



## COMPETITION APPROVAL GUIDELINES 2012

The following are required for the conduct of IPC Swimming Approved competition to ensure that, wherever possible, every swimmer will have the opportunity to swim in appropriate, quality competition to enable them to achieve their full potential.

### Application:

- Applications for competition approval must be made on the IPC Swimming Competition Approval Application form. Applications have to be sent, signed and stamped by the National Paralympic Committee.
- The application must be submitted to the IPC Swimming Office a minimum of 6 weeks prior to the date of the competition together with all supplementary information listed on the application (copy of the competition information and schedule of events)
- The NPC must pay the competition approval application fee to the following account and submit the proof of payment together with the application for competition approval.

Account name: IPC

Account holder's address: Adenauerallee 212-214, D-53113 Bonn, Germany

Bank: Deutsche Bank AG

Bank address: Kaiserplatz 7-9, D-53113 Bonn, Germany

National Bank code: 380 700 59

Account number for EUR: 0290 122 00

SWIFT Address: DEUTDEDK380

IBAN: DE75380700590029012200

- Applications for IPC Swimming Officials (Technical Officials/ Classifiers) have to be sent by 30 September 2011.

It is in the responsibility of the competition organizer to ensure that the application and relevant fees are received and acknowledged by IPC Swimming in the time frame required. The LOC is responsible to cover travel, accommodation, meals and incidental costs (to be decided by IPC Swimming) for appointed IPC Swimming officials.

### Criteria for IPC Swimming Approval:

- IPC Swimming Rules and Regulations must be adhered to.
- Health & safety of the IPC athletes is paramount.
- Pools used for approved competitions must be either 25 metres or 50 metres in length. The minimum depth of water at the starting end of the pool shall be at least 1,35m.
- Individual events must be swum as separate male and female events.
- The events for class S14 athletes should be the same as those offered on the 2012 London Paralympic programme. The LOC should refrain from offering other S14 events at this point in time.
- If electronic timing is to be used, then a backup of two manual timing devices must be used.
- If no electronic timing is to be used, then three timing officials per lane must be used to determine the official time of the swimmer.
- Results must be processed using competition management software capable of producing a results file in word/ PDF/ excel format and in accordance with the IPC Results Submission Guidelines: Results have to be sent both as official output file as well as in a tabular format that can be found on the IPC Swimming web-site (Downloads & Forms).
- The official results sheets must include:
  1. the competition name and date,
  2. event name,
  3. athlete name (must be the same as in the IPC Swimming classification database),
  4. athlete's class,
  5. recorded split times (where appropriate) and
  6. final time.
- All officials must have current accreditation from a recognized swimming governing body for the duties in which they are utilised.
- Anti-turbulence lane ropes, starting platforms and backstroke turn indicators as per the facility rules must be provided.
- Adequate provision must be made for swimmers to warm up.
- Warm up procedure and schedule must be specified in the competition programme or circulated to teams prior to the competition and be available on the day.
- There must be adequate space for wheelchairs on the pool deck.
- There must be mats provided for pool entry/exit.
- Only IPC Swimming licensed athletes who hold an International Classification will be eligible for inclusion in the IPC Swimming rankings.
- For competitions with international classification the entry list must be provided to IPC Swimming 5 weeks prior to the start of the competition.
- All information provided to IPC Swimming must be translated to English.

### Post-Competition Requirements for IPC Swimming Approved meets

- **Record** setting performances must be submitted to the IPC Swimming Office using the IPC Swimming Record Application form, together with all the required supporting documentation, this information has to reach the IPC Swimming office no later than **15 days** after the record setting performance.
- **Results** containing the necessary information must reach the IPC Swimming office no later than **15 days** after the competition concludes.

Failure to provide the above information in the required time frame may result in future approvals being withheld.

Send the completed application form and supporting documentation required to:

International Paralympic Committee  
IPC Swimming Sports Manager  
Adenauerallee 212-214  
53113 Bonn  
Germany  
Fax: +49-228-2097-209  
E-mail: [ipcswimming@paralympic.org](mailto:ipcswimming@paralympic.org)