



FÉDÉRATION  
INTERNATIONALE  
DE NATATION



# Artistic Swimming World Series



**Fina**  
ARTISTIC SWIMMING  
WORLD SERIES

**Rules & Regulations  
2022 Edition**



## FINA ARTISTIC SWIMMING WORLD SERIES RULES & REGULATIONS 2022

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# Part 1 – Onsite Competitions



## **1. GENERAL CONCEPT & RULES**

- 1.1 The FINA Bureau approves the organisation of the FINA Artistic Swimming World Series (“ASWS”). The ASWS is an annually staged elite level competition.
- 1.2 FINA owns all rights in the ASWS and its Meets except where granted to the HMF as set out in the staging agreement between FINA and the HMF (host National FINA-Member Federations).
- 1.3 The ASWS will consist of several competitions “Meets”, staged by Organising Committees “OCs” under the recognition of host National FINA Member Federations “HMF’s” and staged each year on dates to be approved by FINA.
- 1.4 The HMF of each ASWS Meet shall enter into a staging agreement with FINA.
- 1.5 The HMF of each ASWS Meet shall cover all Meet organisation costs including the competition venue, organisation, staff, press facilities, TV broadcast, all secretarial services and all other operational costs incurred in organising the Meet.
- 1.6 The ASWS shall be open to all FINA affiliated Federations.
- 1.7 All ASWS Meets will be conducted according to FINA Rules.
- 1.8 Due to the uncertainty of COVID-19 the FINA TASC will allow the host Federations of the FINA Artistic Swimming World Series to host virtual or hybrid events, with pre-recorded programs. Swimmers perform their programs in costume at their respective pools, following regular competition rules. Virtual competitions are considered as part of the World Series. Points and participation count towards the rankings and the prize money.

## **2. HMF/OC GENERAL OBLIGATIONS**

Each HMF/OC shall:

- 2.1 Comply with and conduct the Meet in accordance with the FINA Constitution and all FINA Rules and Regulations, handbooks, and guideline manuals (“FINA Rules”), including those instructions relating to security, accommodation, transportation, accreditation, doping control, competition facilities, marketing, television, media, medical, hospitality and protocol and, to submit all arrangements for the Meet to FINA no later than 4 months before the Meet for FINA’s approval.
- 2.2 Present the Meet to the highest possible standard and undertake a promotion campaign to promote it to the widest possible audience locally, regionally, and nationally with the host country.
- 2.3 Use its best endeavours to ensure that its national Government provides guarantees that it shall respect the FINA Rules (including the provisions relating to free access to the Meet host country for all accredited persons based on a passport (or equivalent) and submit such guarantee in writing to FINA.



### 3. VENUE REQUIREMENTS & TECHNICAL FACILITIES

#### 3.1 Pools: The Meet competition pool must be as follows:

- For the routine section of the competition a minimum area of 12 metres by 25 metres is required, within an area of which 12 metres by 12 metres must have a minimum depth of 3.0 metres. The depth of the remaining area shall be 2.0 metres minimum.  
In general, all facilities shall follow the relevant FINA Rules.

#### 3.2 Seating: sufficient seating for participants and spectators should be provided. Seating positions along the side of the pool shall be provided for all competitors, team officials and unassigned technical officials, from which they may properly observe training and competition.

#### 3.3 Internet access: the HMF / OC will ensure that there is an adequate internet connection available in all areas of the venue and that **it is accessible to all free of charge**.

#### 3.3 Officiating & Technical Equipment: The HMF/OC shall provide automatic officiating/timing equipment in accordance with FINA Rules.

#### 3.4 Timing Partner Facilities & Services: Should this become applicable, the HMF/OC shall at its own cost, provide the ASWS Series/Meet Timing Partner with the following facilities and services:

- Customs Clearance & Fees: assisting the Timing Partner with respect to customs clearance and shall be responsible for any fees or taxes imposed on the Timing Partner for the temporary importation of its equipment for the Meet.
- Equipment / Storage Space: the necessary space (that can be locked) at the Venue for the installation of the equipment needed for the fulfilment of the services of the Timing Partner, as well as any necessary storage space.
- Local Equipment Transportation: local transportation before, during and after the Meet for the moving of equipment to and from various sites, as well as all assistance with the loading and unloading of vehicles.
- Connections: all necessary connections and cabling as required by the Timing Partner, HB, media, and others, as to be agreed between the parties.
- Furnishings: the necessary tables, chairs, and the like for the satisfactory installation and operation of the Timing Partner's equipment in a lockable Timing Control room. The HMF/OC shall provide the Timing Partner's staff with a key for their use.
- Electrical Power: the necessary electrical power (if possible 220VAC, 16 & 50 Amps) and power outlets sufficient to provide the services required.
- Working Conditions: Maintain the Timing Partner working areas at 20°C (+/- 2°C).
- Project Co-ordinator: appoint an English-speaking person to act as a project co-ordinator to work with the Timing Partner's personnel before and during the Meet.
- Security Personnel: provide a security service to ensure that no unauthorised persons have access to the television and Technical Sponsors' equipment. Security must be provided 24 hours a day at all places where equipment is installed.

The HMF/OC is responsible for securing the provision of both the timekeeping/scoring and results/information services from a Timing Partner to be approved by FINA, if not appointed by FINA.

#### 3.5 Media Facilities: The HMF/OC shall provide suitable media facilities and procedures for press and photographers in compliance with the FINA Media Guide.

#### 3.6 VIP Lounge: The NF shall provide a VIP lounge at the Venue, for Partners & Sponsors, its own guests, and guests of FINA.



#### 4. PARTICIPATION, ENTRIES & COMPETITION FORMAT

4.1 **Participation:** Every FINA National Federation is allowed to compete. Should a National Federation enter several solos (male and/or female), duets, mixed duets, or team events with members of their national delegation, only the highest ranked solos, duets, mixed duets, or team in each event will be considered for the Series' **results and rankings**. The National Federations may enter different athletes in the solo, duet, mixed duet, and team events of the various legs of the Series they wish to take part in.

For World Series only, it is possible to have up to two (2) male swimmers as part of the team in the Highlight and Free Combination events.

4.2 National Federations may request permission from the FINA TASC Commission to enter virtually. The athletes' routines will be marked by the judges present at the competition and the result will be considered for the rankings and the prize money.

4.3 **Registration:** All Federations participating in the competitions of the World Series must be registered by their National Federation in the FINA GMS in accordance with the deadlines. As mentioned above, National Federations may enter more than one solo, duet, mixed duet and/or team. In this case, they will be identified numerically. E.g., AUT 1, AUT 2, AUT 3 etc. Virtual entries must also be registered through the GMS to be allowed to take part in the competition.

4.4 **Entries:** Entries are to be submitted through the GMS according to the deadlines for National delegations. Clubs are not allowed to take part in World Series competitions. Entries for virtual legs must also be made through the FINA GMS. Entries that are inadvertently accepted by an OC and have not registered will be excluded from the rankings.

4.5 **Information Bulletin:** The HMF/OC shall publish an information bulletin (including entry forms, official hotel and transportation information, venue information, prize money distribution, etc.) to all FINA Member Federations and FINA at least 3 months prior to the meet according to the standard provided by FINA.

4.6 **Team Leaders Meeting:** The HMF/OC shall organise a Team Leaders Meeting on the day before the first day of competition of the Meet. The FINA Technical Delegate shall be present at this meeting.

4.7 **Draws:** for Solos and Duets, the National Federation that draws number 1 for the technical event cannot be drawn number 1 for the Free event. The World Series draw only concerns National representatives. The clubs are drawn separately. If the NF and clubs must swim in the same event it will be divided in two (2) parts with a short break between each part. The clubs will swim together in one part and the National delegations together in the other.

4.8 **Meet Programme:** Each Meet shall include the following events over the course of three (3) days. If the World Series competition is combined with a National competition, the meet may be conducted over four (4) days.

- Solo Technical Routine – Male & Female
- Solo Free Routine – Male & Female
- Duet Technical Routine
- Duet Free Routine
- Mixed Duet Technical Routine
- Mixed Duet Free Routine
- Team Technical Routine
- Team Free Routine
- Team Mixed Highlights Routine\*
- Team Mixed Free Combination\*

**The events of the ASWS and National Championships are to be held separately and the results cannot be combined**



\*The highlights and Free Combination routines will be known as “Mixed” events allowing for the participation of all female routines or mixed routines (up to 2 men).

- The detailed schedule must be sent to FINA as soon as possible but no later than 2 weeks prior to the event.
- In Olympic years, the Artistic Swimming World Series may follow a different format if the events are hosted in conjunction with the Olympic Games Qualifications.

An end of event Gala is expected on the last day of each leg of the ASWS. The routines performed in the Gala must be different from the routines used in the competition. Accessories are recommended and routines are to be approximately two (2) minutes long. The specifics of the Gala are at the discretion of the HMF/OC.

FINA will provide a standard running order template including the same events programme and the awards ceremony, so that all Meets can provide their individual running order in the same format.

Each HMF/OC shall submit their session start times and running order to FINA for approval no later than 6 weeks prior to each Meet.

- 4.9 A Continental Partnership with FINA is open for the rankings of each leg of the Series to be used by the respective Continental Association should they wish to establish a continental ranking. The specifics are to be discussed on a case-by-case basis.

## 5. SCORING & PRIZE MONEY

- 5.1 The Federations accumulate points according to the rankings of each event in the competitions attended as follows:

		For the <b>Highlights Event</b> only:	
<b>1<sup>st</sup> place</b>	50 points	<b>1<sup>st</sup> place</b>	55 points
<b>2<sup>nd</sup> place</b>	40 points	<b>2<sup>nd</sup> place</b>	45 points
<b>3<sup>rd</sup> place</b>	30 points	<b>3<sup>rd</sup> place</b>	35 points
<b>4<sup>th</sup> place</b>	20 points	<b>4<sup>th</sup> place</b>	25 points
<b>5<sup>th</sup> place</b>	15 points	<b>5<sup>th</sup> place</b>	20 points
<b>6<sup>th</sup> place</b>	14 points	<b>6<sup>th</sup> place</b>	15 points
<b>7<sup>th</sup> place</b>	13 points	<b>7<sup>th</sup> place</b>	14 points
<b>8<sup>th</sup> place</b>	12 points	<b>8<sup>th</sup> place</b>	13 points
<b>9<sup>th</sup> place</b>	11 points	<b>9<sup>th</sup> place</b>	12 points
<b>10<sup>th</sup> place</b>	10 points	<b>10<sup>th</sup> place</b>	11 points

In case of ties, the same points are allocated to each NF having achieved the same score and the ranks in between are skipped.

E.g.: 1<sup>st</sup> place 50 points  
1<sup>st</sup> place 50 points  
3<sup>rd</sup> place 30 points





- 5.2 There are 2 rankings. One overall with scores achieved by all participating Federations, and one containing only those Federations that fulfil the criteria to be eligible for Prize Money.

All National Federations participating in a leg of the Series will collect points (one entry per NF) independently of the number of legs they enter overall. Their points will remain even if they are not eligible for the prize money.

For example:

**Participation ranking:**

1 <sup>st</sup>	A	300 points	4 participations
2 <sup>nd</sup>	B	200 points	2 participations – <i>NOT Eligible for prize money</i>
3 <sup>rd</sup>	C	100 points	3 participations

**Prize Money Ranking:**

1 <sup>st</sup>	A	300 points	4 participations
2 <sup>nd</sup>	C	100 points	3 participations

**5.3 Prize Money:**

There is a ranking in each category: solo, duet, mixed duet, and team (Tech, Free, Free Combo, Highlight).

The ranking is established by adding the top three (3) results of each Federation having participated in a minimum of three (3) competitions of the Series in either solo, duet, mixed duet and/or team category from the 2022 FINA AS World Series meets up to but not including the Super Final. [\(Due to the COVID-19 pandemic this rule was amended from four \(4\) competitions to three \(3\) for the 2022 edition\).](#)

Furthermore, to be entitled to the prize money, National Federations are required to participate in at least one off-continent meet of the Series up to but not including the Super Final. [\(Due to the COVID-19 pandemic this rule will not be applied in 2022\).](#)

Prize money will be allocated accordingly to the top six (6) Federations in each category as follows:



**Prize Money distribution: (USD)**

USD	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place	5 <sup>th</sup> Place	6 <sup>th</sup> Place
Solo Female: Tech & Free	7'500.-	5'000.-	4'000.-	3'000.-	2'500.-	2'000.-
Solo Male: Tech & Free	7'500.-	5'000.-	4'000.-	3'000.-	2'500.-	2'000.-
Duet: Tech & Free	15'000.-	10'000.-	8'000.-	6'000.-	5'000.-	4'000.-
Mixed Duet: Tech & Free	15'000.-	10'000.-	8'000.-	6'000.-	5'000.-	4'000.-
Team: Tech, Free, Combo & Highlights	40'000.-	30'000.-	20'000.-	10'000.-	8'000.-	5'000.-
					USD	257'000.-

**Pathway:**

Participants obtain points in each category (solo, duet, mixed duet, and team) selecting freely the different competitions to attend but reflecting the minimum participation requirements mentioned above.

For Solo and Duets/Mixed Duets, National Federations are free to enter either the Technical event, Free event, or both. For teams, National Federations are free to enter the Technical, Free, Free Combination and/or Highlight event. It is not mandatory to enter each event in each category however the points are cumulated by category: solo, duet, mixed duet, and team.

Different combinations of athlete participation are possible if the minimum number of events are completed. For example: countries may obtain points for the solo prize money by competing in three (3) solo tech events and one (1) solo free event with different athletes in four different competitions.

In the team category, any combination of four possible events (Team Free, Team Tech, Team Combination or Highlight Routine) would be valid if the National Federation competed in the required number of competitions.

**Tie situation**

In case of a tie for any prize money position, the prize money corresponding to the number of placings tied will be divided in equal parts to the countries affected.

For example, if there is a tie for the 3rd place by two countries, the money prize assigned for 3rd and 4th places will be added up, divided in two and delivered to both, and the next placement will be the 5th place



## 6. SUPER FINAL

Following the completion of the last leg of the Series, the first twelve (12) ranked National Federations in each category are allowed to take part in the Super Final competition regardless of the number of events they took part in during the Series. In the event of a withdrawal or in a case of non-participation by an eligible Federation the next ranked Federation in that category will be invited to participate.

Additionally, to be eligible to participate in the Super Final, Federations must have participated in at least one (1) off-continent meet during the Series prior to the Super Final. **(Due to the COVID-19 pandemic this rule will not be applied in 2022).**

The qualified National Federations must confirm their participation no later than six (6) weeks prior to the Super Final to allow for logistics arrangements.

Should the Host National Federation not be represented in the first 12 ranked National Federations at the conclusion of the Series in one or more of the categories, they will be allowed to compete in addition to the 12 invited Federations. They will start first in each category for which they did not qualify.

An additional prize money will be allocated for the Super Final only, based on the sum of the technical and free results by category, according to the ranking of the Super Final (without any reference to the points of the Series). The distribution of the prize money will be done as follows:

USD	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place	5 <sup>th</sup> Place	6 <sup>th</sup> Place
Solo female: Tech & Free	USD 10'000	USD 7'500	USD 5'000	USD 3'500	USD 2'500	USD 2'000
Solo male: Tech & Free	USD 10'000	USD 7'500	USD 5'000	USD 3'500	USD 2'500	USD 2'000
Duet: Tech & Free	USD 20'000	USD 15'000	USD 10'000	USD 7'000	USD 5'000	USD 4'000
Mixed Duet: Tech & Free	USD 20'000	USD 15'000	USD 10'000	USD 7'000	USD 5'000	USD 4'000
Team: Tech, Free, Combo & Highlights	USD 40'000	USD 35'000	USD 20'000	USD 15'000	USD 10'000	USD 7'000
						310'000.-

**Format:** it is a three (3) day event.

DAY 1	DAY 2	DAY 3
<ul style="list-style-type: none"> <li>• Solo Technical Male &amp; Female</li> <li>• Duet Technical</li> <li>• Mixed Duet Technical</li> <li>• Team Technical</li> </ul>	<ul style="list-style-type: none"> <li>• Solo Free Male &amp; Female</li> <li>• Duet Free</li> <li>• Mixed Duet Free</li> <li>• Team Free</li> </ul>	<ul style="list-style-type: none"> <li>• Highlights</li> <li>• Free Combination</li> <li>• End of event Gala</li> </ul>

Medals will be awarded to the first three (3) highest ranked National Federations of the Super Final according to the overall Super Final ranking, by event: Solo Technical, Solo Free, Duet Technical, Duet Free, Mixed Duet Technical, Mixed Duet Free, Team Technical, Team Free, Highlights and Free Combination (total of 10 medals).



## 7 DELEGATES, TECHNICAL OFFICIALS & JUDGES

- 7.1 **FINA Delegates:** For each Meet, FINA will nominate a Technical Delegate and two (2) Judges Evaluators. FINA may also appoint a Medical Delegate and a Media Delegate to attend the Meets. The LOC will cover their expenses for travel (economy fare), accommodation and local transportation. The LOC is required to work with our Press delegate/correspondent and allow him/her access to information, results, and photos.
- The Technical Delegate shall submit written reports to FINA, covering the administration and conduct of the Meet, including the official hotels, meals and dining facilities, transportation, venue and competition facilities, protocol, etc.
- 7.2 **Technical Officials:** Every participating NF must bring an A or a G judge to every meet they enter, up to a maximum of two (2) judges. The A or G judge must have successfully passed the Judges Exam administered at a FINA Artistic Swimming Judges Certification School, the online annual exam and be on the current FINA List. National Federations must apply to FINA ([artisticswimming@fina.org](mailto:artisticswimming@fina.org)) for the registrations and approval of their judge(s).
- 7.3 **Neutral Judges:** In the event of low foreign participation in a ASWS Leg FINA will appoint one (1) to two (2) neutral judges to ensure a balance between the judges' nationalities at FINA's expense. Federations may apply to send one (1) neutral judge per ASWS event at their own expense.
- 7.4 **Practice Judges:** Each National Federation is allowed to send one (1) practice judge per leg. To be accepted the judges must have passed the FINA Development School – Advanced category test.
- 7.5 **FINA Office:** The HMF/OC shall provide an office at the venue for use by the FINA Delegates and FINA representatives, with internet connection, a photocopier and printer, and a suitable number of chairs and desks. The office should be large enough to host small meetings.

## 8. MEDICAL SERVICES

- 8.1 The doping control testing at the Meet will be organised and implemented according to FINA DC Rules and the WADA International Standards, and under the supervision of the FINA Medical & Doping Control Delegate.
- 8.2 The HMF/OC shall designate a qualified doping control/medical officer and co-operate fully with the FINA Doping Control Delegate in conducting the doping control tests at the Meet in accordance with FINA DC Rules.
- 8.3 The HMF/OC will cover the cost of the doping control measures, with a minimum of 6 tests, and the analysis will be made at the WADA-accredited laboratory in the host country, or as agreed with FINA.
- 8.4 The HMF/OC shall provide the chaperones to assist in the implementation of doping control measures.
- 8.5 The HMF/OC shall provide the following first aid, and medical services:
- Appointment of a suitable qualified Meet medical officer/doctor.
  - Free medical service for all competitors and officials at the Meet venue.
  - First aid facilities at the official hotels.
  - Designation of a local hospital and provision of information to teams on local doctors, pharmacies, dentists, etc.
  - Rooms for Massage services at the official hotels and competition venue



## 9. MARKETING RIGHTS & TELEVISION

9.1 **International Marketing Rights:** FINA retains all rights to exploit the International Marketing Rights to the ASWS, which means the following:

- ASWS title partnership/sponsorship rights.

9.2 **National Marketing Rights:** FINA grants to each HMF/OC the right to exploit the National Marketing Rights to their respective Meet and to retain any and all the benefits so gained. The National Marketing Rights include the right to seek and appoint sponsors, sell advertising and other opportunities related to the Meet and to receive other benefits and support as follows:

- Sale of sponsorship and advertising rights (excluding any company conflicting with the International Marketing Rights of FINA), including the appointment of a presenting sponsor for its Meet (provided that such sponsor does not conflict with any FINA-appointed sponsor). In such cases the meet shall be referred to as the:
  - FINA Artistic Swimming World Series - [City, Year], presented by [Event Sponsor].
  - Grant aid or other support from national/regional/local government and other public institutions.
  - Hospitality at the Meet.
  - Meet ticketing/admissions.
  - Concession sales at the Meet venue (gifts, food, and beverage, etc.).
  - Sale of a Meet programme and advertising in any Meet programme; and
  - Sale of merchandising items bearing the Meet name/logo.

The signage/venue dressing opportunities are described on the FINA Brand Platform.

9.3 **Event Title & Logo:** The HMF/OC shall only use the ASWS Event title and Event logo determined by FINA in all its applications and shall comply with FINA's guidelines for the use of such title and logo. The HMF/OC shall submit all materials bearing the ASWS Event title and logo to FINA for its prior approval.

The HMF/OC shall, at its own cost, use the ASWS Event title and logo in Venue decoration, including backdrops and the like, and in keeping with any FINA guidelines.

Please kindly note that the logo of the event can be found on FINA's Brand Guidelines platform: <http://www.fina-brand.com/download/fina-events>.

9.4 **Uniforms:** The HMF shall be responsible for the provision of clothing to the judges, pool deck officials and FINA Delegates, to be worn for all competition sessions. Such clothing shall consist at minimum of two (2) purple polo shirts, which shall respect the FINA branding (white logo, specific to each City). The polo shirts for the Series events must only bear the FINA logo. It is also recommended for the judges and officials to wear black trousers.

The HMF shall ensure that any clothing sourced and provided by the HMF to accredited ASWS participants (including judges, pool deck officials, FINA delegates, volunteers, etc.) shall be branded with the official event logo, applied according to FINA guidelines.

The HMF may at its own cost, print additional logos of its event sponsors on any clothing, however the layout and size of any such additional printing shall be subject to the prior approval of FINA, and shall respect FINA guidelines and FINA Rules.



## 9.5 Video & Broadcast Coverage:

(a) **Video-Screen Coverage LED** – FINA strongly recommends that, if possible, the event organisers use cameras to provide a live video feed to a video-screen in the venue, to allow for spectators to better follow the competition.

(b) **Production of a Live Stream** – FINA requires that the event organiser arranges to provide continuous live coverage of all sessions, as a live stream, with the signal starting at least 10 minutes prior to the presentation of the judges and ending at least 10 minutes after the end of the competition session, including any medal/awards ceremony. The event organiser shall provide the coverage to FINA by means of an RMTH H.264 format live stream, via an internet connection streaming at a minimum of 5MBPS, or in accordance with FINA's other technical specifications.

(c) **Provision of Broadcast Quality Footage to FINA** – In order to enable FINA to compile event video reports for social media and other broadcast use, event organisers must provide FINA with broadcast quality footage in high definition, in a digital format, to be delivered to FINA as soon as possible after the event, either as digital files on an HDD, or by means of file transfer. A minimum of 30 minutes of unedited footage should be provided, however more is always better. The following are of particular importance:

- Pre-event athlete/coach interviews
- Competition routines
- Venue/host city scenic & crowd shots
- Awards ceremony
- Post-event athlete/coach interviews

In addition, FINA strongly recommends that the event organisers encourage the participation of local TV and media platforms to cover the event for their own viewers. Event organisers should facilitate their participation by providing relevant accreditation and access at the event venue.

9.6 **International TV Rights:** FINA retains all rights to exploit the broadcast of the Basic Feed in every country worldwide except for the host country of the Meet ("International TV Rights").

All rights relating to the Meet not expressly granted to the HMF are hereby reserved by FINA. FINA owns all new media rights relating to the Meet, including the right to broadcast or otherwise exploit the Meet on the Internet or by wireless media including the sale of clips of the Basic Feed.

FINA may at its sole discretion share all or part of any net benefit gained from the exploitation of the International TV Rights with the HMF's/OC's.

9.7 **National TV Rights:** FINA grants to each HMF/OC the right to exploit the broadcast of the Basic Feed of their respective Meet within the host country only ("National TV Rights"), and to retain any and all the benefits so gained.

## 10. MEDIA & PRESS SERVICES

10.1 **Press Officer:** The HMF/OC shall appoint a Press Officer responsible for all Meet media and press operations at least 3 months before the Meet.

The Press Officer should be a professional journalist, with excellent knowledge of the sport of Artistic Swimming specialist and English-speaking. The duties of the Press Officer are to generate and distribute information before, during and after the Meet, ensure optimum press coverage, arrange good working



conditions for the accredited media and prepare a final report after the Meet. Such work will be conducted in full collaboration with the FINA TASC Delegate(s) on site.

The Press Officer must develop a strategy covering 3 phases:

a) **Pre-Meet:**

- establish a list of the main local media, including the National News Agency, the main national and regional written publications, radio, and TV stations and develop with them a media plan to maximise the promotion of the Meet.
- regularly send information to the media and FINA Communication Department about the Meet preparation (athletes, venues, accredited press, etc.).
- plan and supervise the set-up of the press facilities at the venue, following the principles set out in the FINA MEDIA GUIDE.
- check and approve the accredited media for the Meet.
- make its utmost to create awareness of the event through an effective promotional plan.

b) **During the Meet:**

- Ensure the distribution to the media of the relevant information concerning the Meet: results, standings, comments, interview/press conferences quotes, information from the National Federations, etc.
- Ensure good working conditions for the media representatives.
- Maintain a permanent contact with the FINA Communication Department to assure the diffusion of information throughout the world.
- Implement side activities such as swim master class, press conference in iconic location, athletes' autograph session, invite "Hall of Fame" athletes to come and be part of the competition, etc.
- The contact between the Meet Press Officers and the FINA Communication Department shall be by email ([press@fina.org](mailto:press@fina.org)).

c) **Post-Meet:**

- prepare a final report for the FINA Communication Department including the effective media coverage, press clippings, Meet photos, activities around the Meet (e.g., ceremony with the presence of official personalities, sponsor activities, etc.)

10.2 **Information Distribution:** The HMF/OC shall ensure the distribution of Meet information to national/local and international press agencies of participating nations and written press, local media and to FINA (for circulation to international media).

The Meet Press Officer must establish a complete list with names and contact details of the local and on-site media as well as individual journalists to be contacted, together with a checklist of the material that should be sent and distributed to them (to complement the information received by the international media).

The information to be distributed includes:

- Press releases and website articles (generated in co-operation between the Meet Press Officer and FINA Communication Department),
- Entry List and Start Lists (produced by the timing company and distributed by the Meet Press Officer on-site to the accredited press (including TV broadcasters), on the Meet website and sent to the FINA Communication Department),
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- Results/Ranking of Federations since the beginning of the ASWS (produced by the FINA Communication Department) and distributed by FINA to the International Media and published on the FINA official website.

10.3 **Press Information Kit:** The HMF/OC shall prepare a press information kit giving detailed Meet information and distributed at the press conferences before the Meet, as well as via the Meet website. The kit must include:

- Detailed presentation of Meet participants (history, performances, biographies, etc.)
- Competition formula
- Competition schedule
- Press conferences time schedule and place
- Training facilities of the athletes
- Name and contact details of the Meet Press Officer and the FINA Communication Department
- Judges, Referee and FINA Delegates' names
- List of FINA and World Cup personalities

The press information kit, as well as the official programme and daily press releases shall be distributed to: FINA representatives on site, participating National Federations, TV Broadcasters, accredited media, sponsors, VIP guests, etc.

10.4 **Press working room:** The HMF/OC shall provide and furnish a press working room, which must have direct access to the press tribune and include: tables and chairs, power outlets for PCs and telephones, internet access (wireless connections are desirable); TV monitors showing the competition; and refreshments. A separate photographers' working area should be provided.

The HMF/OC shall provide a computer with an Internet connection and a printer for the journalists to consult the FINA official website and the local website of the competition.

10.5 **Press Tribune:** Where applicable and feasible, the HMF/OC shall provide and furnish a press tribune which should offer a clear visibility of the finish end of the pool to all journalists. Power outlets sockets must be available in accordance with the number of accredited press. Should this not be possible, the OC must ensure the accredited members of the media have a seat with a clear view of the competition area.

10.6 **Press Conference Room:** The HMF/OC shall provide and furnish a press conference room for the duration of the Meet, very close to the press working room and accessible to the coaches and the athletes without them having to pass through any zone open to the public. The room must be big enough for a minimum of 25 journalists and a TV crew, with a head table for 4 persons. At least 1 microphone must be provided for the head table and another for the interpreter as well as one wireless microphone for the questions. The HMF/OC shall provide and furnish a backdrop behind the head table with the ASWS Event title and logo, as per the FINA guidelines. Should this not be available, a small mixed zone area should be arranged close to the pool to allow for short interviews.

10.7 **Press Conference:** The HMF/OC shall stage a pre-Meet press conference on the day before the first day of competition.

During the competition, athletes will be brought to the press conference room on a requested basis. All team managers and/or national press officers should be informed that the presence of their respective athletes may be requested for a press conference.

10.8 **Accreditation:** Only professional journalists and photographers may be accredited. To be accredited, journalists have to fill and return to the OC a media accreditation form indicating their national or AIPS press card number.





## 10.9 Promotion:

Each OC/HMF should:

- Identify its website URL and social media platforms (Facebook, Twitter, YouTube etc.) to FINA (who will share with all the events).
- Be active on social media (this is where the AS community and fan base can most easily be reached), meaning pre-event promotion, and during the event, news updates + pics + video clips
- Identify that the event is part of the WS - use of the WS logo, WS hashtags, etc. wherever possible.
- Follow/like the social media posts of the other WS events, and to share the social media posts of other WS events.
- Use the common WS hashtags and basic Artistic Swimming hashtags in all WS event posts, in addition to any event specific hashtag the event organiser uses.

## 11. BRANDING

FINA has developed an Event Identity that must be respected by each Host Member Federation. The templates and guidelines can be found on the FINA Branding online platform. The branding must be used in the following areas:

POSTER - CITY DECORATION/BILLBOARD  
OFFICIAL PROGRAMME  
ACCREDITATIONS  
BIBS  
TICKET SAMPLE  
WEBSITE / LANDING PAGE TEMPLATE  
SOCIAL MEDIA TEMPLATES  
ATHLETES ENTRANCE / COACHES BACKDROP  
MAIN COMPETITION BACKDROP  
OVERVIEW  
AWARD AND PODIUM BACKDROP  
MIXED ZONE BACKDROPS  
INTERVIEW/CUBICLE BACKDROP  
GENERIC INFORMATION - SAMPLES  
PERIMETER BARRIERS  
FENCE  
FLAGS  
CARPET  
MEDALS & RIBBONS



The brand guidelines can be found on the [FINA Brand Online Platform](#).

## 12. TRAVEL, VISAS & TRANSPORTATION

- 12.1 The host Member Federation will pay for international travel expenses for the designated FINA Delegates and any other representatives appointed by FINA to attend each Meet (economy fare) as per Appendix A of the Agreement.
- 12.2 **Visas:** The HMF/OC shall make best efforts with its government regarding entry visas for all Meet competitors and team officials from any National FINA Member Federation, as well as for FINA officials and media attending the Meet. Visa requirements for FINA officials shall be provided and is the responsibility of the respective HMF/OC.
- 12.3 **Local Transportation:** The HMF/OC shall welcome all entered athletes, team officials and FINA Delegates and Judges at the nearest airport/railway station upon arrival and shall provide appropriate transportation to the official hotels. The HMF shall also provide the return travel arrangements and confirm in advance the departure times from official hotels to the airport/railway station.

The HMF shall provide local transportation between official hotels and training/competition venues free of charge for the following persons for the duration of the Meet and 2 days prior thereto, plus the day after the conclusion of the Meet: FINA Delegates and FINA Evaluator.

## 13. ACCOMMODATION & MEALS

Accommodation and meals expenses are to be borne by each participating National Federation unless otherwise specified by the Host Federation.

Organisers are highly recommended to charge a non-refundable fee from each participating Federation to prevent extra costs due to last-minute cancellations.

## 14. NATIONAL ANTHEMS AND MUSIC CDs

Team Managers/Coaches are responsible for submitting their music on Audio CDs in wav format with a high-quality sound and /or electronically to the Sound Centre Manager. Electronic submissions must be in the MP3 format with a minimum resolution of 192 kbs.

Each submission shall be labelled as to event, name of the competitors and national federation. During practice sessions Team Managers/Coaches should check their music with the Sound Centre Manager. The labelling standard is also for electronic music files submitted.

## 15. PERFORMING RIGHTS CLEARANCE

Each OC shall at its cost ensure the worldwide clearance of the public performing rights for all musical and other copyrighted materials used in sports presentation, all ceremonies including but not limited to the Opening Ceremony, Closing Ceremony, and medal presentations, and by competitors in the Artistic Swimming events.



## Part 2 – VIRTUAL COMPETITIONS



## 2.1 Rules for Virtual ASWS Video Submission

### 1. Routine Video

A full video of each routine must be filmed, without interruption, using filming guidelines provided by the OC. The video must be non-edited (continuous) and include a full walk on and must also film all the athletes getting out of the water, just like in a regular competition. Whenever possible, videos should be filmed inside, to avoid the glare that comes with exterior pools.

To simulate an on-demand competition environment, the video must be filmed within the allowed timed filming window. For each routine entered, the federation will be able to select one day and a 60-minute window of time to film and submit the corresponding routine video. A numerical identification code will be sent to each federation 30 minutes prior to the state of their agreed upon filming window. The code will need to be displayed prior to the team walk out and again once the athletes have exited the water.

### 2. Presentation Video

A 60-second presentation video will also need to be filmed for each routine entered. This video might be used before or after the routines and will simply be a static shot of all the athletes competing in the routine standing in full suit, make-up and hair and waving to the camera/crowd.

### 3. Submitting Videos Resolution

All videos must be submitted before the final submission deadline they have been assigned by the LOC. A link for submission will be provided directly to the federation.

All videos must be filmed at a resolution of 1080p HD, at 30 frames per second (fps).

It is recommended that sound be fed directly into the camera by a cable to ensure best sound.

The pool deck should be free of any removable objects such as training equipment, bags, towels, etc.  
CLEAN DECK

### 4. Position for Filming

The person in charge of filming the video should be at the side of the pool, exactly in the middle (at 12.5m for 25 m pools), 1m from the water edge, with the starting platform to their right. The camera should be elevated to 1.8m (6 ft) from the ground, which is the average height from which judges watch routines. Whenever possible, tripods should be used. Zooming should be used extremely carefully.

### 5. Suggested Equipment

A high-resolution camera (not a phone or tablet) is highly recommended to ensure quality and ability to zoom. Camera should be mounted on a tripod to ensure stability.

It is strongly encouraged that you test out your camera and sound equipment prior to recording your routine to ensure you are capturing the best video and sound quality.



## 6. Hard Line Sound into Camera

You will have to determine first your camera input type before continuing with how to connect your sound. If your camera has a mini-XLR input, use a mini-XLR to XLR cable to connect your camera to your sound mixer. If your camera has a 3.5mm input, use a 3.5mm to CLR cable to connect to your mixer. Be sure to check that the volume level from the mixer is not too loud for the camera. Most cameras have an informational display for sound level.

Do NOT use speaker output to connect to the camera as this can cause damage to your camera. Reference the first minute of this video as an example: <https://www.youtube.com/watch?v=yx7sFBUguYk>

## 7. Camera Options

Reminder: All videos must be filmed at a resolution of 1080p HD at 30 frames per second. To ensure you have the best quality, please use a tripod to set up your recording device. Below is a suggested list of sport recording cameras on the market. None of these companies are partners with FINA:

1. Common DSLR Camera Brands: Blackmagic, Cannon, Nikon
2. Use a Professional Camcorder

Devices that are not recommended to capture your routine recording:

1. Cell Phone
2. iPad or Tablet
3. GoPro

Rent Equipment:

If federations are unable to purchase quality camera equipment, we encourage them to source a rental company option in their community. There are companies that can rent recording cameras and microphones to make sure you have the best quality recording device for a reasonable rental rate.

PLEASE MAKE SURE POOL DECKS ARE CLEAR BEFORE FILMING!

## 8. Sponsor Banners

Federations can use sponsorship banners around the pool deck during their routine filming. Sponsors cannot conflict with FINA Partners. If you have any questions concerning your sponsors, please consult FINA.



### Compulsory Considerations:

- Videos that do not meet the minimum requirements will not be accepted for entry to the competition. Federations will be notified and given the opportunity to re-submit:
- Video must be filmed in landscape mode (horizontal)
- All limbs of all athletes on the screen at all times
- No talking or noise must be heard other than music
- NO major glare which would prevent judges from accurately seeing the routine must be present

### 9. What is the performance window?

A one-hour period of time is suggested, pre-selected by each federation on the established competition days, within which the routine must be performed, filmed, and submitted to the OC.

### 10. Confirming Performance Window

The OC will send all registered Federations an online form to confirm their performance window.

A special code will be delivered to you at the beginning of your selected performance window. This code will need to be displayed at the beginning (before the full walk on) and end (after everyone has been filmed getting out of the water) of your continuous, non-edited video. The code can be written on a sheet of paper and shown to the camera prior to the beginning of the routine.

### 11. Exemptions

Federations who are not able to secure pool time within the performance window may apply for special exemptions when filling out the performance window selection form.

### 12. Scheduling & Submitting your Routine Filming

The OC will tell you the date you are to submit your video:

Solo Technical (Male & Female) Duet Technical\_  
Mixed Duet Technical-  
Team Technical-  
Solo Free (Male & Female) Team Free-

Mixed Duet Free-  
Highlight Routine-  
Duet Free-  
Free Combination Exhibition-



### 13. Your Video Submitting Window

Federations are allowed a 60-minute window of time to record their routine and begin the upload process. Due to the high-quality video, your video upload must begin within the 60-minute window, but we will allow the upload process to end after the 60-minute window.

### 14. Recording Exemption

If your federation cannot book pool time during the scheduled routine window days or there are weather concerns for outdoor facilities, you may ask for a recording exemption. On the Recording Exemption form you will fill out the new date you are requesting to record and submit your routine.

### 15. How to Submit

Routine videos must be submitted to the OC via secure link One hour before a team is scheduled to begin their routine recording. The OC will send a recording code to the Team Leader. The code ensures code that the routine was recording in the scheduled window and not pre-recorded. The recording code must be displayed on camera prior to the start of the routine and after the athletes have exited the water. Suggestion: write the code on a piece of paper and show it in front of the camera at the required intervals.

## 2.2 Rules for Virtual ASWS Officials

### 1. Referee

#### 1.1 Overview

- For a virtual competition, you need one Referee to be assigned to the competition to organize, time, and deliver all events so that they can be judged in an efficient, fair, and optimal setting. This individual works together with the Virtual Judge Leader, Scorers, Evaluators and Assistant Referees.
- The Referee works together with the Virtual Judge Leader to clarify and resolve any scoring issues throughout each routine.
- The Referee sets the pace of the event and ensures that all judges have completed entering scores and resolved any issues before moving the event along.
- The Referee reviews all potential penalties during the events together with two other Individuals (ensuring that all three reviewers are from different Federations).
- The Referee is in constant communication with the Virtual Judge Leader throughout the event

#### 1.2 Role:

- A Virtual Referee is required for all events. If the competition is large additional Assistant Referees can be added.
- The Virtual Referee takes any action required during and between all athlete performances.
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- The Virtual Referee ensures that the routines being presented have been checked for quality, adherence to filming regulations and verifies information matches entries received.
- Whenever there is an issue, the Referee works together with the VIP group to make a decision and communicate it clearly.
- The Virtual Referee reviews all potential element penalties together with two other individuals (ensuring that all three reviewers are from different Federations).
- The Virtual Referee reviews all possible timing penalties.
- The Virtual Referee oversees the draws for all events ensuring that whenever possible one Federation does not start an event twice.
- The Virtual Referee instructs Assistant Referees on timing procedures.
- The Virtual Referee instructs Assistant Referees on Technical Monitoring requirements for all routines.

### 1.3 Prior to Competition:

**Technical Package** - Referee reviews all mention of Penalties, Procedure of Draws and Schedule of Events with Host prior to Technical Package being sent out.

**Judges Meeting** - Referee works with Virtual Judge Leader on Agenda of Judges Meeting (i.e.: Judging forms to be presented, videos to be presented)

**Scoring Meeting** - Referee meets with all scoring personnel to review scoring logistics, scoring forms for judges/alternate judges, process for release of results.

**Video Review** - Referee reviews all submitted videos to ensure quality and to ensure that it can be properly judged. If a video does not meet quality standards the Referee will contact

the Federation and give instructions for a replacement video to be submitted. Backgrounds must be clear for videotaping.

**Entry Verification** - Referee reviews all entries and verifies them against the videos that have been received. Ensure that all videos were filmed during the required time slot.

**Production Review** - Referee together with the Virtual Judge Leader and FINA Delegate review the entire production prior to airing to ensure all content and commentary is accurate and that there are no errors. Specifically checks marks, country code, flag and spelling of competitors' names and announcements are correct. The review package will be sent to FINA office 5 days prior to event airing.

**Draws**- Referee with assistance from scoring performs the draws for all events.

### 1.4 During the Competition:

Day of and During:

- Be available to the Virtual Judge Leader, Scoring, VIP Group and Judges.
- Deal with any issues pertaining to routines and make decisions.
- Be prepared to advise scoring of any penalties or zeroes in elements.





- Ensure that the event runs smoothly, and Judges, Scoring and Assistant Referees are not rushed.
- Constantly communicate with all groups through WhatsApp and Zoom.
- Between events ensure that scoring has received all final marks to close off the event and is ready to start the next event.

At the end of the event:

- Communicate with Assistant Referees to ensure that all documentation has been submitted for timing and required elements is submitted.
- Ensure results are accurate and approved.
- Ensure scoring has sent detailed results to Virtual Judge Leader, FINA Delegate and VIP for distribution.

## **1.5 FINA ASWS Virtual Competition Standards**

- 1.5.1 FINA Delegate, Virtual Referee and Virtual Judge Leader must review the entire final production 7 days prior to airing of the event. This is to verify that there are no errors, and it can be shared with FINA to review ahead of time.
- 1.5.2 FINA Office must have access to the production 5 days prior to the air date so that the event can be uploaded in sufficient time.
- 1.5.3 The production must include an Intro to the Competition at the start of each day of competition provided by the FINA Office.
- 1.5.4 Judges Credits must be at the end of the production video on each day of competition.
- 1.5.5 Production should ensure that all videos are full screen. Where it is not possible graphics should be added to fill the black on each side of the screen.
- 1.5.6 Ensure that advertising does not conflict with FINA sponsors.
- 1.5.7 Ensure that time is given after each performance for the announcers to speak about the athletes prior to the scores being posted on the screen.
- 1.5.8 Ensure that volume of announcers is not overpowering to the music of the routine. Viewing audience needs to be able to hear the routine music well.
- 1.5.9 Production should include a graphic that a “routine is under technical review” during any possible penalty situations in a Tech Routine.



## 2. Judge Coordinator / Virtual Judge Leader

### 2.1 Overview:

- For a virtual competition, you need at least one leader assigned to the judges and to lead and advise the judges. This individual is the communicator between the judges, scorers, and referees.
- If there is a problem with scoring, then the virtual judge leader (VJL) clarifies and resolves with the judge and scoring.
- The judge leader determines the judge panels subject to approval by the FINA TASC.
- The VJL may also consult with the evaluators for recommendations on judge panels.
- If a judge requires replacement during the event, the VJL has the authority to make this change. This is very important due to internet issues, judges struggling with technology etc.
- The referee relies on this leader to know when he/she can start the next routine.

#### Recommendations for Logistics:

- Setup two/three WhatsApp groups.
- VIP Group - with the Ref, VJL, Scoring, FINA Delegate, Evaluators, Technical Support with the individual judges, Ref, VJL, Scoring, Evaluators, Commission.
- Entire judge groups for correspondence for all judges. This is a restricted conversational group solely used to relay messages, schedule changes etc. This must be clearly stated so that it does not become a social chat.
- Set up ZOOM
- Set up scoring system

### 2.2 Role:

- A VJL is required for all events. If the competition is large, consider having more.
- The VJL watches the athlete performances and takes any action required.
- He/she is the 'crisis manager' for the judges for every event. Communication is key!
- If the organization of the event is not running smoothly, the VJL together with the VIP group have the authority to change the procedure to ensure it does run smoothly.
- Whenever there is an issue with the judge and scoring, the decision reached must be clear to the entire VIP group.

### 2.3 Prior

- Sets up WhatsApp accounts- judge private, judge full group, VIP OC.
- Each judge requires their own account.
- Prepare judge panels ensuring balance, designate 1-2 alternate judges per panel who submits their marks in the event a judge is dropped from the call or extenuating circumstances.
- Submits to TASC for approval.
- Revises judge panels as required.



- Ensures receipt of Conflict of Interest, Confidentiality and Availability forms for each judge.
- Email judges with general correspondence of ZOOM meeting details and any requirements of them prior to the meeting.
- Follow up with the judges who have not submitted the required forms.
- 25 judges are required for virtual events.

## 2.4 Judge Meeting:

The judge meeting is **COMPULSORY**, those who can't attend do not judge, ensure this is written in the Competition Bulletin as well. In the Bulletin also ensure there are links for the judges to complete and submit the Conflict of Interest, Confidentiality and Competition Availability forms.

- Determine the date of the judge meeting ensuring Referee and Scorer are available to attend and lead sessions.
- Allow a few days between the meeting and the competition for judges to be fully prepared.
- Establish agenda for the meeting and that contributors are prepared to lead sessions.
- Have the Referee provide details regarding the competition start times and entry numbers etc.
- Have scoring explain forms and lead a practical judge session to ensure all judges are comfortable with the technology.
- Have scoring provide details regarding the testing of judging connectivity.
- Ensure judges are comfortable with ZOOM functions (MUTE, camera on/off, virtual background, lighting, camera angle etc, changing name to show your judging name, also needed for signing onto call).
- Confirm judge competition times, login details and time and overview of competition.
- Emphasize to the judges that there is no changing of score so take the time to input correctly.
- Note that the submission of score matches the submission of the written chit at a live competition. Once it has been submitted, it can't be changed.
- Encourage judges to keep their scores and comments post competition in the event of a dispute.
- Stress to judges the confidentiality of all scores and results until after the competition has aired.

### 2.4.1 Technology:

- -Ensure judges know they must use laptop and have a mobile for What's App.
- -Exercises are not to be viewed on phone, ENSURE THEY can all do this.
- -Provide basic training in ZOOM (Scoring).

### 2.4.2 Scoring:

- Explain the process for mark submission (including alternate judges)
- Show all relevant forms
- Stress importance of judges taking their time to submit scores. Be sure to note scratches etc.
- Provide a practical hands-on session for judges to practice submission of scores
- Review to ensure they note scratches
- Ensure you review if knocked off the call what they should do



- Ensure that if they have a problem with scoring to use their WhatsApp private account
- Stress to the judges that once the score has been submitted on the keypad, it is final.
- There is no changing of score so take the time to input correctly. Submission of score matches submission of the written chit. Once it has been submitted, it can't be changed.

#### 2.4.3 Judge Ethics:

Remind the judges of the following:

- NO texting or corresponding with federation, coaches, or outside people during events you are judging
- Your job is to judge and from the chair you can't connect so please give the athletes your full attention
- Be prepared with water, coffee, pens, pencils paper etc.
- You are not the contact for your country-
- Posture, smile NO gum, no hand in chin, look engaged!!!!
- WHITE/BLACK golf shirt, short sleeve, no tank tops, no country name, no club name
- Be aware of bias for your country and against others
- Required to be fair, impartial, and unbiased
- Don't have preconceived ideas regarding country performance

#### 2.4.4 After the Judges Meeting:

Send by email the judge package including final information: panels, zoom links, forms, and everything they need to know for the competition.

#### 2.5 Day of and During

- Be available for all judges
- Deal with any issues pertaining to judges and make decisions.
- Be prepared to replace judges.
- Lead judge meeting or have evaluators lead the meetings.
- Be the voice for the judges. If the event is too rushed, ensure it is slowed down.
- Constantly communicate with all groups through WhatsApp and Zoom
- Between events ensure the next panel of judges is ready
- Ideally have a 2<sup>nd</sup> JVL ensuring this while the first stays on the event

At the end of the event:

- Ensure scoring is OK with all marks. Otherwise work with them to clarify anything that is needed.
- Thank the judges and allow them to be dismissed.

#### 2.6 Post Competition

- Thank the judges for their work.
- Circulate live-stream schedule to all judges.



- Once the competition has aired, ensure that the judges receive the detailed results.

### Problem Solving:

Situations that have needed resolution/decision making:

<b>Judge screens freezing during the performance</b>	
<b>Resolution:</b> average the other 4 scores to determine the 5 <sup>th</sup> score, then cross off high and low.	<b>Recommendation:</b> Judge be asked to turn off her camera during the performance.
<b>Judge screen freezes multiple times during the event</b>	
<b>Resolution:</b> the OC reserves the right to replace with an alternate. The VJL determines the replacement judge if there is more than one alternate appointed to each panel. The scores for the alternate judge are used for the entire event and must replace the judge initially assigned to this position.	
<b>Two or more judges on the same judge panel have their screen freeze during the performance</b>	
<b>Resolution:</b> In the event 2 judges on the same panel –Execution for example, have their computers freeze. This is not announced until all other judges have submitted their scores. Scores are only submitted by the two judges. It is not a second viewing for the judges who saw the performance.	
<b>Judge struggling with technology after practice in judge meeting.</b>	
<b>Resolution:</b> Encourage the judge to gain more practice. Recommend the judge reach out to a colleague who understands well the technology. -JVL must communicate with the judge and decide prior to the start of the competition whether the judge is confident and competent to fulfil the role	
<b>A judge is struggling with technology during the competition and is holding up the competition despite being great in the judge training session.</b>	
<b>Resolution:</b> VJL and group try to resolve promptly with the judge. If the problem continues and the competition is slowing down, then VJL removes and replaces with alternate. If there is no alternate, then average the remaining judge scores.	



**A scratch in competitors is not recorded by the judge and scores are all incorrect from the scratch onwards until the end of the event.**

**Resolution:** At the end of the event, the VJL requests the Referee to set up a breakout room for the judge, the Ref, the VJL and scorer  
Scores are reviewed and issue is resolved.

**A judge is dropped off the call**

**Resolution:** The knocked off judge logs into the call again.  
The Ref admits the judge immediately but not during a video performance.  
The VJL instructs the scoring to average the remaining 4 judge scores until the judge is back on  
-if there is an alternate judge and it is taking a long time, the VJL with the Referee can determine to replace the judge with the alternate but alternate judge marks must go in from the beginning of the event in this case.

**Internet is not reliable for competition day and judge requests to be removed**

**Resolution:** VJL finds replacement judge if known in advance. Try to keep alternate judges.  
If not known in advance, use an alternate judge or average the other 4 judge scores

**Weather related issues severely impacting internet for many judges (e.g., a winter storm)**

**Resolution:** VJL relook at panels and juggle judges so that those from the same area with impacted internet are spread across different panels.

**Poor video quality**

**Resolution:** Judges are encouraged to score all routines if they can view the majority of the routine sufficiently.

**A judge not following the procedure for submitting scores. She texts or reaches out for help outside of the WhatsApp group.**

**Resolution:** This needs to be clearly explained in the judge meeting. The judge must not text or involve others outside the group. She must communicate through the established procedures.

**A judge not being able to understand and follow the directions in English.**

**Resolution:** It depends on when this becomes a problem. Bring in a translator during the judge meeting and have the judge stay on the call and review all information.  
If it becomes a problem in the event, where the judge can't use the technology, then the judge



needs to be replaced.

**A judge using his/her phone for judging the videos.**

**Resolution:** JVL must emphasize in judge meeting that this is not acceptable to use a phone to view the routines. This information should also be clearly written in the Competition Bulletin. This is not fair to the athletes and is not an adequate viewing of the athletes.

If VJL becomes aware that a judge is doing this during the competition, she must tell the judge he/she must switch immediately, or they will be removed from the competition.

**A judge is not present at the beginning of the event. He/she is late.**

**Resolution:** Wait a couple of minutes; Reach out to judge via WhatsApp. Replace with alternate or go with smaller judge panel if there is no alternate

**Judge laptop died**

**Resolution:** JVL should emphasize in judge meeting to ensure all technology is fully charged and plugged in for the competition.

**Judge Uniform - Golf Shirt – dress appropriately as required at a live competition**

**Resolution:** Remind judges of the protocols and ensure they know what the uniform (Golf shirt) is in the judge meeting. Tank tops are not permissible, and any judge dressed inappropriately will be asked to change.

**Judge chewing gum while being filmed live**

**Resolution:** JVL requested the judge to remove his/her gum.



### 3. Evaluator

#### 3.1 Role

- To evaluate the performance of all FINA certified judges.
- Must not have a conflict of interest
- Follow the established FINA evaluator guidelines and procedures.

#### 3.2 Prior

- Attend all organization meetings as requested and contribute where possible.
- Attend the judge meeting and provide information to the judges regarding evaluations.
- If 2 or more evaluators, ensure that there is a lead evaluator.
- The lead evaluator must assign each evaluator their duties for which component they will be judging.
- Learn and become technically proficient in all applications and platforms that will be used for the competition. (Note: This will likely change from competition to competition).
- Complete and submit Confidentiality form and documents requested by the OC.
- Determine how the O's will be recorded for technical routines and given to the evaluators.
- Highly recommend that scoring develop a virtual scoresheet to document all scoring issues with judges such as computer freezing. Note: USA did an excellent job on this. This was extremely helpful to the evaluators especially when there were multiple issues within 1 routine.
- Request this virtual scoresheet be sent to each evaluator at the end of the competition.
- Confirm which evaluation program will be used for the judges and that this information is sent to all evaluators.
- Request draws for events, if not provided.
- Prepare forms for use on the day of the competition.
- Ensure that you have all email addresses for the judges.
- Prepare for pre-event judge meetings if expected to lead.

#### 3.3 During

- Lead judge meetings prior to the events
  - Communicate and contribute through the VIP group
  - Watch the full competition
  - Evaluate events with 3 or more competitors
  - Watch events with 2 or less competitors and provide comments to judges where necessary
  - Participate in post day events with the Referee and Judge Coordinator.
- 
- Provide input on judging performance and review panels for the following day making changes if required.





### 3.4 Post

- Ensure evaluators are provided with the detailed results, the virtual scoresheet, and the evaluation program immediately after the completion of judging and prior to the airing of the competition.
- This allows them to begin their work.
- Prepare evaluations for each judge.
- Lead evaluator must combine work of all evaluators.
- Alternate judges are not evaluated.
- Send to each judge their evaluation with the comments form.
- Send to FINA the full report card and comments form for each judge within 60 days of the virtual competition.
- Send to the appropriate Continental Representative the overall result for each judge within the continent. Note this is not the report card only a summary of the final result.

## 4. Scorer

### 4.1 Prior

- Perform the draw for performances
- Set up all documents required (start lists, results formatting, virtual scoresheets etc)
- Ensure results are in acceptable formatting for FINA
- Prepare for judge meeting and leading the judges through the scoring submission process
- Prepare for judge meeting and leading the judges through the alternate judge submission process
- Emphasize there is no changing of scores once submitted

### 4.2 During

- Records all scores
- Judges scores once entered and confirmed by the Referee are final.
- Once the scores have been posted on the screen for judge viewing, there is no change to scores permitted.
- Scorer provides written documentation through a Virtual Scoresheet of all issues with judge scores. This includes zeros and penalties. This must provide the judge's name, and the final score that resulted.
- This information is provided daily to the evaluators, referee, and FINA delegate.
- Works with the referee to ensure judge scores are entered correctly.
- Must be in communication with referee and scoring platform for the event.
- Complies scores in an organized format to send to FINA.
- Ensures scores are accurate prior to sending to FINA.
- Ensures FINA gets virtual scoring results prior to the event going live.
- No results are displayed or shared with judges or coaches until after the event airs.
- Evaluators are to be provided with the draws, detailed results, the virtual scoresheet, and the evaluation program immediately after the completion prior to the airing of the competition. This allows them to begin their work.
- Scorer makes sure packages are ready to be shared with federations directly after close of the event.

Communication is key!



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