be run as timed finals during the Preliminary (Heats) sessions.



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2.1.3 Events with eight (8) entries or less will generally be run as finals during the finals sessions, except those events listed in 2.1.2 and as in 2.1.4.

2.1.4 Relays may have finals during the morning session subject to discussion and agreement with the VIRTUS Sport Director.

#### 2.2 Additional Eligibility Groups

2.2.1 From time to time the VIRTUS Governing Board may direct that athletes in additional eligibility groups may enter the Championships and other VIRTUS swimming competitions. This may be in a championship group or temporarily as part of a series of pilot or test events.

2.2.2 LOCs are requested to liaise with the VIRTUS Sport Director in making these additional eligibility groups fit within the structure of the planned event, and to manage the entries accordingly. Event viability rules will apply separately to such additional eligibility groups.

2.2.3 Athletes in the additional eligibility groups shall normally swim in Preliminary Rounds (heats) in a "multi-group" format, and if numbers permit shall progress to swim in single group finals. In general, there must be more than eight (8) athletes entered into the relevant Group in any preliminary event to be considered for advancement to a final.

#### Youth Competition

2.3.1 The VIRTUS Sport Director may direct or recommend the inclusion of one or more youth categories in a Championship. Such athletes will principally compete as a standard championship entry (II1 or II2); however, results will be extracted from the overall final ranking to determine medal placing for athletes in a youth category

2.3.2 Depending on numbers, the youth categories shall be as follows (age as of 31 Dec in year of competition):

- Men                    12-16yrs;            17-18yrs
- Women                12-15yrs;            16-18yrs

2.3.3 If there are insufficient numbers for an effective competition within such age groups, the VIRTUS Sport Director may direct that there will be a single youth category of Under 19 yrs (i.e; actual age 12-18yrs) as of 31 Dec in year of competition.

#### 2.3 Competition Schedule

2.3.1 The Competition schedule is to be planned with up to two sessions per day, with preliminary rounds (heats) in the morning, and finals in the afternoon/early evening.

2.3.2 The LOC in consultation with the VIRTUS Sport Director is responsible for providing an outline programme of events which is to be submitted to the VIRTUS Sport Director for final approval prior to publishing.

#### 2.4 Entry Quotas

2.4.1 Each member organisation shall be entitled to a maximum of 3 (three) entries per individual event, subject to that event remaining viable.

2.4.2 Each member organisation shall be entitled to enter 1 (one) team per relay event, subject to that event remaining viable.

2.4.3 Following initial entries, the Sport Director together with the LOC may offer additional places to delegations in events with low participating numbers. The rules regarding advancement to finals and/or award of medals shall be as described in Rule 2.6.2.

#### 2.5 Event Viability Criteria

2.5.1 Events will be considered viable if they have a minimum of three (3) eligible athletes or teams (for Relay events) from two (2) different member organisations. This viability rule is applicable to championship entry and any additional eligibility competitions or groups. It does NOT apply to any youth category.

2.5.2 In a Regional championship (or exceptionally in VIRTUS Swimming Championships/Global Games) Rules 2.6.1, 2.5.1 and 2.5.2 may be waived should there be insufficient numbers to meet the minimum entry quota for any particular event. In the case of this occurring, and in the case of implementing Rule 2.5.3, consideration will then be given by the Sport Director and LOC as to how places in Finals and/or allocation of medals may be made. In any case, a maximum of 3 athletes or 1 relay team from any single delegation can be awarded a place in the Final and/or be awarded a medal.

**2.6 Medal Ceremonies and Medal Design**

2.6.1 Medals will be awarded to the athletes placed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each event, subject to the restrictions in Para 2.6.2. In events where there are less than 4 athletes competing, the Medals shall be awarded as follows:

2.6.2 If the event is entered by 3 or fewer athletes the “N minus one” rule shall apply, where N is the number of athletes competing

2.6.3 Races where N=3 athletes. Automatic Gold and Silver for Places 1 and 2, Bronze medal awarded to 3<sup>rd</sup> place athlete if they meet or better the Qualifying Time

2.6.4 Races where N=2 athletes. Automatic Gold for 1<sup>st</sup> Place athlete. Silver medal awarded to 2<sup>nd</sup> place athlete if they meet or better the Qualifying Time.

2.6.5 Races where N=1 athlete. Gold Medal awarded if the athlete meets or betters the Qualifying Time

2.6.6 The LOC is responsible for planning and staging the Victory Ceremonies in consultation and agreement with the VIRTUS Sport Director and VIRTUS Marketing and Communication Manager. It is very important that medal ceremonies run to schedule, and that the correct athletes receive the correct medals. Special attention must be paid to results distribution to the Victory Ceremony team to ensure that this happens.

2.6.7 The LOC is to provide 3 national flags and a short version (maximum 1 minute) of the national anthem of each participating country.

2.6.8 General principles:

- A maximum of 4 minutes will be allowed in the timeline for each Victory Ceremony.
- No changes in the medal ceremony schedule will be allowed.
- A podium of a suitable size for 3 relay teams must be available with a backdrop that includes the championship logo and title, VIRTUS website and social media information.
- The short version of the national anthem of the gold medallist will be played and the relevant flags for all medallists raised at the same time as the anthem is played. Flags should be clearly visible to the athletes.
- Flowers or a gift, relating to the championships or culture of the host country, region or city should be presented to all medallists during the medal ceremony.
- At least one (1) medal presenter must be identified by name for each session. A full list of presenters for each session is to be provided in advance to VIRTUS.
- Enough space with a clear view must be available in front of the podium for authorised photographers to take photographs after athletes have been presented with their medals and whilst the flags remain raised.
- The athletes and teams are responsible for attending their medal ceremonies. If an athlete does not attend or cannot be found, the medal ceremony must continue.
- LOCs must be prepared for the possibility of a tie in any medal position. Therefore at least two (2) flags may need to be displayed at the same time in first, second or third place.
- A full practice session for medal ceremonies, including all volunteers, tray and gift carriers and chaperones is to be held at least two (2) days in advance of the start of competition.

**2.6.9 Medals design**

2.6.9.1 The medals design must reflect the importance of the event and culture of the host country, region or city and show:

- The championship logo and year
- The VIRTUS logo (on the back)

2.6.9.2 If a championship includes additional eligibility, youth or trial groups, the following medal sizes are required:

- II1 and II2– large (10cm in diameter)
- II3, Youth and trial – medium (8cm in diameter)

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2.6.9.3 For championships without any additional eligibility, youth or trial groups II1 medals must be 10cms in diameter.

2.6.9.4 The medals and ribbons for each group must be of the same design. The ribbon must carry both the championship and VIRTUS logos and reflect the overall design theme of the event.

#### 2.7 Qualification Criteria

2.7.1 Entry is open to all VIRTUS Members in good standing.

2.7.2 The VIRTUS Sport Director shall create (or otherwise approve) Minimum Qualification Standards (MQS) which shall be published by VIRTUS ahead of each Championships.

2.7.3 Where appropriate, the VIRTUS Sport Director may also create Minimum Entry Times (MET) in conjunction with the MQS in Para 2.8.2.

#### 2.8 Entry Process

2.8.1 Preliminary entry information should be available twelve (12) months before the date of the Opening Ceremony and final entry information nine (9) months before, giving full details and costs associated with the event.

2.8.2 A suitably experienced named individual within the LOC is to manage the entry system, providing detailed and timely updates to the VIRTUS Sport Director as and when requested. The LOC is to check each Entry for the following criteria:

- that it is the correct eligibility group,
- meets the MQS or MET as detailed in the Entry Conditions
- that submitted entry times can be verified,
- that the athlete is on the relevant Master List and marked active
- that all details including gender and date of birth are entered and correct.

2.8.3 The LOC is further responsible for liaising with the relevant Meet Management provider to generate provisional Team Sheets, Psych Sheets (lists of all athletes participating in each event) and subsequently Start Lists.

2.8.4 The VIRTUS Sport Director will generate and manage the detailed minute-by-minute schedule.

2.8.5 For the World 50m Championships entry will be managed via the VIRTUS Sports Management System (ISMS) or such other system that VIRTUS may adopt. The LOC will be given access to the system to manage entries and information.

2.8.6 For other events the ISMS should be used. Alternatively, LOC managed entry may be via an online entry system that is user-friendly and if possible, available in multiple languages (for example; Hy Tek; TeamUnify; International Sports Timing; Sportsystems). This should be supported by a paper-entry system for nations who may have difficulty accessing the internet.

2.8.7 A full list of entrants is to be available in a suitable format (eg Hy Tek Team Sheets) for distribution to key partner agencies and for confirmation by participating Members no later than two (2) weeks after the final entry deadline.

#### 2.9 Entry fees

2.9.1 Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event is to be considered carefully.

2.9.2 Sponsorship may be raised, in accordance with the guidelines set out in the VIRTUS Handbook.

2.9.3 A capitation fee (level to be determined by VIRTUS) must be added to the cost of the event and must not be used to cover any of the cost of the event.

2.9.4 VIRTUS may charge a small online entry fee to cover administration costs of the VIRTUS Sports Management System which will be agreed with the LOC and included in the entry fee.

2.9.5 Entry fees will normally be made in two (2) separate payments, all payments to be made to the LOC:

- 30% at first entry deadline and may be held as a deposit by organisers in accordance with the schedule below.
- 70% at final entry deadline.

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2.9.6 VIRTUS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

#### 2.10 Seeding

Seeding shall be in accordance with World Para Swimming Rules on "Seeding for Heats and Finals".

#### 2.11 Technical Meeting **MR**

2.11.1 The VIRTUS Sport Director and, if applicable, the World Para Swimming Technical Delegate (TD), will jointly chair the Technical Meeting which shall normally take place one (1) days prior to competition to discuss all important details concerning the competition and organisation.

2.11.2 It is compulsory for each participating nation to attend.

2.11.3 Each nation shall send up to two persons (recommend Head Coach and/or Team Manager) together with a translator (if required) to the meeting.

2.11.4 The meeting shall be held in English, where possible a near-simultaneous translation to a host or most used language (e.g. Spanish) is encouraged.

2.11.5 The VIRTUS Sport Director will issue an electronic copy of the Technical Meeting information up to one (1) week prior to the meeting. Delegations will be invited to submit written questions to arrive with the TD no later than one (1) day prior to the meeting, reducing the question time at the meeting.

#### 2.12 Team Composition & Delegations

2.12.1 There is no limit to the number of athletes a nation may bring, however in accordance with Section 2.5 each nation is limited to three (3) entries per individual event and one (1) entry per relay event.

2.12.2 Each competing nation may, in addition to the swimmers, bring 1 team manager, 1 head coach, 1 medic/ physio and additional support staff at a recommended ratio of 1:5 swimmers.

#### 2.13 Athlete Sport Equipment & Clothing Regulations **MR**

2.13.1 Only World Para Swimming approved swimming clothing and equipment may be worn during competition. In addition, all swimwear and pool deck equipment are to be in accordance with World Para Swimming Rules.

2.13.2 *Interpretation: A swimsuit not bearing a valid FINA approval label will be approved provided it evidently fulfils the material requirements set forth in the current FINA Requirements for Swimwear Approval. This is notably the case for swimsuits made of traditional permeable textile (i.e. open mesh) material (such as cotton, Nylon, Lycra and the like) with no application of surface treatment closing the open mesh structure*

2.13.3 Any delegation with concerns regarding the approval status of swimwear or any additional equipment should request the Sport Director, TD or appointed Referee for a decision on approval. There will be opportunities for such equipment checks immediately after the Technical Meeting and by the Referee on the pool deck 30 minutes before the start of every competition session.

2.13.4 Note that for any VIRTUS or World Para Swimming records to be ratified the swimwear used must be listed on the current FINA Approved List.

2.13.5 See also Appendix 1 for full details regarding these Regulations

#### 2.14 Communication

2.14.1 The LOC is to develop and publish a Team Leader's Technical Guide no later than three (3) months before the event containing all key event information. This is to be submitted to the VIRTUS Sport Director for approval prior to publishing.

2.14.2 During competition, an effective communication system should be installed to ensure teams receive accurate and timely information. This is likely to include a combination of meetings, verbal announcements, notices and individual mailings via the Sports Information Desk, emails to delegations and notices displayed on walls and boards.

2.14.3 All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

**2.15 Results**

2.15.1 An efficient and accurate competition schedule and results management service is essential throughout the event (e.g. Meet Management Software) (**MR**). Organisers are to ensure that results of events can be published 'live' to the event website.

2.15.2 LOCs must ensure that live results are available and can be published online on multiple websites as agreed with VIRTUS.

2.15.3 A full results list is to be made available to the VIRTUS Sport Director and issued on-line immediately after the completion of each day of the event. **MR**

2.15.4 A full copy of the results should be sent to the VIRTUS head office (in agreed format in accordance with VIRTUS requirements) and copied to the VIRTUS Sport Director within 48 hours of the conclusion of the event. **MR**

2.15.5 In addition and where an event has the approval of World Para Swimming, the results are to be sent to World Para Swimming within 48 hours in accordance with their approved format.

**2.16 Access to Field of Play Policy**

2.16.1 At all VIRTUS Championships and Global Games a "Clear Deck" Policy for Field of Play will be in place; this means that only essential people will be allowed to access the Field of Play (pool deck and immediate operational areas). Strict access control is to be in place to ensure that only those individuals with authority to be in these areas can access the Field of Play.

2.16.2 This policy will apply also to access to the front of the podium area for photography during and after victory ceremonies.

2.16.3 If the delegation seating does not provide an adequate view of the competition pool then LOCs are to arrange a suitable viewing location for coaches and team staff.

2.16.4 The Field of Play will be clearly identified at the Technical Meeting and will consist of at least the following areas:

- Competition swimming pool
- Training swimming pool
- Pool deck area immediately surrounding the pools
- Immediately adjacent to the Field of Play and subject to the same restrictions:
  - Call rooms
  - Victory Ceremony preparation rooms
- In addition, there is to be controlled access to the following areas:
  - Control Room
  - TD, VIRTUS and WPS office spaces
  - Sports Information Desk
  - Classifier Rooms and analysis areas
  - Rooms in use or allocated to Doping Control

**3 Eligibility & Classification****3.1 Eligibility**

3.1.1 All national teams shall be eligible to participate, provided that their Member organisation is in good standing with VIRTUS.

3.1.2 Entries will only be accepted if they are sanctioned/approved by the relevant national Member organisation. **MR**

3.1.3 VIRTUS will manage the primary eligibility process and will regularly update the VIRTUS Master List. All athletes entering the event must appear as 'Active' on the VIRTUS Master List no later than the final entry deadline. Applications for new athletes must be submitted to VIRTUS at least 12 weeks before the start of the competition.

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3.1.4 Athletes who do not meet the qualifying criteria or do not appear on the VIRTUS Master List as 'Active' are not eligible for the event.

3.1.5 There shall be no 'guest' entry. **MR**

3.1.6 The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the VIRTUS Master List no later than the final entry deadline (all athletes)
- N, R or C IPC sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age (and maximum age where youth groups are included), nationality etc (all athletes).

#### 3.2 Classification

3.2.1 For approved VIRTUS Open 50m Swimming competitions (including World Championships and Global Games) LOCs must discuss with the VIRTUS Sport Director the numbers of Classification teams to be requested and then apply to World Para Swimming for classification evaluation at the event. For VIRTUS regional swimming championships LOCs are to liaise with the VIRTUS Sport Director to agree whether such an application should be requested.

3.2.2 Where it is agreed with VIRTUS and World Para Swimming for classification evaluation to take place at the event all administration and related costs must be covered by the LOC.

## 4 Venue

#### 4.1 Location

4.1.1 The venue is to be at or as near as possible to sea level and definitely at an altitude no greater than 2000m above mean sea level. It should be within reasonable travel distance (no more than one (1) hour by bus/coach/car) from an international airport.

4.1.2 The venue should remain at an appropriate and comfortable temperature for athletes, team staff, volunteers and spectators. Water temperature is governed by World Para Swimming Rules, pool hall air temperature is to be maintained at water temperature or 1°C above water temperature, pool hall air temperatures must not be greater than 30°C (86°F).

#### 4.2 Facilities

4.2.1 A 50m competition pool (25m for short course events) must be provided for competition. **MR**

4.2.2 For World Championships, Global Games and Open Championships the pool is to be an indoor facility. The pool must meet the minimum standard for competition pools as set out by World Para Swimming, and generally be approved by FINA and by the host nation's National Swimming Federation. It is mandatory that a pool survey certificate verifying the dimensions of the pool in accordance with World Para Swimming rules is provided during the Bid submission. The survey certificate must state the following and be signed (and stamped) by a qualified architect or surveyor: **MR**

- The length of each lane, and stating whether the measurement is with timing pads inserted or not inserted in the water at one or both ends **MR**
- The depth of the water at the Start and Turn ends **MR**

4.2.3 A 25m or 50m warm up pool must be provided adjacent or near the competition pool. The warm up pool must also be approved by the host nation's National Swimming Federation.

4.2.4 A World Para Swimming approved timing and results system must be used, it is recommended that LOCs consult with the VIRTUS Sport Director early. (Current known timing systems include Colorado; Swiss Timing (Omega); Alge; Daktronics; Sports Timing Inc; Seiko Timing Systems). **MR**

4.2.5 The Control Room should be an air-conditioned space of approximately 6.0 metres x 3.0 metres. It is to be within 3.0 metres to 5.0 metres from the finish wall, with an unobstructed view of the finish wall at all times during the race. The referee and Technical Director are to have easy access to the control room during competition, at all other times the room is to be secured.



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4.2.6 A spectator electronic read-out board (video display board / “scoreboard”) is to be available. It shall be capable of displaying at least twelve (12) lines each of thirty eight (38) characters, each capable of displaying both letters and numbers. Each character shall be a minimum height of 200mm. The scoreboard must be capable of scrolling both up and down. The board must be programmable and must be capable of displaying animation and, wherever possible, video imagery.

4.2.7 Call Rooms

4.2.7.1 Call rooms for Long Course (50m) pools are to be established as follows:

- For events of 100m and longer, Initial and Final Call Rooms are to be defined, the Initial Call Room should be capable of holding four (4) full Heats/Races.
- For events starting at the other end (50m) at least one (1) Call Room is to be defined capable of holding four (4) Heats/Races.

4.2.7.2 Wherever practical Call Rooms are to be secured areas within the venue building, isolated by closed doors. In each case LOC’s are to note that the Final Call Room is a space where athletes must be able to prepare themselves for their race.

4.2.7.3 Large display synchronized digital clocks are to be made available throughout the competition and visible to athletes and teams in the competition pool hall, in the training pool hall and at the entrance to each Call Room (4 clocks).

4.2.8 A minimum of two (2) pace clocks are to be fitted and working during training in each pool. They are to be switched off in the competition pool during competition.

4.2.9 A minimum of three (3) strobe starting lights are to be available. **MR**

4.2.10 The following spaces are to be provided for athletes and team officials:

- Male and female changing rooms with lockable personal storage. **MR**
- Athlete Lounge with Wi-Fi and internet.
- Reserved seating area, enough to seat all delegations simultaneously (shaded if outside).
- Coaches area on or near pool deck if athlete seating does not have a view of competition pool.

4.2.11 The following spaces should be provided for officials:

- Male and female changing rooms.
- Lounge/rest area with available refreshments.

4.2.12 Spectator seating:

- Adequate seating should be available for spectators separately from delegations and media. **MR**

4.2.13 Media seating and work areas:

- Adequate seating must be provided for media with a good view of the competition pool and must include desk space for working.
- Dedicated, password protected Wi-Fi and if possible, cabled internet must be provided in the media seating.
- A separate ‘media work room’ should be made available within the venue if possible. Cabled internet should be provided as well as complimentary light refreshments.
- If live results are not available, printed results should be provided to media in the media seating and work room.

4.2.14 The following spaces are to be provided for the management and direction of the competition:

- VIRTUS Competition management office (TD Office) including working desk space for the VIRTUS Sport Director (and World Para Swimming Technical Delegate if appointed), and other relevant VIRTUS and WPS staff to work. This is to have adequate ventilation, good power supplies and lighting, a fast printer/copier and a good broadband internet connection suitable for at least 12 simultaneous high-speed, high bandwidth data connections.
- Sports Information Desk. An information centre manned continuously from 60 minutes before morning warm-up through until 60 minutes after close of Finals session daily will be required at the venue for the posting of schedules, changes, results and other communications for teams. The Sports Information Desk will require a reliable fast, commercial “double-sided” photocopier facility. The SID is to be available, fully staffed and functioning by the start of the first full day of training day Bathrooms and washrooms must be maintained at a high standard of cleanliness and hygiene, toilet paper must be readily available, and handwash and hand drying facilities maintained. In addition, anti-bacterial hand gel is to be available in various locations throughout the venue and official hotels.

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4.2.15 The competition pool must be fully fitted with WPS-approved competition lane ropes, starting blocks, backstroke flags and backstroke ledges (if available) no later than Day -2 (minus two) for athletes to train in a complete competition environment.

#### 4.3 Venue dressing for protocol

One flag from each participating nation must be displayed in the venue. The VIRTUS flag and flag of the host country must also be displayed separately in the venue.

#### 4.4 Training Facilities

4.4.1 Training facilities must be available prior to and during championships. **MR**

4.4.2 On competition days the competition pool is to be available for training prior to sessions. **MR**

4.4.3 The LOC is to create a "training plan" for the training days scheduled and available to teams prior to competition start. The training plan is to allocate training lanes to individual delegations on a fair and equitable basis ensuring that all delegations have a similar opportunity to train in the competition pool. The training plan is to include any essential rules for training, which might include the prohibition of use of fins, snorkels, masks, hand paddles and resistance band training. It should include adequate provision for dive and in-water starts and one-way "sprint" lanes.

## 5 Officials, Staffing & Volunteers

### 5.1 Technical Director

5.1.1 The VIRTUS Sport Director will take on the role of Technical Director for the event. The Technical Director is the highest authority with regards to all technical and operational matters within the event. The Technical Director will also Chair the Jury of Appeal.

5.1.2 Where the event is sanctioned by World Para Swimming and a World Para Swimming Technical Delegate is appointed, the VIRTUS Sport Director and World Para Swimming Technical Delegate will work together. Where such an appointment is made the VIRTUS Sport Director retains the responsibility and authority outlined in Para 5.1.1.

5.1.3 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the World Para Swimming Technical Delegate, where one is appointed.

### 5.2 VIRTUS Sport Director

5.2.1 The VIRTUS Sport Director will attend the event and be the lead and take final decisions on all technical and event operational matters and will act as the highest authority with regards to technical and operational decisions.

5.2.2 The VIRTUS Sport Director and the VIRTUS Official Representative shall work together with other VIRTUS staff, the LOC and any World Para Swimming appointees and representatives to ensure a successful event.

5.2.3 The VIRTUS Sport Director is to arrive not less than one (1) full day prior to any competition-related activity, including training sessions and/or classification schedule and always before the planned arrival date of athletes.

5.2.4 LOCs for Regional or Short Course competitions (that are not approved to be Open events) are to discuss the event with the VIRTUS Sport Director. If directed by VIRTUS, the VIRTUS Sport Director is to be invited to attend the event as the VIRTUS Technical Director. NOTE – failure to discuss the event with the VIRTUS Sport Director may result in the event results not being included in the Sport Rankings and/or Records achieved not being recognised (Section 1 Para 3, Section 2 Para 1.2). **MR**

5.2.5 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and catering of the VIRTUS Sport Director.

### 5.3 VIRTUS Official Representative

5.3.1 VIRTUS will normally appoint an Official Representative (a member of the Governing Board) to the event.

5.3.2 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, catering and transport expenses of the Official Representative.



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### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



5.3.3 The Official Representative will take final decisions on all matters except those that are of a sport technical or overall event operational nature (and in so far not put before the Eligibility Committee) in consultation with the VIRTUS Sport Director, the organising committee and team leaders. They shall also chair the Accreditation/Eligibility Committee and is expected to take a major role in the execution of protocol events.

#### 5.4 VIRTUS Staff

5.4.1 The VIRTUS Sports Manager, VIRTUS Marketing and Communications Manager and a member of the VIRTUS Anti-Doping Committee will normally attend VIRTUS Championship events.

5.4.2 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and catering expenses of the named VIRTUS Staff.

5.4.3 The VIRTUS staff will be present at the event to support the VIRTUS Sport Director, World Para Swimming Technical Delegate, National Swimming Federation Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.

#### 5.5 World Para Swimming Official Representative

World Para Swimming may appoint a representative to a World Championship or Global Games to bring expertise and assistance to the LOC, VIRTUS Sport Director and World Para Swimming technical officials in delivering a successful competition. The representative may also attend the on-site assessment visit with the VIRTUS Swimming Director as part of the evaluation process. The LOC is required to guarantee and render full cooperation with the appointed representative.

#### 5.6 Technical Officials

5.6.1 The following International and National Technical Officials must be appointed to the event: **MR**

Role	Number (Minimum)	Minimum Qualification	Comment
Referee	1	WPS Level 3	World Para Swimming
Referee	1	NF (WPS L2 qualified preferred)	Must speak English
Control room supervisor	1	NF (WPS L2 qualified preferred)	Must speak English
Starter	1	NF (WPS or FINA qualified preferred)	World Para Swimming preferred
Starter	1	NF (WPS qualified preferred)	Must speak English
Clerk of course	2	NF	Must speak English
Chief inspector of turns	2	NF (WPS qualified preferred)	Must have a reasonable standard of English
Inspector of turns	2 per lane	NF	
Judges of stroke	4 (2 each side of pool)	WPS L2 or 3	World Para Swimming
Finish judges	2	NF	
Announcer / Commentator	1	VIRTUS	To be approved or nominated by VIRTUS
Announcer / Commentator	1	LOC/NF	To be appointed by LOC/NF

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



5.6.2 The Referee should arrive two days prior to competition to inspect the facilities and support the LOC and Sport Director in final preparations.

5.6.3 The Referee and all World Para Swimming appointed technical officials are to arrive in enough time to attend the Technical Meeting.

5.6.4 The LOC is to recruit National Technical Officials (NTOs) from the National Federation. They must hold a valid qualification certified either by their National Swimming Federation or by World Para Swimming.

5.6.5 The national technical officials must arrive the day prior to competition to be briefed by the VIRTUS Sport Director and Referee and familiarise themselves with the facilities.

5.6.6 A minimum of one (1) English-speaking experienced on-venue announcer is to be provided. The LOC may recommend an individual for approval by the VIRTUS Sport Director, otherwise an individual will be nominated by the VIRTUS Sport Director, the LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport, expenses and any appropriate fee.

5.6.7 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses for all appointed international (World Para Swimming) officials. Note that in accordance with WPS Rules the per diem rate is inclusive of day of arrival and day of departure and is to be paid in full on arrival

#### 5.7 Local Organising Committee

5.7.1 The Local Organising Committee carries a great deal of responsibility and accountability in preparing and managing the event on behalf of, and under the direction of the VIRTUS Sport Director and other relevant VIRTUS staff.

5.7.2 The LOC is to provide a named individual with specific responsibility for each of the following areas (this list is not comprehensive):

- Chair of the LOC
- Finance and Budget Control
- Accommodation and Food
- Transport
- Media, social media and marketing
- Spectator experience and ticketing
- Volunteer management
- Swimming Federation liaison, to include National Officials, Timing and essential competition pool equipment
- Event Technical, to include scoreboards, videoboards, Wi-Fi, Internet, office printers, power, competition radios
- Communications
- Medical
- Health and Safety and Security, including Lifeguards, Access Security and Accreditation
- Branding and Venue Dressing
- Protocol, including Victory Ceremonies and Opening and Closing Ceremonies
- VIPs
- Athlete/Delegation event entry management
- Venue construction and maintenance

5.7.3 It is essential that individuals with specific responsibility within the LOC are given the clear authority to act and to make independent decisions.

#### 5.8 Sport Specific Volunteers

5.8.1 Trained sport specific volunteers should be recruited to directly support the delivery of the Championships in the following roles: **MR**

Role	Number
Competition/Venue Manager	1
Basket (athlete equipment) carriers	27
Call rooms	8

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



Results Distribution	3
Electronic timing operators	2
Meet management system operators	2
Protocol/Presentations	10
Security	As required
Medical	3 in attendance at all times
Sports Information Centre	3
Doping Control Chaperones	As required

#### 6 Medical & Anti-Doping

##### 6.1 Medical

6.1.1 First aid services must be made available for training and competition by the LOC. A minimum of two (2) trained paramedics are to be visible in a recognisable location on pool deck throughout all times that athletes are permitted to be in the water (ie during training, warm-up and competition) **MR**

6.1.2 The LOC may provide physiotherapy services but must provide suitable space close to the competition pool for delegations to deliver their own physiotherapy services including physio tables and potentially ice baths. LOCs must ensure that they are fully aware of any delegation planning to bring physio benches and/or ice baths or any other equipment requiring space.

6.1.3 Local hospitals and health care centres are to be advised of the Championships. **MR**

6.1.4 The LOC is to ensure that effective and qualified Lifeguard cover is to be provided at all training and competition venues throughout all planned periods of use. **MR**

##### 6.2 Doping Control

6.2.1 All World, Global Games and regional VIRTUS Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with VIRTUS Anti-Doping Policy <https://VIRTUS.org/about-us/anti-doping-policy>

6.2.2 VIRTUS will normally appoint a member of the VIRTUS Anti-Doping Committee to support the VIRTUS Sport Director and LOC at the event

6.2.3 Any athlete requiring a Therapeutic Use Exemption (TUE) must send all TUE applications to the VIRTUS Anti-Doping Committee NOT LESS THAN 30 DAYS BEFORE COMPETITION to [tue@VIRTUS.org](mailto:tue@VIRTUS.org). LOCs must include this information in the Entry Information Pack.

6.2.4 The LOC must provide anti-doping chaperones that are available for the duration of the event. They can be volunteers however 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 in the administration of the sport.

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

- Include a waiting area, administration area and separate toilets,
- Be for the sole purpose of sample collection. This area, including the toilets, cannot be used by anyone other than doping control personnel and those athletes selected for doping control.

6.2.6 The waiting area is to be large enough to accommodate athletes, representatives accompanying athletes, doping control and security personnel. The room should have enough seating and an adequate supply of sealed bottled water. The door is to have adequate access control.

6.2.7 The doping control processing room is to contain a table and at least three (3) chairs. Access to this room is 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
- Processing and sealing of samples
- Packaging and storing samples

- Completing and processing doping control documentation

## **7 Event Operations**

### **7.1 Accreditation**

7.1.1 An accreditation system is to be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and all other persons involved in the event. This should carry the persons photograph and details of their level of access.

7.1.2 Adequate security must be in place to control access at the competition and training pools and all other relevant areas of venue and official hotels.

7.1.3 An efficient system for delegations and individuals to collect accreditation on arrival must be arranged.

### **7.2 Communication Plan**

7.2.1 The LOC in discussion with the VIRTUS Sport Director is to establish an operational Communication Plan for the event and provide the necessary radios and any other mobile devices.

7.2.2 The use of radios at a Championship event is essential to ensure smooth running on Field of Play, Security, Safety and for general operational management. The list below gives an approximate guide to the number of radios, further detail will be provided during site visits. It is recommended for all groups, and mandatory for Field of Play, that the radios are fitted with a Push to Talk Microphone (normally clipped to shirt) and an over-the-ear flexible (comfort) receiver. The radio should also be fitted with a strap (for carrying over shoulder) and/or a belt clip.

7.2.3 The plan must cover the following elements as a minimum:

- Medical team (approximately three (3) radios)
- Security and Safety (including Lifeguards) (approximately twelve (12) radios)
- Technical (including Officials) (approximately fifteen (15) radios)
- Local Organising Committee (approximately eight (8) radios)

7.2.4 The LOC is required to establish a Sports Information Desk at the venue where Schedules, Results and other important information can be posted for teams

7.2.5 In addition, during competition, the VIRTUS Sport Director will expect to meet with the LOC at least daily, normally 30-45 minutes after completion of the morning session.

### **7.3 Visas**

7.3.1 Each competing nation is responsible for arranging for the necessary visas for their delegation. Where necessary the LOC will be required to issue a letter of invitation to participating nations.

7.3.2 The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials, VIRTUS appointees and VIRTUS staff. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

### **7.4 Transportation**

7.4.1 Athletes/Team Officials. All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.

7.4.2 Traditionally athletes enter multiple swimming races and as such will be on site at the venue for most of the day. Flexibility should be planned to allow for athletes not competing in multiple races to return to the accommodation during the day. This is commonly met with a regular shuttle or an on-demand bus service.

7.4.3 The transport arrival point at the venue must be safe for athlete embarkation/disembarkation and must remain clear of all other vehicles and obstructions.

7.4.4 Technical officials. The schedule must guarantee that the officials arrive at the venue a minimum of 45 minutes before the official start of the day's/session's events, or as otherwise directed by the VIRTUS Sport Director. A small number of officials may be required by the VIRTUS Sport Director to be available at the venue earlier, this will be agreed by the VIRTUS Sport Director closer to the event start date.

**7.5 Accommodation**

7.5.1 It is normal for different standards of accommodation to be offered; however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues.

7.5.2 Accommodation for athletes, officials, volunteers and guests should be in the same general area. It is normal for technical officials and LOC staff to be accommodated in a separate hotel to any delegations, athletes or supporters.

7.5.3 Athlete and delegation accommodation should always be separate to planned or advertised family/supporter accommodation

7.5.4 Media should be accommodated in a separate hotel.

7.5.5 The LOC is to provide details of planned accommodation for the delegations not less than 4 weeks prior to the Opening Ceremony and shall not modify, change or alter these plans without first consulting the VIRTUS Sport Director.

7.5.6 Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include several accessible rooms.

**7.6 Catering & refreshments**

7.6.1 LOC's are to provide all meals throughout the event including breakfast, lunch and evening meals for delegations, appointed VIRTUS and World Para Swimming staff, ensuring that religious/ethnic/cultural requirements and the nutritional requirements of athletes are observed.

7.6.2 To maintain good health and provide opportunity for athletes to rest appropriately, meals between sessions are to be provided in the accommodation hotels. For those athletes, officials and staff remaining at the venue during the period between sessions, packed lunches are to be available from the host hotels.

7.6.3 Sufficient filtered drinking water must be available at all training and competition venues throughout the event.

**7.7 Security and Access Control**

7.7.1 The LOC is responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event.  
**MR**

7.7.2 The LOC is to undertake a risk assessment in consultation with the relevant national and local authorities. The risk assessment and any relevant actions or measures are to be discussed with the VIRTUS Sport Director.

7.7.3 The LOC is to guarantee that adequate Access Control is maintained to ensure that only appropriate individuals can access relevant areas throughout the venue. Arrangements for Access Control are to be agreed with the VIRTUS Sport Director not less than 2 months prior to the arrival of athletes.

7.7.4 The LOC, in consultation with the Technical Director, is to ensure that adequate signage (directional arrows and signs) is positioned such that athlete pathways and access points are clearly indicated

**7.8 Conferences and Meetings**

7.8.1 During the planning of a Championship event LOC's are to discuss with the VIRTUS Sport Director and Official Representative the scheduling of the meetings detailed below. These must not conflict with the competition or training timetables, nor with the planning and conduct of the Technical Meeting ([Para 2.12](#)).

7.8.2 The following meetings are to be scheduled:

- Heads of Delegation/Team Managers' Meeting. This may take place immediately following the Technical Meeting or, in agreement with the VIRTUS Sport Director, as part of the Technical Meeting.
- Athlete Forum. At each Long Course (50m) Championship and at Global Games the LOC is to schedule an Athletes Forum. This is to be managed in accordance with VIRTUS Governance and Policies Para 5.6. This is a "Closed" meeting attended only by eligible athletes and chaired by the VIRTUS Official Representative.
- Swim Forum. At each Long Course (50m) Championship and at Global Games the VIRTUS Sport Director shall chair a meeting of up to two (2) delegates per Member Organisation in good standing with VIRTUS. The purpose of the meeting shall be to discuss the period since the last swim forum, the status of the sport discipline and any plans for the future of the sport discipline.

7.8.3 As stated in Para 2.15 [Communication](#) the LOC and the VIRTUS/WPS event management team are to meet at least once formally daily from the arrival of the VIRTUS Sport Director until the conclusion of the Closing Ceremony. This is to manage the effective operational control of the overall event and to resolve any issues.

7.8.4 Additional conferences and meetings may be requested by VIRTUS or by the LOC, these will all be subject to availability of time and venue and are to be agreed between VIRTUS and the LOC on an individual case basis.

**8 Ceremonies, Guests & Social Programme****8.1 Ceremonies and Receptions**

8.1.1 Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere, noting that it is important for all such events to remain athlete-centred.

8.1.2 In the Opening and Closing Ceremonies it is mandatory to include:

- An opportunity to raise/lower the VIRTUS flag
- A welcome/closing speech from or on behalf of the VIRTUS President.
- At least one (1) athlete and delegation official from each delegation is to march with their flag during the opening ceremony
- The VIRTUS anthem

8.1.3 Careful consideration should be given to athlete welfare regarding the timing, location and length of the Opening and Closing ceremonies.

8.1.4 Ideally, they should be held at the sport venue or, if essential due to logistics, at or close to the delegation accommodation.

8.1.5 Plans for Opening and Closing Ceremonies are to be discussed in advance with the VIRTUS Sport Director, VIRTUS Official Representative and VIRTUS Marketing and Communication Manager. Final approval is to be requested from the VIRTUS Marketing and Communication Manager.

8.1.6 Additional Receptions may be considered for key guests, VIP's and sponsors.

8.1.7 It is recommended that a separate VIP lounge is made available at the venue.

**8.2 Guests**

8.2.1 Organisers are required to provide a VIP guest hospitality programme. Organisers are required to ensure an appropriate venue accommodation is available for guests, and if possible, access to transport, competition venues and any social programme.

8.2.2 The guest list should be developed in consultation with VIRTUS.

8.2.3 Guests will normally attend at their own expense.

**8.3 Social programme**

8.3.1 A social programme may also be offered to participants. However, it is important that the programme is sympathetic to the requirements and sport demands of elite athletes.

8.3.2 It is common practice for the LOC to host a "party" strictly for athletes and delegation staff on completion of the Championships. This **must** be separate from the official Closing Ceremony.

**9 PR and Media****9.1 Branding and PR**

9.1.1 Promotion is a key element of organising an VIRTUS Championships. Public and media awareness will help to ensure the success of an event and could bring additional sponsorship and funding.

9.1.2 A plan for delivering the following top requirements must be sent to VIRTUS at least one year before the competition (if the event is confirmed later, the plan must be sent as soon as possible).

**9.2 Announcement**

The announcement of hosting a championship is made in partnership with VIRTUS and the LOC when the contract is signed by both parties. No public announcements (including social media activity) can be made without consulting with VIRTUS.

**9.3 Media awareness**

Local and national media need to be made aware that the Championships are happening as soon as possible. Regular contact should be made with journalists and broadcasters and events planned to involve them with athletes and the championships.



**9.4 Social media and website**

9.4.1 Social media is a great – and free – way of promoting the championships. However, VIRTUS does not recommend creating new accounts for championships. This is because any followers will be lost after the competition ends. Instead, VIRTUS can post any updates to their social media channels or give LOCs access to their accounts.

9.4.2 The VIRTUS Marketing and Communication Manager is to be consulted at all stages during the consideration of social media plans and prior to the release of any social media messages.

9.4.3 The LOC will create and manage a website for the event, which will be in line with the VIRTUS Branding Guidelines and as detailed in the VIRTUS Policies and Procedures. The website shall be reviewed and signed-off by VIRTUS in advance of publication.

**10 Branding and materials**

10.1 All branding and materials must be approved by VIRTUS before they are produced. This includes but is not limited to:

- Competition logo
- Posters
- All venue branding (on and off Field of Play)
- Brochures and programmes
- Accreditations
- Entry pack
- Clothing
- Medal ceremony and/or media backdrops
- Pull-ups/roller banners
- Medals

10.2 A minimum of 25 per cent of all available advertising space in the venue is to be reserved for VIRTUS. The LOC will bear the costs of producing VIRTUS branding for the Field of Play. All materials produced by the LOC must carry the VIRTUS logo and social media information.

**11 Broadcast**

11.1 At all World Championships, Global Games and approved Open competitions the LOC is to provide a high-quality livestream of the competition, with English commentary and graphics, which can be shown on social media and online.

At all other VIRTUS competitions the LOC is strongly encouraged to consider the provision of livestream broadcasting

11.2 All livestream plans, including camera plans, commentators and graphics need to be shared with VIRTUS as soon as they are available.

11.3 VIRTUS owns the rights to all competition footage unless agreed otherwise in advance.

**12 Photographs**

12.1 At least two official photographers must be present for each session. Photographers must also capture the Opening and Closing Ceremonies.

12.2 All photographs must be sent to VIRTUS as soon as possible after competition finishes each day. They must be original, high resolution versions of the pictures. They must be rights-free for use by VIRTUS in future publications and activities. [MR](#)

**13 Media Access to Field of Play**

13.1 Access to the Field of Play by anybody is to be positively controlled, a limited number of official media individuals may be granted access to the Field of Play, these would generally include the official photographers and any approved

broadcast media teams. Such individuals are to clearly identifiable by coloured tabard and/or clear indication on their Accreditation.

13.2 Immediately following each victory ceremony individual Media/Press photographers may be granted access to the area in front of the podium for the taking of photographs. This is to be strictly controlled.

13.3 There will be no media access to Call Rooms, Doping Control Stations or the Control Room.

#### **14 Spectators and tickets**

14.1 Spectators improve the atmosphere of a competition, especially for the athletes. LOCs should make every effort to ensure that there are spectators on every day of competition. This can include organising visits from local schools or community groups. Tickets can be free or carry a charge, however VIRTUS do not advise that a LOC relies upon ticket sales to generate revenue.

14.2 Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control and emergency planning.

#### **15 Insurance, Finance & Contingency Planning**

##### **15.1 Event Hosting Fee**

For VIRTUS Championships an event hosting fee is payable to VIRTUS within 1 month of the completion of the event. The amount will be confirmed annually by VIRTUS.

##### **15.2 Liability**

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by VIRTUS.

##### **15.3 Insurance**

15.3.1 All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

15.3.2 The LOC must provide public liability insurance for the event and should consider event cancellation insurance. VIRTUS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

##### **15.4 Event Proceeds**

Any financial surplus resulting from the hosting of the Championships will be distributed in accordance with the Hosting Contract. VIRTUS shall not be liable for any loss incurred.

##### **15.5 Emergency Planning**

15.5.1 LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with VIRTUS staff, and for management of media.

15.5.2 The plan should be developed in consultation with the VIRTUS Sport Director and made available to key staff within the LOC.

##### **15.6 Contingency Planning**

15.6.1 Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's consider contingency and backup plans in respect of essential event areas to ensure successful delivery.

15.6.2 The VIRTUS Sport Director and/or World Para Swimming Technical Delegate may direct the use of a back-up or contingency plan before or during the event.

Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication or competition systems
- Accommodation availability problems
- A key member of staff or volunteer falling ill or becoming absent



## 16 Environmental Considerations

Major swimming competitions tend to use a large amount of potentially recyclable materials and materials that can be potentially damaging to the environment. The LOC is strongly urged to consider a recycling policy for paper, alternatives to plastic water bottles (for example issue of personal drinking bottles and filling stations); the banning of non-essential plastics (cups, drinking straws) and separated rubbish bins for recyclable material.

## 17 Post Event

### 17.1 Post Event Report

On completion of the event, the LOC is to provide to the VIRTUS Sport Director and Executive Director – VIRTUS a short report detailing an overview of the event and a full statement of income and expenditure.

### 17.2 Final Results MR

The LOC is responsible for providing the VIRTUS Sport Director with an electronic copy of the event results. This should be done daily, with a full copy of results on completion of the event. The VIRTUS Sport Director will provide a copy of the format required for inclusion in VIRTUS Rankings

## 18 Verification of Swimming Record or Ranking

### 18.1 VIRTUS Swimming Records

18.1.1 VIRTUS will maintain World and Regional Record Listings for the following Male and Female Long Course (50m) and Short Course(25m) events for athletes in the II1 and II2 Eligibility Groups:

- Freestyle: 50m, 100m, 200m, 400m, 800m, 1500m
- Backstroke: 50m, 100m, 200m
- Breaststroke: 50m, 100m, 200m
- Butterfly: 50m, 100m, 200m
- Individual Medley: 100m (Short Course only), 200m, 400m
- Relays: 4x50m Freestyle, 4x50m Medley, 4x100m Freestyle, 4x200m Freestyle, 4x100m Medley and
- Mixed Relays: 4x50m Freestyle (Short Course only). 4x100m Freestyle, 4x100m Medley

18.1.2 Except in the case of an athlete achieving a record performance in accordance with Para 18.1.11, athletes must appear in the VIRTUS Master List as II1 or II2 before they may apply for VIRTUS Records

18.1.3 All records must be made in scratch competitions or an individual race against time at an event recognised by VIRTUS (Ref Section 1 Para 3 and Section 2 Para 1.2), this will include any IPC or World Para Swimming approved competition.

18.1.4 The length and depth of each lane of the pool must be certified as being compliant with World Para Swimming rules.

18.1.5 Records will only be accepted when times are reported by:

- Automatic Officiating Equipment (AOE) or
- Semi-Automatic Officiating Equipment (in the case of AOE malfunction)

18.1.6 Times which are equal to 1/100<sup>th</sup> of a second will be recognised as equal records and athletes achieving these equal times will be called “Joint Holders”.

18.1.7 Records can be established only in water with less than 3gr/litre of salt. No records will be recognised in any kind of sea or ocean water.

18.1.8 A qualified athlete in an individual event may apply for a record at an intermediate distance if he/she or the relevant Team Leader specifically requests the Referee that his/her performance be especially timed, unless the time at the intermediate distance is recorded by AOE. Such athlete must complete the scheduled distance of the event without disqualification.

18.1.9 The first athlete in a relay team (except for mixed relays) may apply for a record for their leg of the relay. Should the first athlete complete the distance in a record time, his performance shall not be nullified by any subsequent disqualification of the relay team for violations occurring after his/her distance has been completed.

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



18.1.10 All records made during VIRTUS international competitions where an VIRTUS Technical Director is appointed shall be automatically processed.

18.1.11 World Record performances by an athlete classified by World Para Swimming as S14/SM14/SB14 appearing on the World Para Swimming list of Records shall be transferred automatically to the VIRTUS World Record list.

18.1.12 All other applications for records, except as in Para 18.1.10 and 18.1.11, must be made on the VIRTUS Swimming official record form by the athlete or team leader, must be signed by the Referee and must be accompanied by a copy of the AOE output for the relevant race.

18.1.13 All record application forms must be received by VIRTUS within 30 days of the record setting performance.

18.1.14 Applications should be made to the VIRTUS Swimming Director within 30 days of completion of the competition via email or by post to the VIRTUS postal address. Contact addresses can be found on the VIRTUS website

18.1.15 VIRTUS will issue a Certificate of Record once verified.

18.1.16 The authority to ratify records is vested solely in VIRTUS.

18.1.17 Enquiries are to be addressed to the VIRTUS Swimming Director.

#### **18.2 VIRTUS Swimming Rankings**

18.2.1 VIRTUS shall maintain long course (50m) world rankings for athletes of the II1 and II2 Eligibility Groups based on results submitted by LOCs from VIRTUS sanctioned competitions and from IPC and World Para Swimming approved competitions.

18.2.2 The results must be submitted within 15 days after the competition ends in a format requested by VIRTUS

18.2.3 Only athletes that are listed as Active on the VIRTUS Master List will have their results recognised for ranking purposes.

**SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS**  
**7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING**



**VIRTUS SWIMMING APPLICATION FOR WORLD/REGIONAL RECORDS**

Athlete Details

Competitor Family Name:	Given Name:
Date of Birth:	Sex: Male / Female
VIRTUS Eligibility No:	Country:

Record Details

Is this a World or Regional Record?

World                      Regional (specify:)

Africa                       Europe

Americas                       Oceania

Asia

Stroke (freestyle, backstroke, breaststroke, butterfly, medley):

Length of Event:                      Length of Course: 25m / 50m

Electronic time:                      Hand Held times:                      1.                      2.                      3.

Relay Team, if applicable:

Names in order:		Eligibility Number:
1		
2		
3		
4		

Competition Details

Date of race:

Competition title:                      Venue Name:

City:                      Country:

Was the water still? YES / NO                      Indoor/Outdoor event?:

Manufacturer of Electronic Equipment:

In case a moveable bulkhead was used, was the course measurement confirmed in accordance with World Para Swimming Rules 1.1.13; 10.17.2.1 and 10.17.2.2                      YES/NO

Please confirm that the swimsuit worn by the swimmer(s) is in line with World Para Swimming Rule 10.15                      YES/NO

Certification

In my opinion World Para Swimming rules have been upheld.

Name of Referee:	Signature:
Submitted by:	Organisation:
Position:                      Signature:	Date:

VIRTUS Member Nation/NPC Endorsement

Name of Secretary/President:	Signature:
	Date:

**SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS**

**7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING**



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For VIRTUS use only:

Application Received on:

Position:

Approved/Denied (State reasons):

Ratified/Denied on:

Signature:

## VIRTUS Swimming Sport Specification

### Appendix 1

#### Swimming Equipment, Branding and Advertising Regulations

##### Reference Links:

World Para Swimming Rules and Regulations (WPS R&R)

[https://www.paralympic.org/sites/default/files/document/180313084120174\\_2018\\_03\\_WPS%2BRules%2Band%2BRegulations%2B2018.pdf](https://www.paralympic.org/sites/default/files/document/180313084120174_2018_03_WPS%2BRules%2Band%2BRegulations%2B2018.pdf)

World Para Swimming Advertising Guidelines (WPS Adv)

[https://www.paralympic.org/sites/default/files/document/180117095935265\\_World%2BPara%2BSwimming%2BAdvertising%2BGuidelines.pdf](https://www.paralympic.org/sites/default/files/document/180117095935265_World%2BPara%2BSwimming%2BAdvertising%2BGuidelines.pdf)

#### Background

- These Rules are to be applied IN FULL for all Global Games, World Championship and Open Championship events.
- The Swimming Competition at the VIRTUS Global Games is designated as a World Para Swimming (WPS) Sanctioned Competition in accordance with WPS Rule 3.1.2, therefore WPS Rules and Regulations, with minor amendments by VIRTUS, are in force throughout the competition. (WPS R&R 3.1.2)
- These Rules include the Advertising Guidelines published by WPS on their website. And the Rules contained in WPS Rules and Regulations para 10.15. (WPS R&R 10.15)
- To make things clear to competing nations the essential rules have been extracted, modified for VIRTUS as necessary and are published below. In the case of any conflict or disagreement between this document and the WPS Rules and Regulations and WPS Advertising Guidelines a decision will be made by the VIRTUS Sport Director – Swimming.
- All VIRTUS branded competitions are to consider the following Rules and apply them wherever practicable.

#### Swimwear Rules

Extracted with modification for VIRTUS from **WPS Rule 10.15**

- Only swimwear approved by World Para Swimming is permitted. The current list of approved male and female swimsuits, caps and goggles can be found on the WPS website. (WPS R&R 10.15.1)
- Modification of a swimsuit and deviations to the body coverage defined below to accommodate an athlete's impairment or for cultural or religious reasons are permissible subject to approval by the VIRTUS Swimming Director or by appointed WPS Technical Officials. All approvals are to be recorded prior to the commencement of competition. Competition swimsuits without a FINA label must be presented for approval by the VIRTUS Swimming Director or by appointed WPS Technical Officials. (WPS R&R 10.15.2)
  - *Interpretation: A swimsuit not bearing a valid FINA approval label will be approved provided it evidently fulfils the material requirements set forth in the current FINA Requirements for Swimwear Approval. This is notably the case for swimsuits made of traditional permeable textile (ie open mesh) material (such as cotton, nylon and lycra) with no application of surface treatment closing the open mesh structure*
  - *For swimsuits that are adapted or manufactured to comply with cultural or religious requirements:*
    - *Suits shall be made of a textile material as per current WPS requirements*
    - *There is no limit to how many pieces the suit is made up from (ie; Trousers/pants, top and head covering)*
    - *Suits which the TD/WPS Officials consider would be capable of enhancing an athlete's performance will not be permitted*
    - *Athletes wishing to swim in such a swimsuit shall (either themselves or their representative) present the suit to the VIRTUS Swimming Director or appointed WPS Technical Officials for inspection and approval prior to the event*
    - *The decision of the VIRTUS Swimming Director shall be final*
- The swimwear (swimsuit, cap and goggles) of all athletes shall be in good moral taste and suitable for the sport and must not carry any symbol which may be considered offensive (WPS R&R 10.15.3)

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



- All swimsuits shall be non-transparent.
- It is permissible to wear a maximum of two (2) swim caps, both of which must comply with the branding and advertising rules. (WPS R&R 10.15.4)
- In Competition the athlete must wear only one (1) swimsuit in one (1) or two (2) pieces. No additional items, such as arm bands or leg bands shall be regarded as parts of a swimsuit. (WPS R&R 10.15.5)
- Swimsuits for men shall not extend above the navel or below the knee, and for women shall not cover the neck, extend past the shoulder, nor shall extend below the knee, excepting those approved by the VIRTUS Swimming Director or by appointed WPS Technical Officials for reasons of impairment, cultural or religious considerations. (WPS R&R 10.15.6)
- All swimsuits shall be made from textile materials. (WPS R&R 10.15.6)

#### Advertising

Extracted with modification for VIRTUS from the **WPS Advertising Guidelines**

- Advertising means the display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer, organisation or corporation other than World Para Swimming or VIRTUS. (WPS Adv 1.1.1)
- There shall be no advertising of tobacco or alcohol (WPS R&R 3.7)
- Advertising in the form of logos appearing on swimwear (i.e. swimsuit, cap and goggles and pool deck clothing, i.e tracksuits, team uniforms, footwear, towels and bags at VIRTUS Global Games is permitted as follows:

Swimsuits: (WPS Adv 1.1.1.1)

- On a one-piece swimsuit two (2) manufacturers' logos shall be permitted, one above the waist and one below the waist of a maximum size of 30 square centimetres each when worn. These two (2) logos shall not be placed immediately adjacent to each other. Where a two-piece swimsuit is used, the two (2) logos shall be placed one on each part
- One (1) flag and one (1) country name or code of a maximum 50 square centimetres each may be worn
- One (1) sponsors logo of a maximum 30 square centimetres may be worn.

Caps: (WPS Adv 1.1.1.2)

- One (1) manufacturer's logo of a maximum 20 square centimetres on the front (NOTE that many manufacturers place the logo on the side, this is NOT permitted)
- One (1) flag and/or country name (code) of the size of 32 square centimetres may be printed on only one side of the cap
- Athlete's name of the size of 20 square centimetres printed on the same side as the flag and country name (code).

Goggles: (WPS Adv 1.1.1.3)

- Two (2) manufacturers logos of a maximum 6 square centimetres are allowed on goggles but only on the spectacle frame.

Pool deck clothing: (WPS Adv 1.1.1.4)

- Two advertising identifications of which one may be the manufacturers logo and one may be a sponsor logo are permitted, each with a maximum size of 40 square centimetres when worn for items listed below.
- Identification on clothing must be placed on the top breast side.
- For upper body clothing items only, the manufacturers logo (maximum 8 cms width) may additionally be placed in the form of a strip in one of the following positions:
  - Around the bottom of both sleeves or
  - Centred down the outer seam of both sleeves
- For lower body clothing items only, the manufacturers logo (maximum 8 cms width) may additionally be displayed in the form of a strip centred down the outside seam of both legs
- T-shirt (max 40 square centimetres)
- Polo shirt (max 40 square centimetres)

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

### 7.9 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - SWIMMING



- Casual shirt (max 40 square centimetres)
- Bath robe (max 40 square centimetres)
- Tracksuit top (max 40 square centimetres)
- Trousers (pants) (max 40 square centimetres)
- Shorts (max 40 square centimetres)
- Skirts (max 40 square centimetres)
- Jacket (max 40 square centimetres)
- Towels (max 6 square centimetres)
- Baseball caps (max 6 square centimetres)
- Hats (max 6 square centimetres)
- Socks (max 6 square centimetres)
- Footwear (max 6 square centimetres)
- Bags (not greater than 10% of the surface area to a maximum size of 60 square centimetres)

If any clothing contravenes these regulations, the athlete will be required to remove the relevant item/s and replace it/them with clothing that complies with these regulations. (WPS Adv 1.1.2)

VIRTUS recommends that member organisations/countries where they have any doubt regarding the approval of any of their equipment should contact the VIRTUS Swimming Director for advice. In any event member organisations/countries are strongly encouraged to present their swimwear and any relevant equipment to the VIRTUS Swimming Director or appointed WPS Technical Officials before the start of the competition, an opportunity will be available during training, at the Technical Meeting and during warm up for each session. (WPS Adv 1.1.3)

Body advertisements (except for WPS, Agitos or VIRTUS logos) are not permitted in any way whatsoever (this include tattoos and symbols) (WPS Adv 1.1.4)