



2019 FINA SCHOOLS Guidelines



1. Introduction	4
1.1 Course format	4
2. FINA Swimming Schools for Officials.....	4
2.1 Regulations for certification.....	4
3. FINA Open Water Swimming Schools for Officials	5
3.1 Regulations for certification.....	5
4. FINA Artistic Swimming Schools for Judges	5
4.1 FINA Artistic Swimming Development Schools for Judges.....	5
4.2 FINA Artistic Swimming Certification Schools for Judges	5
4.3 Regulations for certification.....	6
5. FINA Diving Schools for Judges	6
5.1 FINA Diving Development Schools for Judges.....	6
5.2 FINA Diving Certification Schools for Judges	6
5.3 Regulations for certification.....	7
6. FINA High Diving Schools for Judges	7
7. FINA Water Polo Schools for Referees	7
7.1 Regulations for certification.....	7
8. Schools Programme.....	8
9. Schools material.....	8
10. Certificates.....	8
11. Bidding Procedure	8
11.1 Application Procedure.....	8
11.2 Analysis and Approval	8
12. How to host a FINA School.....	9
12.1 Material or artwork produced.....	9
13. How to register in a FINA School	10
13.1 Participants' nomination	10
13.2 Participants' approval.....	10
14. Regulations for FINA Schools	10
14.1 School organisation.....	10
14.2 Participants' registration.....	10



15. Financial Conditions	11
15.1 Economical Support	11
15.2 Reimbursement Procedure	12
15.3 Invoicing Guidelines	12

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1. Introduction

The main goal of the FINA Schools Programme is to promote sports growth by offering a continuous learning pathway for the Technical Officials, providing and setting the necessary competencies to become eligible to officiate at FINA Events.

A range of FINA Development and Certification Schools are available within each continental region in six aquatic disciplines, with the objective of establishing a universal and standardized training and certification system:

- **FINA Swimming Schools for Officials**
- **FINA Open Water Swimming Development Schools for Officials**
- **FINA Open Water Swimming Certification Schools for Officials**
- **FINA Artistic Swimming Development Schools for Judges**
- **FINA Artistic Swimming Certification Schools for Judges**
- **FINA Diving Development Schools for Judges**
- **FINA Diving Certification Schools for Judges**
- **FINA High Diving Schools for Judges**
- **FINA Water Polo Development Schools for Referees**
- **FINA Water Polo Certification Schools for Referees**

Through this programme all the participants have access to the same information, guidelines and interpretation of the FINA Rules, increasing the number of certified officials, enhancing their knowledge and creating a uniform pattern of interpretation and application of the rules.

1.1 Course format

The duration of the different FINA Schools depends on the selected discipline, but they are usually organised over a weekend or long weekend session.

They are conducted by FINA Technical Committee Members or by instructors appointed by the different Committees according to each aquatic discipline.

The FINA Schools' curricula are based on the FINA Rules (FINA Handbook – Edition 2017) and on the [FINA Manuals](#) for each discipline. Each course covers theoretical sessions and practical training, ending with a final assessment.

There is **no fee** for the participants wishing to attend a FINA School.

2. FINA Swimming Schools for Officials

The FINA Swimming Schools for Officials have to be regarded as a standardized programme held over a duration of two (2) days*.

2.1 Regulations for certification

- Only two (2) international swimming officials' categories will be recognized and certified: **Referees** and **Starters**.
- Certifications are for a **4-year period** and must be renewed at the end of the same.

- The applicant must have served as a Referee and/or Starter in at least two (2) National Championships (Age Group, Juniors or Seniors) during the last four (4) years.
- Each National Federation can have **three (3) Referees and two (2) Starters** on the list.

Further information concerning the certification of International Swimming Officials is available on the [FINA website](#).

3. FINA Open Water Swimming Schools for Officials

The FINA Open Water Swimming Schools for Officials have to be regarded as a standardized programme held over duration of two (2) days*.

3.1 Regulations for certification

- Officials who have passed a FINA OWS Certification School and officiated at a required level will receive a certification, which is valid for a 4-year period.
- FINA OWS Officials List N° 12 (valid from January 1, 2017 to December 31, 2020): all new applications, not including renewals, must have attended and passed a FINA OWS Certification School within four years of application.
- FINA OWS Officials List N° 13 and all subsequent FINA OWS Officials Lists: all new applicants and renewals must have attended and passed a FINA OWS Certification School within four years of application.
- The schools primary language is English, although local translation may be provided.
- Minors aged 13 and above may participate in the school. Candidates must be aged 18 years or older to undertake the examination.
- Participants who have completed and passed the test in English would be eligible for the FINA Lists, subject to meeting the List criteria.

Further information concerning the certification of International Open Water Swimming Officials is available on the [FINA website](#).

4. FINA Artistic Swimming Schools for Judges

4.1 FINA Artistic Swimming Development Schools for Judges

- The FINA Artistic Swimming Development Schools for Judges have to be regarded as a standardized programme held over a duration of three (3) days.
- They are designed for those National Federations interested in developing judges that are not on the current FINA List.
- They are available at three different levels: beginner, intermediate and advanced.

4.2 FINA Artistic Swimming Certification Schools for Judges

- The FINA Artistic Swimming Certification Schools for Judges have to be regarded as a standardized programme held over a duration of three (3) days.
- The objective of the FINA Artistic Swimming Certification Schools for Judges is to establish a universal, standardized judges training and testing system that will prepare and certify highly qualified FINA list judges: “A” or “G”.

- To be considered for judging at a FINA competition, an artistic swimming judge must have successfully passed the judges exam administered at one of the FINA Artistic Swimming Certification Schools.
- The FINA Artistic Swimming Certification Schools are for those judges on the FINA List.

Further information concerning the FINA Artistic Swimming Schools is available on the [FINA Learning Platform](#).

4.3 Regulations for certification

To receive certification, a Judge must attend a FINA Artistic Swimming Certification School and pass the test with a minimum score of 85% for A Judges and 80% for G Judges.

Judges who do not pass the exam may take it a second time by no later than **1st November** at a FINA Artistic Swimming Development or Certification School:

- Judges rewriting the exam may choose to attend the entire course or sit for the exam
- They must be registered through the FINA GMS by the established deadline
- Please note that a judge is allowed to write two exams per year only.
- In order to maintain an A Judge status the judge must score a minimum of 85%, if not he/she will be demoted to G category
- Judges who do not reach the 80% mark in a two-attempt basis will be removed from the FINA List

Further information concerning the certification of Artistic Swimming Judges is available on the [FINA website](#).

5. FINA Diving Schools for Judges

5.1 FINA Diving Development Schools for Judges

- The FINA Diving Development Schools for Judges have to be regarded as a basic development course designed for individuals who have no prior diving judge's experience.
- The FINA Diving Development Schools are held over a duration of two (2) days*.

5.2 FINA Diving Certification Schools for Judges

- The FINA Diving Certification Schools for Judges have to be regarded as a standardized programme held over a duration of three (3) days*.
- They are designed for experienced Judges taking this course for the first time or for Judges who are seeking to renew their FINA Diving Judges Certification.
- Participants who are new to diving and have limited experience must attend a FINA Diving Development School for Judges before attending a FINA Diving Certification School for Judges.
- Please note that the following persons do not need to attend a FINA Diving Development School and may attend a FINA Diving Certification School: former divers (not active), coaches, experienced national judges whose National Federations

certify that they have judged at a national-regional level and at international events hosted by the federation within the past 3 years.

Further information concerning the FINA Artistic Swimming Schools is available on the [FINA Learning Platform](#).

5.3 Regulations for certification

In order for a judge to participate in FINA Events, such as the FINA Diving World Cup and the FINA World Juniors Diving Championships, the following requirements are needed:

- Attend a FINA Diving Certification School for Judges and pass the test with a minimum score of 85 %. Additionally, the judge will be assessed and must achieve a minimum of 85%. Certification is valid two years. At each FINA Diving Certification School, the Nationality of the officials will be verified by the FINA Office (see GR 2.5 and BL 9.1).
- Be evaluated within the most recent two year period at two (2) different competitions (at 2 different places) with at least a 90% rating
- The nominated judges should be those included on the current FINA Diving Officials List.
- Any FINA Member Federation may nominate at their own expense one or two judges whether or not entering divers. Federations entering at least four (4) divers are expected to bring at least one judge

Further information concerning the certification of FINA Diving Officials is available on the [FINA website](#).

6. FINA High Diving Schools for Judges

- The FINA High Diving Schools for Judges have to be regarded as a standardized programme held over a duration of two (2) days*.
- The FINA High Diving Certification Schools are designed for experienced Judges.

7. FINA Water Polo Schools for Referees

The FINA Water Polo Schools for Referees have to be regarded as a standardized programme held over a duration of three (3) days*.

- They are intended for new referees wishing to become FINA Water Polo Referees as well as for referees seeking to update their FINA Water Polo Referee titles.
- Future designation of FINA Water Polo Referees: only the referees who have passed the final exam at a FINA WP Certification School and received the title of *FINA Water Polo Referee* will be able to be selected for FINA competitions.
- Update course: referees who had passed the exam and had received their FINA titles in 2016 had their update course in 2018, whereas the referees who received their FINA title in 2017 will have their update course in 2019.

7.1 Regulations for certification

To receive certification, a candidate must attend a FINA Water Polo Certification School and pass the test with a minimum score of 60%.

Further information concerning the certification of FINA Water Polo Referees is available on the [FINA website](#).

8. Schools Programme

Each FINA School programme and content has been created and is continuously updated by the different FINA Technical Committees according to the new FINA rules.

9. Schools material

- **FINA Swimming Schools Videos:** [Click Here](#)
- **FINA Open Water Swimming Manual:** [Click Here](#)
- **FINA Artistic Swimming Manual 2017-2021:** [Click Here](#)
- **FINA Diving Officials Manual 2017-2021:** [Click Here](#)
- **FINA Water Polo Guide 2017-2021:** [Click Here](#)

Prior to the FINA School, the electronic manual will be sent to the Host Federation according to the chosen discipline.

The school participants should have access to this document during the course, either in hard copy or in electronic version.

10. Certificates

At the end of each FINA School, the attendees will receive recognition by means of a certificate of participation.

11. Bidding Procedure

11.1 Application Procedure

National Federations wishing to host a FINA School in their country may submit a bid application to the FINA Office.

- All National Federations may submit their bids to FINA during the bidding process.
- Each National Federation may organise **one (1) school per discipline** on an annual basis.

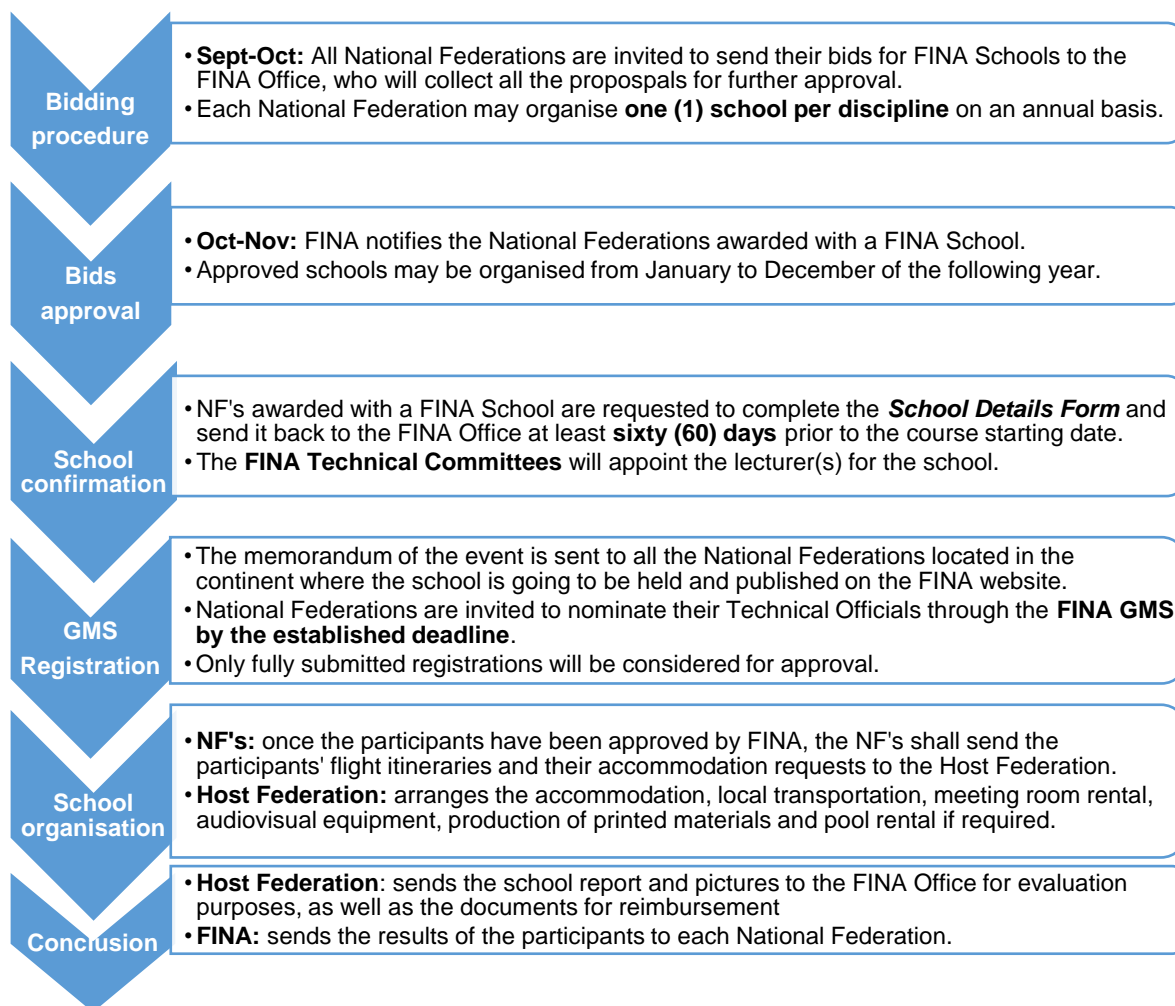
11.2 Analysis and Approval

The bid applications will be assessed by the FINA Technical Commissions of each discipline according to the following criteria:

- Guaranteed attendance numbers: at least **ten (10) participants** are required
- Feasibility of the school

Once the FINA Schools have been approved, all the National Federations will be notified regarding the status of their bids and provided with all the necessary information for the school organisation.

12. How to host a FINA School



12.1 Material or artwork produced

Any material or artwork produced by the Host Federation in occasion of the school or its promotion (e.g. banners, brochures, t-shirts, etc.) must be approved by FINA and should include the most recent version of the FINA logo:



The FINA logo should be placed on the top right corner in any promotional material produced for the school.

Please access the [FINA Brand Platform](#) for any further information concerning this matter.

13. How to register in a FINA School

13.1 Participants' nomination

National Federations are entitled to nominate their Technical Officials for the FINA Schools through the [FINA GMS](#) by the established deadline:

- Each registration must be **fully submitted** through the FINA GMS.
- In order to submit each registration, please complete the participant's profile including a copy of his/her passport or national ID, his/her photo and his/her personal email address.
- Without this information in the GMS, the application is **not valid**.

Should you require any assistance with the registrations, please contact the **FINA GMS Support** at aquaticsdb@fina.org

13.2 Participants' approval

Once a registration has been submitted through the FINA GMS, it will be assessed by FINA and approved in due time. As soon as a registration has been approved, the National Federation will be notified and requested to send the participant's arrival/departure details and the accommodation request to the Host Federation.

14. Regulations for FINA Schools

14.1 School organisation

As part of the FINA Development Programme, each National Federation may organise **one (1) school per discipline** -swimming, open water swimming, artistic swimming, diving, high diving or water polo- **on an annual basis**.

In order to start the organisation of any FINA School, the *School Details Form* must be sent to the FINA Office **at least sixty (60) days** prior to the course starting date. No action will be taken until this document has been sent to FINA.

Please note that **at least ten (10) participants** are required in order that a FINA School takes place.

14.2 Participants' registration

All the participants, including the ones affiliated to the Host National Federation, must be registered through the **FINA GMS** by the established **deadline**

- Only National Federations are entitled to nominate their officials through the FINA GMS.

- In order to submit each registration, please complete the participant's profile including a copy of his/her passport or national ID, his/her photo and his/her personal email address.
- Only **fully submitted** registrations will be considered for approval.
- Non-registered participants will **not be certified** after the school completion.

15. Financial Conditions

15.1 Economical Support

School organisation

FINA covers a maximum of USD 2000.00 for the following expenses related to the organisation of the school:

- Room rental
- Rental of audio-visual equipment
- Coffee breaks
- Production of booklets or pamphlets
- Other necessary materials for the organisation of the school

Please note that a detailed budget must be submitted to the FINA Office prior to the school starting date for approval. If the Host Federation does not submit the budget beforehand, FINA cannot guarantee that the full amount will be reimbursed.

Lecturer

FINA will appoint the lecturer(s).

- **Travel:** FINA will cover the lecturer travel expenses in economy fare. The expenses related to the lecturer's local transportation must be covered by the Host Federation.
- **Per Diem:** FINA will cover the lecturer's Per Diem.
- **Accommodation:** FINA will cover the lecturer's full board accommodation, including three (3) meals.

Host Federations are kindly requested to assist the lecturer on the visa application process whenever this is required for travel.

FINA lecturers shall be staying at a 4 stars hotel. Please note that the lecturer's accommodation expenses must be approved by the FINA Office prior to the school starting date.

Participants

Please note that at least **ten (10) participants** are required in order that a FINA School takes place.

- **Travel:** Each National Federation must cover the participants' travel expenses.
- **Accommodation:** Each National Federation must cover the participants' accommodation expenses.

- **Local transportation:** Transfers from and to the airport must be provided by the OC (free of charge) for those participants accommodated at the official hotel.
- **Participation fees:** There is no fee for the participants attending a FINA School.

15.2 Reimbursement Procedure

Host Federations are in charge of arranging and paying the expenses related to the organisation of FINA Schools such as the lecturer's accommodation, the conference room rental, the coffee breaks and any printings needed for the course participants.

In order to be reimbursed for the above mentioned expenses, FINA must receive the following documents within **sixty (60) days** from the conclusion of the school:

1. Invoice, issued by the National Federation and addressed to FINA, clearly listing the expenses to be reimbursed (please see below the invoicing guidelines)
2. Original or scanned copies of all the payment receipts
3. NF bank account details using the *FINA Reimbursement Form*, indicating where the transfer should be deposited

Please consider that if one of these documents is missing, FINA will not be able to proceed with the reimbursement.

FINA reserves the right to verify any payments to third parties or ask for further documentation if needed.

Please note that according to the FINA's auditor ruling, there are **no exceptions** to the reimbursement procedure.

15.3 Invoicing Guidelines

Any reimbursement request has to be covered by an invoice addressed to FINA as per the invoicing requirements.

- Additional information may be required depending on the countries legislation
- For expenses re-charged to FINA, a copy of the original invoices must be provided

Where and how to submit your invoice

FINA must receive an original paper invoice for processing. Please send all invoices to:

By Standard Post:
Fédération Internationale de Natation
Chemin de Bellevue 24A / 24B
1005 Lausanne, Switzerland

OR By email:
to schools@fina.org

Invoicing requirements

When billing FINA for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier letterhead / logo

- Supplier contact information (company name, address, e-mail and phone number)
- Supplier VAT number (irrespective of VAT charged on invoice)
- Supplier tax number if applicable
- Supplier invoice or reference number
- Supplier bank details (bank name and address, IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency
- FINA billing address:

Fédération Internationale de Natation (FINA)
Chemin de Bellevue 24A / 24 B
CH-1005 Lausanne
Switzerland

- FINA VAT number (CHE-106.746.831 TVA)
- FINA contact name and e-mail address
- FINA PO number or event / meeting / project reference if available

• **Items invoiced with short description:**

- Item descriptions to be displayed clearly,
- When recharging travel, hotel costs: Copies of original receipts: invoices, e-tickets, etc. to be sent as attachments.
 - Reference to contract if available

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

**Should you require any further information, please contact the
FINA Development Department at schools@fina.org**