



GENERAL INFORMATION SHEET

FINA/ARENA Swimming World Cup 2011 – *Berlin (GER)*

SSE Schwimm- und Sprunghalle im Europa-Sportpark 22 – 23 October 2011

The German Swimming Federation, *Deutscher Schwimm-Verband e.V.*, has the honour and pleasure to invite you to the FINA/ARENA Swimming World Cup 2011 meet, to be held in *Berlin, Germany*.

The following information has been designed to assist your National Federation in its decision to attend this event.

Please note that all the events included in the FINA/ARENA Swimming World Cup 2011 Series will be conducted according to FINA Rules.

EVENT CONTACTS

Should you have any questions or queries regarding the information provided in this document, please feel free to contact the Berlin Organizing Committee (BOC):

GSMS Greve Sport Marketing Service GmbH
Kurfürstendamm 48/49, 10707 Berlin, Germany
phone: +49 30 88 71 50 69 – 0, fax: +49 30 88 71 50 69 – 9
e-mail: info@fina-arena-worldcup.de, website: <http://www.fina-arena-worldcup.de>

SITES AND DATES FOR THE FINA/ARENA SWIMMING WORLD CUP 2011

- | | |
|-------------------|-----------------------|
| • Dubai (UAE) | 7 – 8 October 2011 |
| • Stockholm (SWE) | 15 – 16 October 2011 |
| • Moscow (RUS) | 18 – 19 October 2011 |
| • Berlin (GER) | 22 – 23 October 2011 |
| • Singapore (SIN) | 4 – 5 November 2011 |
| • Beijing (CHN) | 8 – 9 November 2011 |
| • Tokyo (JPN) | 12 – 13 November 2011 |

PARTICIPANTS

Entries for the FINA/ARENA Swimming World Cup 2011 - *Berlin* meet will only be accepted from National Federations affiliated to FINA. National Federations may choose to send a National Team or Club Representative, not both.





ENTRY PROCESS & PROTOCOL

Preliminary Entry Form

Should you wish to compete at the FINA/ARENA Swimming World Cup 2011 - *Berlin*, please return your Preliminary Entry Form to *the BOC* by no later than **September 10th, 2011**. Preliminary Entries must include the following:

- the number of male swimmers attending the meet
- the number of female swimmers attending the meet
- the number of male officials being sent by that National Federation
- the number of female officials being sent by that National Federation

Upon receiving the Preliminary Entry Form, *the BOC* will send a detailed information pack to National Federations intending to compete at the event.

FINA Named Athlete Entry Form

Named Entries must be completed on the official FINA Named Athlete Entry Form. This form must be received by *the BOC* by no later than **October 12th, 2011**.

Times achieved after the entry deadline will not be considered.

Protocol

Costume Protocol - Swimwear worn shall be according to FINA bye-laws BL7 and BL8.

MANAGERS/REPRESENTATIVES MEETING

A Managers/Representatives meeting will be held on **October 21st, 2011** at 5:00pm (17:00hrs). One representative from each National Federation/Club must attend this meeting. This will be the last opportunity to make entry changes for duly entered National Teams and Clubs.

- Scratches for the first session of heats are due by the close of business of the managers/representatives meeting.
- Scratches for the second session of heats are due one (1) hour prior to the start of finals the first evening.
- DNS will be fined according to FINA Rules.

COMPETITION INFORMATION

The FINA/ARENA Swimming World Cup 2011 – *Berlin* meet will be held in an eight (8) lane, 25 metre competition pool. The competition will consist of the following individual events for both Men and Women:





| | |
|-------------------|--|
| Freestyle | 50m, 100m, 200m, 400m, 800m (W only), 1500m (M only) |
| Backstroke | 50m, 100m, and 200m |
| Breaststroke | 50m, 100m, and 200m |
| Butterfly | 50m, 100m, and 200m |
| Individual Medley | 100m, 200m, and 400m |

Please note that the 400m Medley, 800m Freestyle, and 1500m Freestyle will be seeded and swum as timed finals. Slow heats will be swum during heats sessions, and the fastest heat swum during finals. However, the fastest heats of 800m and 1500m Freestyle will be swum before the start of the TV signal.

Competition Programme – all meets:

| Day 1 – Start Time tbc | | Day 2 – Start Time tbc | |
|---|----------------|--|----------------|
| Heats: | Finals: | Heats: | Finals: |
| <ul style="list-style-type: none"> • 800m Freestyle Women • 100m Freestyle Men • 200m Freestyle Women • 50m Breaststroke Men • 100m Breaststroke Women • 400m IM Men • 100m Butterfly Women • 100m Backstroke Men • 50m Backstroke Women • 200m Butterfly Men • 200m IM Women • 400m Freestyle Men • 50m Freestyle Women • 200m Breaststroke Men • 100m IM Men • 200m Backstroke Women • 50m Butterfly Men | | <ul style="list-style-type: none"> • 1500m Freestyle Men • 100m Freestyle Women • 200m Freestyle Men • 50m Breaststroke Women • 100m Breaststroke Men • 400m IM Women • 100m Butterfly Men • 100m Backstroke Women • 50m Backstroke Men • 200m Butterfly Women • 200m IM Men • 400m Freestyle Women • 50m Freestyle Men • 200m Breaststroke Women • 100m IM Women • 200m Backstroke Men • 50m Butterfly Women | |

In addition to the above mentioned Competition Programme, simple awards ceremonies will be included at all events in the format of 4 races, 4 ceremonies.
All announcements, instructions, and commands during the event will be delivered in English.





RULES

All events included for competition shall be conducted under the rules of FINA.

PRIZE MONEY

Individual Event Prize Money

The meet consists of 34 races. For each race:

| | |
|--------------|----------------------|
| Winner | USD \$1,500.- |
| Second | USD \$1,000.- |
| Third | USD \$ 500.- |
| Total | USD \$3,000.- |

The BOC will provide a total prize pool of USD \$102,000.- for the event.

In the case of a tie, prize money shall be shared (e.g. If there are two winners, no second place prize will be awarded. The total of USD \$2,500.- will be shared equally between the two winners, each earning USD \$1,250.-).

If a swimmer does not come to the awards ceremony podium, he will not be entitled to any prize money. **Additionally each swimmer coming to the awards ceremony podium needs to be properly dressed up; e.g. wearing their full team's tracksuit.**

Overall Prize Money (World Cup Winners)

There will be separate rankings for Men and Women and the distribution of the overall prize money will be as follows:

| | |
|---------------|---------------------|
| Winner | US\$ 100,000 |
| Second | US\$ 50,000 |
| Third | US\$ 30,000 |
| Total | US\$ 180,000 |

World Record Bonus

- A payment of USD10'000 is made for each new World Record set at an Event but limited to a maximum pot of USD50'000.

If more World Records than the agreed maximum pot can cover are set, all World Record holders will then receive an equal share of the overall amount, rather than the USD10'000 per World Record.



- Such payment will be symbolically made with a presentation cheque to be handed out at the awards ceremony.
- If in one same race (heat or final) two (2) or more swimmers better the World Record, only the winner of that race will receive the bonus.
- World Records achieved at a split will not be considered for this bonus (e.g.: World Record for a 50m achieved at the 50m Split of a 100m race). Any World Record bonuses will be paid for performances over the actual competition distance. No bonus is due if a World Record is equalled.

SCORING SYSTEM

The FINA Points Table will be used as the basis for deciding the ranking of swimmers at each Event of the Series, according to each swimmer's performance or best performance if they are entered in more than one race. Swimmers will be ranked at each Event of the Series according to their best points scored at that Event and points will be awarded to the top ten (10) male and female swimmers. Each swimmer will be ranked once only, even if he/she swims several races.

- In case of a tie, any second best swim will be taken as a tiebreaker.
- Points system - Points will be awarded to the 10 top ranking swimmers as follows:

| Ranking | Points Award |
|------------------|--------------|
| 1 st | 25 |
| 2 nd | 20 |
| 3 rd | 16 |
| 4 th | 13 |
| 5 th | 10 |
| 6 th | 7 |
| 7 th | 5 |
| 8 th | 3 |
| 9 th | 2 |
| 10 th | 1 |

- Double points will be awarded at the last meet of the series.
- World Record Bonus points:
 - .A new World Record will be awarded with 20 points.
 - .A World Record equalled will be awarded with 10 points.
- Swimmers may accumulate points at each of the six (6) Events of the Series.
- The swimmers accumulating the most points during the Series shall be declared the overall winners of the Series for both Men and Women.
- In case of a tie, the best rankings per meet will be taken into account, i.e best performance per meet according to the current FINA Points Table.



VISA REQUIREMENTS

EU nationals do not require a visa to enter the Federal Republic of Germany.

At the [website of the German Foreign Office](#) you can find all relevant information on application procedures and requirements as well as application forms for different types of visa.

Please request a letter of Invitation from BOC.

ACCOMMODATION AND MEALS (for hotel tariff please ask BOC)

Park Plaza Hotel (directly next to the pool)

Double Room 109, 00 Euro (full board/per person/per day)

Single Room 144, 00 Euro (full board/per person/per day)

andel's Hotel Berlin

Double Room 109, 00 Euro (full board/per person/per day)

Single Room 144, 00 Euro (full board/per person/per day)

For reservations please only use the official Hotel Reservation Form.

Room requirements are due to GSMS, Greve Sport Marketing Service, no later than **September 14th, 2011**. To avoid cancellation charges the BOC must be notified of changes no later **September 14th, 2011**.

Accommodation must be fully prepaid before **September 16th, 2011**. Otherwise we cannot guarantee your reservation will be held.

Please be aware that.

The BOC can guarantee hotel reservations only until **September 16th, 2011**. Reservations received after this date are subject to availability.





Bank account

Please, always note your country on the transfer forms

| | |
|--------------------------|-------------------------------------|
| Headline of the account: | GSMS, Greve Sport Marketing Service |
| Bank: | Hypovereinsbank Hamburg |
| Bank-Code: | 200 300 00 |
| IBAN: | DE12 2003 0000 00004029 41 |
| Swift-Code: | HYVEDEMM300 |
| Account no.: | 402 941 |

TRANSPORTATION

We provide free transportation from

- Airport Berlin-Tegel (TXL)
- Airport Berlin-Schönefeld (SXF)
- Railway station "Hauptbahnhof" to one of our official hotels.

Airport Information:

There are two airports in Berlin. Tegel (TXL), Schönefeld (SXF).

After your arrival please proceed as mentioned below:

- The BOC-transport service will pick you up directly at your arriving gate.
- In case you miss the BOC driver ask for the information desk in the main hall and wait there, please.
- Call the Organizing Office if you need further help 0049.30.88 71 50 690





ADDITIONAL INFORMATION

Claiming Prizes

The following procedures will apply for claiming prize money at the FINA/ARENA Swimming World Cup 2011 – *Berlin*:

Should an athlete be entitled to prize money, he or she should visit the BOC office on the deck of the Swimming Pool and complete the relevant form.

Forms will be distributed during the award ceremonies. However no prize money can be paid if documentation will not be returned before the end of the meet.

The athletes are fully responsible for claiming prize money and completing the required forms. The German Swimming Federation and GSMS take no responsibility for prize money not being claimed.

Please Note: No cash payments will be made.

Prize money will be paid by bank transfer to your named bank account. Competitors must supply complete banking details to the Organizing Committee to ensure that prize money can be transferred to the correct bank account.

The following details are required (and should be obtained from each individual's bank in advance):

- Account Holders Name
- Account Holders Address
- Account Number
- Bank Name
- Banks address details
- Banks IBAN Number (only European Union)
- Banks Swift Number

