



# **Swimming Technical Manual**

1st Version

February 2019

**Baku 2019 European Youth Olympic Festival**

**21–27 July 2019**

## 1. GENERAL INFORMATION

The idea of the European Youth Olympic Festival (EYOF) is to provide a possibility for young athletes to get to know the Olympic Movement and learn about the Olympic values and ideals. EYOF is the top multisport event for young European athletes between ages 14-18. There are Winter and Summer editions, which take place in two-year cycles, in odd years.

## 2. SPORTS PROGRAMME

15<sup>th</sup> Summer Edition of EYOF will take place between 21-27 July in Baku, Azerbaijan. According to rule 9 of the EYOF Charter, Summer EYOF sports programme includes nine (9) obligatory sports (Gymnastics, Athletics, Basketball, Cycling, Handball, Judo, Swimming, Tennis, Volleyball) and one (1) optional sport (Wrestling) selected by the host country (HC).

## 3. SW SPORT DATA – DISCIPLINES, EVENTS, AGE CATEGORIES, QUOTAS

<b>Sport</b>	Aquatics
<b>Discipline</b>	Swimming (SW)
<b>Event</b>	<p>Freestyle: 50m, 100m, 200m, 400m, 800m (G)*, 1500m (B)*            Butterfly: 100m, 200m            Breaststroke: 100m, 200m            Backstroke: 100m, 200m            Individual Medley: 200m, 400m            Freestyle relay: 4x100m            Medley relay: 4x100m            Freestyle mixed relay: 4x100m (Mix)*            Medley mixed relay: 4x100m (Mix)*</p> <p>* All events are for both boys and girls, unless indicated with (B) for boys. (G) for girls or (Mix) for mixed next to the event</p>
<b>Age Category</b>	<p><b>Boys:</b> 2003/2004  <b>Girls:</b> 2004/2005</p>
<b>Athlete Quota</b>	<ul style="list-style-type: none"> <li>• Maximum 16 athletes (boys and/or girls)</li> <li>• Two (2) swimmers may enter per individual event per NOC and one (1) athlete per NOC is allowed in the Final.</li> <li>• Each swimmer can participate in two individual events, one (1) relay per gender and one (1) mixed relay per day.</li> <li>• In the 800m Freestyle Women and 1500m Freestyle Men each NOC may enter two (2) competitors in each event but only the fastest / highest ranked competitor in each event will be eligible to receive medal.</li> <li>• In relay events one (1) entry per NOC and per event may be submitted</li> </ul>
<b>Team Officials Quota</b>	<ul style="list-style-type: none"> <li>• 1 Team Official per 1-4 Athletes</li> <li>• 2 Team Officials per 5-8 Athletes</li> <li>• 3 Team Officials per 9-12 Athletes</li> <li>• 4 Team Officials per 13-16 Athletes</li> </ul>

<b>Technical Officials</b>	<b>37 Technical Officials (15 ITO &amp; 22 NTO) in total</b> <ul style="list-style-type: none"> <li>• 5 Officials to be appointed by LEN</li> <li>• 10 ITOs to be selected by LEN from NOCs</li> <li>• 22 NTOs to be provided by NF</li> </ul>
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#### 4. JURY AND COMPETITION COMMITTEE

##### COMPETITION MANAGEMENT

Competitions shall be organized by National Federation (NF), with the support of EYOF 'Baku 2019' Operations Committee (OC), in conformity with FINA Swimming Rules and under the supervision of the Technical Committee.

##### TECHNICAL COMMITTEE

The Technical Committee for Baku 2019 EYOF comprises two (2) Technical Delegates and two (2) Referees:

Technical Delegate (TD)	Ms. Mireille ZIMMER (LUX)
Technical Delegate (TD)	Mr. Denis CADON (FRA)
Referee	Mr. Waldemar KILIAN (POL)
Referee	Mr. Ville RIEKKINEN (FIN)

##### *Other Technical Officials*

- Other international officials appointed by LEN comprises one (1) Control Room Supervisor, one (1) Call Room Supervisor and one (1) Starter:

Control Room Supervisor	Ms. Thorunn GUDMUNDSDOTTIR (ISL)
Call Room Supervisor	Mr. Erkan MUTLU (TUR)
Starter	Mr. Sam CHADWICK (GBR)

- LEN Technical Committee will select ten (10) International Technical Officials (ITOs) from NOCs.
- Azerbaijan Swimming Federation shall support the appointment of the National Technical Officials (NTOs), to be approved by the Technical Committee.

## 5. GENERAL AND TECHNICAL REGULATIONS

- For General Regulations, Host City Contract and EYOF Charter should be consulted.
- For Technical Regulations, EYOF SW Technical Regulations, EYOF 2019 SW Technical Manual and LEN Event Rules should be consulted.

## 6. OFFICIAL PROGRAMME

Official Programme for each sport includes the competition, trainings, technical meetings, victory ceremonies and all competition-related activities.

### COMPETITION FORMAT

- The events will be conducted under LEN Event Rules (<http://len.eu>) and FINA Swimming Rules (<http://fina.org>).
- The following events will part of SW Competition at Baku 2019 EYOF.
  - Freestyle: 50m, 100m, 200m, 400m, 800m (only girls), 1500m (only boys)
  - Butterfly: 100m, 200m
  - Breaststroke: 100m, 200m
  - Backstroke: 100m, 200m
  - Individual Medley: 200m, 400m
  - Freestyle relay: 4x100m
  - Medley relay: 4x100m
  - Freestyle mixed relay: 4x100m (2 boys and 2 girls)
  - Medley mixed relay: 4x100m (2 boys and 2 girls)
- The names of the swimmers competing in the relay, must be submitted in order at least one hour before the start of the competition session.
- All SW events (with the exception of the relays and the 800 m and 1500 m freestyle) will consist of three sessions: the preliminaries will be in the morning sessions and the semi-finals and finals will be in the evening sessions.
- In individual events a maximum of two (2) entries per NOC and per event may be submitted. Notwithstanding the times or places achieved in the heats, only one (1) swimmer of the respective NOC may:
  - a. proceed to the semi-finals and/or finals;
  - b. be nominated as a reserve.

- In relay events one (1) entry per NOC and per event may be submitted.
  - a. The composition of a relay team may be changed between heats and finals of an event.
  - b. In relay team events all participating members (including those who participated only in heats) of the teams finishing first, second and third shall qualify to receive medals but only the swimmers who participated in the finals shall attend the medal ceremony and media presentation.
- In the 800m Freestyle Women / 1500m Freestyle Men each NOC may enter two (2) competitors in each event but only the fastest/highest ranked competitor per NOC as per entry time in each event can participate in the fastest heat and only one medal per NOC will be awarded.
- For the 800 m and 1500 m freestyle the selection will be based on best times according to the LEN statistics (Lenex-files). The swimmers with the eight fastest times will swim in the afternoon but only the fastest/highest ranked competitor per NOC as per entry time in each event can participate in the fastest heat. If there are eight or fewer entries for the event, the swimmers will go straight through to the finals in the afternoon. The preliminaries and the finals will take place in accordance with FINA rule SW3.

#### MARSHALLING and CALL ROOMS

- Within the marshalling area there will be two Call Rooms in operation during the competitions:
  - 1st Call Room - all athletes must report here prior to their event
  - Final Call Room - all athletes who are going to be competing will be taken to this area before entering the pool deck.
- Athletes must report to the 1st Call Room at least 20 minutes prior to the time they are scheduled to compete in heats, semi-finals and finals.

#### ATHLETE PREPARATION / RELAXATION AREA

- An area has been allocated at the competition venue for NOCs to coordinate their own massage and treatment operations including space for team massage tables.
- Space will not be reserved for teams, rather it will operate on a first come, first served basis.
- It is important to note that NOCs are asked to respect the needs of other participants when setting up their team area by utilising space effectively.

- NOCs are required to provide their own massage tables and equipment.
- Bottled water will be available at the Athlete Preparation / Relaxation Area.
- EYOF Baku 2019 will also provide a limited number of tables and chairs for teams to use.

#### SWIMWEAR APPROVAL PROCEDURE

- According to the FINA rule BL 8, all the swimsuits to be used in swimming competitions need to be approved according to FINA Requirements. They have to bear correspondent approval label confirming the approval of this particular model.
- The list of FINA approved swimsuits is published on the official FINA website [www.fina.org](http://www.fina.org) under the tag - FINA Approved Swimsuits. The relevant list is the one published before the date of the competition. Only the swimsuits for the pool competition included in the list are eligible to be used during the EYOF Baku 2019.
- The procedure for the swimwear check will be held in the competition venue in the 1st call room prior to the final call room. The swimmers must be present at the 1st call room at least twenty (20) minutes prior to the start of the preliminaries, semi-finals and final events in swimming.
- In the 1st call room, the LEN/OC personnel will check:
  - If the swimsuit has been approved and labelled
  - If the swimmer has only one swimsuit
  - If the swimmer has no taping in his swimsuit and/or on his body
  - If any modification has been made to the swimsuit.
- After a completed checking, separately for girls and for boys, the swimmers will proceed to the final call room prior to the start.
- The swimsuit that is not included in the list of FINA approved swimsuits, available on the date of the competition, or without FINA approved label, will not be allowed to be used during the championships.
- No labelling of the swimsuits will be done on site, all approved swimsuits have to have FINA approved label already printed/attached to the garment.

#### CLOTHING AND ADVERTISING

- In accordance with the EYOF Charter, Rule 20 and By-laws to Rule 20a no form of advertising or publicity may appear in any form whatsoever on clothing, accessories or, more generally, on any item of clothing or piece of equipment worn or carried by the delegations and organisers during EYOF, with the exception of the manufacturer's

identification and logo, as stipulated in rule No. 50 of the IOC Charter. All violations of the provisions of this clause shall lead to disqualification and the withdrawal of the accreditation of the person concerned.

- The only exceptions are a graphics or graphics elements of the manufacturer's brand identification that may exceed the restricted size; e.g. three stripes (and similar cases of "commercial brand graphics element") as well as other Product Technology Identifications such as "Goretex" and Dryfit" and similar cases having direct relation to the clothing identification. In this case it is strongly advised to send pictures featuring such branding to the EYOF Manager (TBA) for review and official approval.
- The NOCs are requested to bring a sample of the competition uniform to the first Technical meeting of each sport for final check in order to avoid any problems on the field of play.
- The official uniforms of the NOCs may include:
  - Symbols of the country (name of the country, national flag, emblem, etc.)
  - Emblem of the NOC
  - Logo of the EYOF Baku 2019
  - Emblem of the respective National Sport Federations
- Please note that the NOC is responsible for the appearance of the official uniforms. For more details please refer to the Rule 50 and By-laws to Rule 50 of the IOC Charter and the EYOF Rules on Advertising, Demonstrations and Propaganda, applicable to the EYOF 2019 in Baku.

## RESULTS

The results will be published in English. The programme for the following day will be made available at the NOC Service Centre at Athletes' Village, in the competition venues at the Sport Information Desks as well as at the official EYOF Baku 2019 website.

## PROTESTS

- All protests must be made and will be dealt with in accordance with the General Rules of FINA (GR 9.2) and LEN (E 21 & 22).
- Protests are possible:
  - if rules and regulations for to the conduct of the competition are not observed,
  - if other conditions endanger the competitions and/or competitors, or

- against a decision of the referee; however, no protest shall be allowed against decisions of fact.
- Protest must be submitted:
  - to the referee in writing on official forms (in English),
  - by the responsible swimming team leader,
  - together with a deposit of 100 CHF (Swiss Francs) equivalent in Azerbaijan Manat (the OC can only accept cash payment)
  - within 30 minutes following the conclusion of the respective event or match.
- If conditions causing a potential protest are noted prior to the event, a protest must be filed before the starting signal is given. All protests will be considered by the referee. If he/she rejects the protest, he/she must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final. If the protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned.
- The Jury of Appeal will respond to the responsible team leader in writing as soon as possible. The Jury of Appeal will be made up of a number of officials from the LOC and LEN. If no agreement can be reached, the chairman will have a casting vote. The chairman will be an Azerbaijani national. A jury member who has acted as an official will not be allowed to vote if the protest is against a decision made by him/her or his/her interpretation of a rule.

#### WITHDRAWAL

- A special form must be completed in case swimmers decide to withdraw from the preliminaries. This form must be handed in to the Technical Delegates at the venue at least 45 minutes before the start of the first event of the day.
- A special form must also be completed in case swimmers decide to withdraw from the finals. This form must be handed to the Technical Delegates at the venue within 30 minutes after the preliminaries for the event in which the qualification took place (FINA GR 7.2).
- In such cases the swimmer who withdraws will be replaced by the next ranked swimmer.



## COMPETITION SCHEDULE

- The SW competition will take place between 22-26 July 2019
- There will be two sessions, morning and evening sessions. The morning sessions will be between 9:00-11:00 and the evening sessions will be between 17:00-20:00.
- Below is the first draft Daily Schedule of the AT competition:

22-July-19			
100m	Freestyle	W	
400m	Freestyle	M	
200m	Butterfly	W	
100m	Backstroke	M	
400m	Individ. Medley	W	
200m	Breaststroke	M	
200m	Backstroke	W	
400m	Individ. Medley	W	F
400m	Freestyle	M	F
200m	Breaststroke	M	SF
200m	Butterfly	W	SF
100m	Freestyle	W	SF
100m	Backstroke	M	SF
200m	Backstroke	W	SF
23-July-19			
100m	Freestyle	M	
400m	Freestyle	W	
200m	Butterfly	M	
200m	Breaststroke	W	
200m	Individ. Medley	M	
4x100m	Freestyle	Mixed	
1500m	Freestyle	M	Slow Heats
100m	Backstroke	M	F
400m	Freestyle	W	F
100m	Freestyle	M	SF
200m	Butterfly	W	F
200m	Individ. Medley	M	SF
200m	Breaststroke	W	SF
200m	Breaststroke	M	F
200m	Backstroke	W	F
200m	Butterfly	M	SF
100m	Freestyle	W	F
1500m	Freestyle	M	Fastest Heat
4x100m	Freestyle	Mixed	F
24-July-19			
200m	Freestyle	W	
200m	Backstroke	M	
100m	Butterfly	W	
4x100m	Freestyle	M	
4x100m	Freestyle	W	
200m	Butterfly	M	F
200m	Freestyle	W	SF
200m	Backstroke	M	SF

200m	Breaststroke	W	F
100m	Freestyle	M	F
100m	Butterfly	W	SF
200m	Individ. Medley	M	F
4x100m	Freestyle	W	F
4x100m	Freestyle	M	F
<b>25-July-19</b>			
50m	Freestyle	W	
100m	Backstroke	W	
200m	Freestyle	M	
200m	Individ. Medley	W	
100m	Butterfly	M	
100m	Breaststroke	W	
100m	Breaststroke	M	
4x100m	Medley	Mixed	
50m	Freestyle	W	SF
100m	Backstroke	W	SF
100m	Butterfly	M	SF
200m	Individ. Medley	W	SF
200m	Freestyle	M	SF
100m	Breaststroke	W	SF
200m	Backstroke	M	F
200m	Freestyle	W	F
100m	Breaststroke	M	SF
100m	Butterfly	W	F
50m	Freestyle	W	F
4x100m	Medley	Mixed	F
<b>26-July-19</b>			
50m	Freestyle	M	
400m	Individ. Medley	M	
4x100m	Medley	M	
4x100m	Medley	W	
800m	Freestyle	W	Slow Heats
50m	Freestyle	M	SF
400m	Individ. Medley	M	F
100m	Backstroke	W	F
100m	Breaststroke	M	F
100m	Breaststroke	W	F
200m	Freestyle	M	F
200m	Individ. Medley	W	F
100m	Butterfly	M	F
800m	Freestyle	W	Fastest Heat
50m	Freestyle	M	F
4x100m	Medley	W	F
4x100m	Medley	M	F

- Daily Schedule can be changed by NF with the approval of TDs or directly by TDs.
- Sessions Schedule by time will be determined depending on the number of participants and issued closer to the event.

## COMPETITION QUOTA

- In compliance with the EYOF Charter, participation in the EYOF Baku 2019 is open to all European young athletes nominated by their NOC, subject to the Technical regulations of the EYOF and the guidelines established by OC, duly approved by the EOC.
- Any Swimming competitor in the EYOF must be a national or citizen of the country or territory of the NOC, which is entering him or her.
- An NOC who wishes to enter an athlete, who does not meet these criteria, may submit a written and detailed request to the EOC EYOF Commission not later than two months before the date of the Opening Ceremony at 21 July 2019.
- Each NOC may enter up to a maximum of sixteen (16) athletes (boys and/or girls).
- The athletes should be in the following age category:
  - Boys: born in 2003-2004 (15-16 years)
  - Girls: born in 2004-2005 (14-15 years)
- Each swimmer can participate in two individual disciplines, one relay per gender and one mixed relay per day.
- Each NOC may enter up to a maximum of four (4) team officials depending on the number of athletes (boys and/or girls).
  - 1 Ao per 1-4 Aa
  - 2 Ao per 5-8 Aa
  - 3 Ao per 9-12 Aa
  - 4 Ao per 13-16 Aa
- In order to simplify the work of NOCs and NFs and to avoid any errors in sport entries, NFs will need to enter athletes via swimrankings.net as it is standard procedure for all LEN events. Entries via swimrankings.net will be summarized and forwarded by LEN to the NOCs via the EOC/OC for the final check. After that, all data will be provided to the OC (via Swimranking Meetmanager system) for further processing. This procedure is only necessary for swimming athletes on the short list. This procedure should be followed in addition to the regular EYOF 2019 online registration and accreditation process. The OC will provide the LEN Technical Delegates with the final data downloaded from the system for verification.
- The Sport Entry Dates are shown below:
  - Final Entries by Number: 1 – 10 March 2019 (Start Time and Deadline)
  - Long List Submission Deadline: 10 April 2019
  - Short List Submission: 15 May – 5 July 2019 (Start Time and Deadline)

- Obligatory data for each athlete needed for registration and sport entry:
  - Name
  - Surname
  - Date of birth
  - Gender
  - ID/Passport number
  - Federation
  - Event
  - Seasons best in the event on long course
  - Place and date of the season's best

#### TRAINING

- Trainings will be held at Baku Aquatics Centre.
- The training schedule will be prepared by the NF together with TDs prior to event.

#### TEAM LEADER MEETING

- The SW Team Leader Meeting will be held on 21 July 2019 at 10:00 at the Athletes' Village.
- Attendance to the Team Leaders is mandatory for each NF.

#### *The Technical Meeting Agenda:*

- Opening and welcome by the person in charge of the swimming event
- Technical information related to training session and competition schedule
- Confirmation of athletes entries
- Medal ceremony

#### VICTORY CEREMONIES

- Victory ceremonies shall be held directly following the end of each event final at Baku Aquatics Centre.
- The medal ceremonies will consist of the following:
  - medal podium
  - gold, silver and bronze medals
  - flags (first to third) and national anthem of the winning team's nation
  - photo opportunity for the accredited media

- There will be a briefing for medallists prior to the Medal Ceremony, during which athletes will be shown the route along which they will be taken.
- Medallists have to report 10 minutes prior to the Victory Ceremony at the assembly room.
- Participants in the Victory Ceremony may not have any flags, sunglasses, cap or other items on them during the ceremony. Athletes must wear their official NOC uniform.
- In the 800m Freestyle Women and 1500m Freestyle Men each NOC may enter two (2) competitors in each event but only the fastest / highest ranked competitor in each event will be eligible to receive medal.
- In relay events, all members of the team participating in at least one part of the competition shall receive medals, but only those competitors who participated in the final shall attend the victory ceremony and the presentation to the media.

## **7. COMPETITION VENUE**

The Swimming competition and training will take place at Baku Aquatics Centre (BAC).

## **8. MEDICAL SERVICES**

- OC is responsible for all health and medical services connected with the EYOF.
- The Medical Delegate designated by EOC Medical Commission will liaise between the EOC and OC on all health, medical services and doping control matters.
- The agreed scope of medical care will be provided free of charge to all Games participants, accredited for the EYOF and in all circumstances arising during their stay in the EYOF host country.
- A Village Medical Centre will be established to provide primary medical care for inhabitants of the Athletes' Village.
- Medical Services at sport venues will focus on the treatment of injured competitors and emergency evacuation to a hospital.
- All competition and training venues will have a sufficient supply of ice and drinking water for teams and officials, and the medical staff.

### **ATHLETES' MEDICAL SERVICES AND FACILITIES AT COMPETITION VENUE**

- FOP Recovery Team
- Athlete Medical Room Doctor
- Ambulance Service

## **9. DOPING CONTROL**

- OC will implement an Anti-Doping Programme and carry out doping controls.
- The Anti-Doping Programme will be elaborated in cooperation with the EOC Medical Delegate.
- An Anti-Doping Station will be set up in the Athletes' Village.

### **ANTI-DOPING**

The EYOF Anti-Doping Guidelines for the Baku 2019 EYOF are applicable to all athletes competing at the EYOF for the entire period of the Games.

## **10. DATA AND TIMING SYSTEMS**

OC will provide a computerized Data & Timing & Scoring and Results Service approved by the respective sport's European Federation.

## **11. START AND RESULT LISTS LOCATION AND DISTRIBUTION**

OC will be responsible for the Start Bibs and any other identification of athletes and coaches, for start and finish installations and other sport equipment in the venues.

## **12. VENUE LAYOUT**

- The set-up of competition and training spaces at competition venue has to be agreed by NF and TDs.
- The venue layout to be prepared after the approval of Field of Play (FOP) and sport spaces by TDs.