

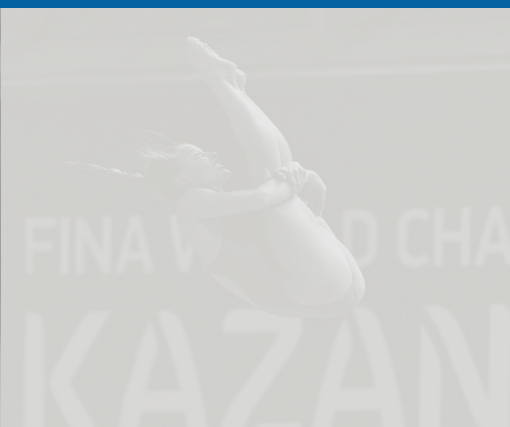


DEVELOPMENT  
PROGRAMME

# 2021 FINA SCHOOLS

## GUIDELINES

FINA DEVELOPMENT PROGRAMME | 2019 - 2021





Version 16<sup>th</sup> November 2020

1. Introduction .....	4
2. General description.....	4
2.1 Course format.....	4
2.2 Schools material.....	5
2.3 Participation fees.....	5
2.4 Certificates.....	5
2.5 Other considerations .....	5
2.6 Disclaimer .....	5
3. The FINA Schools in detail .....	6
3.1 FINA Artistic Swimming Schools for Judges .....	6
3.1.1 FINA Artistic Swimming Development Schools for Judges .....	6
3.1.2 FINA Artistic Swimming Certification Schools for Judges.....	6
3.1.3 Regulations for certification .....	6
3.2 FINA Diving Schools for Judges .....	7
3.2.1 FINA Diving Development Schools for Judges .....	7
3.2.2 FINA Diving Certification Schools for Judges.....	7
3.2.3 Regulations for certification .....	7
3.3 FINA High Diving Schools for Judges .....	8
3.3.1 FINA High Diving Certification Schools for Judges.....	8
3.3.2 Regulations for certification .....	8
3.4 FINA Open Water Swimming Schools for Officials .....	8
3.4.1 FINA Open Water Swimming Development Schools for Officials.....	8
3.4.2 FINA Open Water Swimming Certification Schools for Officials .....	9
3.4.3 Regulations for certification .....	9
3.5 FINA Swimming Schools for Officials.....	9
3.5.1 Regulations for certification .....	9
3.6 FINA Water Polo Schools for Referees .....	10
3.6.1 FINA Water Polo Development Schools for Referees.....	10
3.6.2 FINA Water Polo Certification Schools for Referees .....	10
3.6.3 Regulations for certification .....	10
4. Bidding Procedure .....	11
4.1 Application Procedure .....	11
4.2 Analysis and Approval.....	11
5. How to host a FINA School.....	11
5.1 Material or artwork produced .....	12
6. How to register for a FINA School .....	13
6.1 Participants' nomination.....	13
6.2 Participants' approval .....	13
7. Regulations for FINA Schools.....	13
7.1 School organisation.....	13
7.2 Participants' registration .....	14
8. FINA School webinars .....	14
8.1 General considerations.....	14



8.2 Course format.....	14
8.3 How to organise a FINA School webinar .....	15
8.4 How to register to a FINA School webinar.....	15
9. Financial Conditions .....	16
9.1 Economical Support.....	16
9.1.1 FINA Schools.....	16
9.1.2 FINA School webinars.....	17
9.2 Reimbursement Procedure .....	17
9.3 Invoicing Guidelines .....	18

## 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 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 Certification Schools for Judges**
- **FINA Open Water Swimming Development Schools for Officials**
- **FINA Open Water Swimming Certification Schools for Officials**
- **FINA Swimming Schools for Officials**
- **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.

FINA makes a reasonable effort to plan the FINA Schools as described in the present document. Nevertheless, FINA reserves the right to amend the conditions, planning and/or delivery of the FINA Schools at any time, whether in whole or in part, due to an event of force majeure, including by way of example national strike, war, fire, lightning, earthquake, pandemic or any other similar cause beyond the reasonable control.

## 2. General description

### 2.1 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 the FINA Technical Committee Members or by instructors appointed by the different Commissions 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 of the aquatic disciplines. Each programme and its content has been created and is continuously updated by the different FINA Technical Committees according to the new FINA rules.

Please see section 3 for any further information concerning the different FINA Schools.

## 2.2 Schools material

Prior to the FINA School, the electronic manual will be sent to the host federation according to the chosen discipline:

- **FINA Swimming Schools Videos:** [Click Here](#)
- **FINA Open Water Swimming Manual 2017 Edition:** [Click Here](#)
- **FINA Artistic Swimming Manual for Judges, Coaches and Referees 2017-2021:** [Click Here](#)
- **FINA Diving Officials Manual 2017-2021:** [Click Here](#)
- **FINA Water Polo Referees Manual. Instructions and Clarifications for Referees, Coaches and National Federations 2019-2021:** [Click Here](#)

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

## 2.3 Participation fees

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

## 2.4 Certificates

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

## 2.5 Other considerations

Given the circumstances related to the Covid-19 pandemic, some of the FINA Schools may be organised as an online webinar. Please see section 8 for any further information.

## 2.6 Disclaimer

FINA makes a reasonable effort to plan and conduct the FINA Schools as described in the present document. However, please note that changes, including postponing or cancellation of the courses might take place.

FINA shall not have any liability, notably, but not limited to, no reimbursement of participants costs and losses, for any delay in performing, or failure to perform, any obligation, whether in whole or in part, to the extent that the delay or failure is due to an event of force majeure, including by way of example national strike, war, fire, lightning, earthquake, pandemic or any other similar cause beyond the reasonable control.



### 3. The FINA Schools in detail

#### 3.1 FINA Artistic Swimming Schools for Judges

##### 3.1.1 FINA Artistic Swimming Development Schools for Judges

- Description: face to face progressive development courses that are available at three different levels (**beginner, intermediate and advanced**)
- Target: designed for those National Federations interested in training judges that are not on the current FINA Artistic Swimming Judges List
- Duration: **three-day (3) face to face course** concluding with an exam
- Language: **English**
- Instruction: theoretical education with video support
- Eligibility: candidates must be at least **18 years of age and not over 65** at the start of the FINA Development School programme. At least **forty (40) hours** of practical judging must be obtained after passing the school's test and advancing to the next school level

##### 3.1.2 FINA Artistic Swimming Certification Schools for Judges

- Description: face to face certification course aimed at Artistic Swimming Judges wishing to become eligible to officiate at FINA Events.
- Target: designed to prepare and certify highly qualified judges wishing to be registered or to remain registered on the FINA Artistic Swimming Judges List
- Duration: **three-day (3) face to face course** concluding with an exam
- Language: **English**
- Instruction: theoretical education with video support
- Eligibility: open to candidates who have **passed a FINA Artistic Swimming School - Advanced level** and that have **registered at least 60 hours/year of practical judging** with their Continental Representative after the date of the advanced level exam

##### 3.1.3 Regulations for certification

To receive certification, the candidate 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**. FINA certification is valid for **four (4) years**.

In addition, each FINA certified judge must annually take the **online FINA Artistic Swimming - Exam for Certified Judges**. A minimum score of 85% for A Judges and 80% for G Judges is required to earn a passing grade.

Further information concerning the FINA Artistic Swimming Schools and the judges' certification process is available on the [FINA Learning Platform](#).

## 3.2 FINA Diving Schools for Judges

### 3.2.1 FINA Diving Development Schools for Judges

- **Description:** development course that follows a blended learning model. It consists of a non-compulsory online test that the candidates may complete through the [FINA Learning Platform](#), followed by the FINA Diving Development School held at the host federation's chosen location
- **Target:** designed for individuals with limited basic knowledge or who have no prior diving judge's experience
- **Duration:** **online test** followed by a **two-day (2) face to face course**, concluding with a test
- **Language:** **English**
- **Instruction:** theoretical education with video support
- **Eligibility:** candidates must be **at least 16 years old** on December 31 of the year of the Development School

### 3.2.2 FINA Diving Certification Schools for Judges

- **Description:** certification course that follows a blended learning model. It consists of a non-compulsory online course and a test that the candidates may complete through the [FINA Learning Platform](#), followed by the FINA Diving Certification School held at the host federation's chosen location
- **Target:** designed to prepare and certify highly qualified judges wishing to be on the FINA Diving Officials List
- **Duration:** **online course and test** followed by a **three-day (3) face to face course**, concluding with an exam and a practical assessment
- **Language:** **English**
- **Instruction:** combines theoretical education and practical application of judging
- **Eligibility:** candidates must be **at least 18 years of age** at the start of the FINA Certification School programme. Former divers, coaches and experienced national judges whose federation certify they have judged at a national-regional level and international events hosted by the Federation within the past 3 years do not need to attend a FINA Diving Development School and may attend a Certification School

### 3.2.3 Regulations for certification

To receive certification, the candidate must attend a FINA Diving Certification School and pass the theoretical test and the practical assessment with a minimum score of **85%**. FINA certification is valid for **two (2) years**.

In addition, each certified judge must annually pass the **FINA Diving Officials Online Exam** through the [FINA Learning Platform](#) in order to maintain the FINA Diving Judge status.

Further information concerning the FINA Diving Schools, the judges' certification and the recertification process is available on the [FINA Learning Platform](#).

### 3.3 FINA High Diving Schools for Judges

#### 3.3.1 FINA High Diving Certification Schools for Judges

- Description: face to face certification course organised every odd year in connection with the FINA World Championships or the FINA High Diving World Cup
- Target: designed to prepare and certify highly qualified judges wishing to be on the FINA High Diving Officials List
- Duration: **three-day (3) face to face course** concluding with an exam and a practical assessment
- Language: **English**
- Instruction: combines theoretical education and practical application of judging
- Eligibility: candidates must be **at least 18 years old** on December 31 of the year of the school

#### 3.3.2 Regulations for certification

To receive certification, the candidate must attend a FINA High Diving Certification School and pass the theoretical test and the practical assessment with a minimum score of **85%**. FINA certification is valid for **three (3) years**.

In addition, each certified judge must annually pass the **FINA High Diving Officials Online Exam** through the [FINA Learning Platform](#) in order to maintain the FINA High Diving Judge status.

Further information concerning the FINA High Diving Certification Schools, the judges' certification and the recertification process is available on the [FINA Learning Platform](#).

### 3.4 FINA Open Water Swimming Schools for Officials

#### 3.4.1 FINA Open Water Swimming Development Schools for Officials

- Description: face to face development course aimed to meet the needs of those National Federations that do not have any Open Water Swimming officials training programmes in place
- Target: designed for individuals with limited basic knowledge or no experience in Open Water Swimming officiating
- Duration: **two and a half-day (2.5) face to face course** concluding with a written exercise to determine official places and times and prepare the official result
- Language: **English, Spanish, French or Portuguese**. Translation into local language by the host federation is permitted
- Instruction: theoretical education, a practical session is included if possible
- Eligibility: candidates must be **at least 14 years old** on December 31 in the calendar year of attendance



### 3.4.2 FINA Open Water Swimming Certification Schools for Officials

- Description: face to face certification course aimed to experienced Open Water Swimming officials who require more in-depth training of skills at an advanced level
- Target: designed to prepare and certify highly qualified officials wishing to be on the FINA Open Water Swimming Officials List
- Duration: **two-day (2) face to face course** concluding with a written exam
- Language: **English** or **French**; **Spanish** or **Portuguese** may be offered subject to the availability of the lecturer
- Instruction: theoretical education with video support
- Eligibility: Candidates must be **at least 16 years old** on December 31 in the calendar year of attendance. Nevertheless, they must be aged **18 years or older in the year of attendance to receive certification**

### 3.4.3 Regulations for certification

To receive certification, the candidate must attend a FINA Open Water Swimming Certification School and pass the exam with a minimum score of **70%**.

Only those candidates who have successfully completed and passed the test in **English or French** will become certified. FINA certification is valid for **four (4) years**.

Further information concerning the FINA Open Water Swimming Schools and the officials' certification process will be available on the [FINA Learning Platform](#).

## 3.5 FINA Swimming Schools for Officials

- Description: face to face course aimed to experienced Swimming Officials who require more in-depth training of skills at an advanced level
- Target: designed to prepare the candidates to officiate at National and Continental level
- Duration: **two-day (2) face to face course** concluding with an exam
- Language: **English**. Translation into local language by the host federation is permitted
- Instruction: combines theoretical education and practical application of officiating
- Eligibility: candidates must be **at least 16 years old** on December 31 in the calendar year of attendance

### 3.5.1 Regulations for certification

The current regulations related to the certification of the international swimming officials are available on the [FINA website](#).

Further information concerning the FINA Swimming Schools and the officials' certification process will be available on the [FINA Learning Platform](#).

### 3.6 FINA Water Polo Schools for Referees

#### 3.6.1 FINA Water Polo Development Schools for Referees

- Description: face to face development course aimed to meet the needs of those National Federations that do not have any Water Polo referees training programmes in place
- Target: designed for starting referees, interested and willing to officiate at a National level and having ambition to continue at an International level
- Duration: **two-day (2) face to face course** concluding with an exam
- Language: **English; French or Spanish** may be offered subject to the availability of the lecturer
- Instruction: theoretical education with video support
- Eligibility: candidates must be **at least 16 years of age** at the start of the FINA Development School programme. No prior officiating experience is required

#### 3.6.2 FINA Water Polo Certification Schools for Referees

- Description: certification course that follows a blended learning model. It consists of a mandatory online pre-requisite course and test that the candidates must complete through the [FINA Learning Platform](#), followed by the FINA Water Polo Certification School held at the host federation's chosen location
- Target: designed to prepare and certify experienced candidates seeking to become FINA Water Polo Referees
- Duration: **online course and test** followed by a **two and a half-day (2.5) face to face course**, concluding with an exam
- Language: **English**
- Instruction: theoretical education with video support
- Eligibility: candidates must be **at least 18 years old** at the start of the FINA Certification School programme and must have **at least two years of practical experience** as a referee. In addition, they **must have passed a FINA Water Polo Development School or an equivalent course** offered by their National Federation or Continental Organisation recognized and approved by the FINA Technical Water Polo Committee

#### 3.6.3 Regulations for certification

To receive certification, the candidate must **pass the online pre-requisite course and test** before the beginning of the school and obtain a minimum score of **70%** at the FINA Water Polo Certification School's exam.

In addition, each certified referee must pass the **FINA Water Polo Referees Online Exam** two years after being certified at a FINA Water Polo Certification School.

The certification is valid for a **four-year (4) period** provided that the referee passes the FINA Water Polo Referees Online Exam as mentioned above. The FINA Water Polo Referees Online Exam is mandatory, referees who do not pass it will lose their certification.

Further information concerning the FINA Water Polo Schools, the referees' certification and the recertification process is available on the [FINA Learning Platform](#).

## 4. Bidding Procedure

### 4.1 Application Procedure

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

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

### 4.2 Analysis and Approval

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

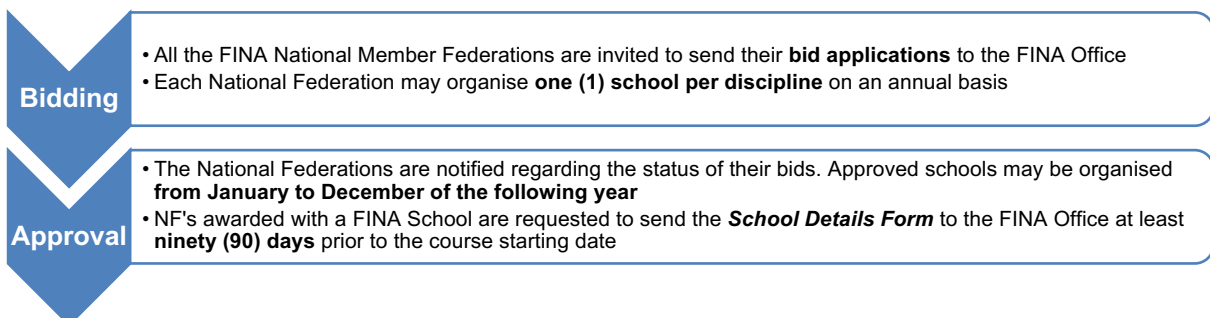
- Guaranteed attendance numbers: at least **ten (10) participants** are required
- Course location
- Course level
- Participants eligibility
- Feasibility of the course

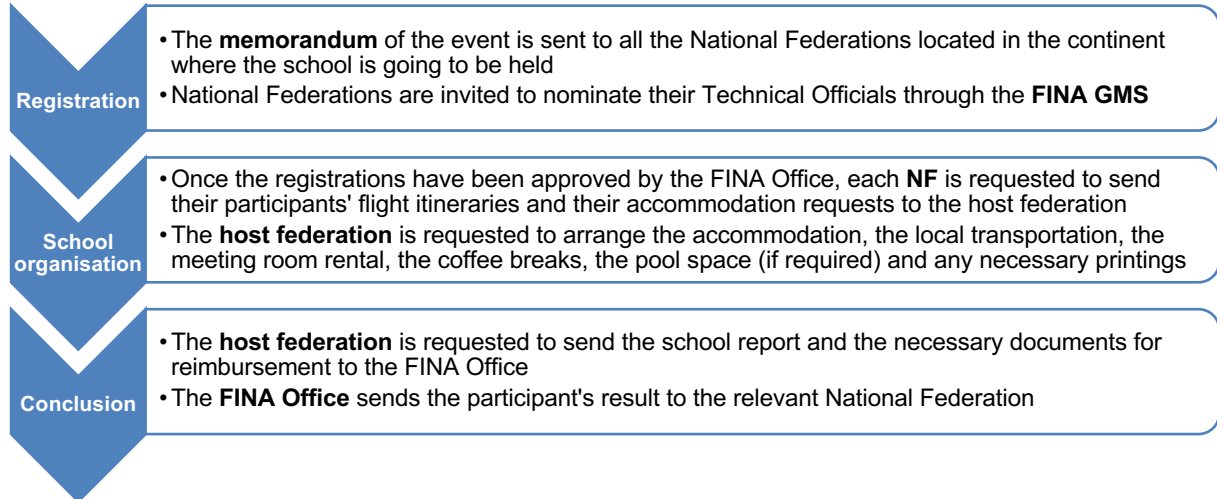
All the National Federations will be informed about the outcome of their applications at the end of the selection process.

The FINA Office will provide the necessary instructions and forms to those federations awarded with a FINA School.

Approved FINA Schools must be organised in the year for which they were awarded (e.g. a course awarded for 2021 may be organised from January 1 to December 31, 2021).

## 5. How to host a FINA School





### 5.1 Material or artwork produced

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



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

For any further information concerning this matter, please access the [FINA Brand Platform](#) using your federation's login details.

## 6. How to register for a FINA School

### 6.1 Participants' nomination

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

- Each registration must be fully **submitted** through the FINA GMS **by the established deadline**
- 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 registration, please contact the **FINA GMS Support Team** at [aquaticsdb@fina.org](mailto:aquaticsdb@fina.org)

### 6.2 Participants' approval

Once a registration has been submitted through the FINA GMS, it will be assessed by the FINA Office and approved in due time:

- At least **ten (10)** submitted candidates are required in order to start the approvals
- The relevant National Federation will be notified as soon as a registration has been approved
- After receiving the notification from the FINA Office, each National Federation must send the participant's itinerary and the accommodation request to the host federation

## 7. Regulations for FINA Schools

### 7.1 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 ninety (90) days** prior to the course starting date. No action will be taken until this document has been sent to the FINA Office.

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

**IMPORTANT NOTE:** It is the responsibility of the host federation to ensure that all the measures and procedures established by the local authorities are adopted and respected. FINA is not responsible for any claim related to the cancellation of the event.

## 7.2 Participants' registration

All the participants, including the ones affiliated to the host 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
- Only **fully submitted** registrations will be considered for approval
- Non-registered participants will **not be certified** after the school completion

## 8. FINA School webinars

### 8.1 General considerations

As a result of the global Covid-19 pandemic, National Federations are offered the possibility of replacing the 2021 FINA School(s) they are awarded with by an online webinar.

The replacement is only available in the following cases:

#### Artistic Swimming

- A FINA Artistic Swimming Development School for Judges – Beginner level may be replaced by a *FINA Artistic Swimming Development Webinar for Judges – Beginner level*
- A FINA Artistic Swimming Development School for Judges – Intermediate level may be replaced by a *FINA Artistic Swimming Development Webinar for Judges – Intermediate level*

#### Diving

- A FINA Diving Development School for Judges may be replaced by a *FINA Diving Development Webinar for Judges*

#### Swimming

- A FINA Swimming School for Officials may be replaced by a *FINA Swimming Webinar for Officials*

#### Open Water Swimming

- A FINA Open Water Swimming Development School for Officials may be replaced by a *FINA Open Water Swimming Development Webinar for Officials*

### 8.2 Course format

The FINA School webinars are run through the [FINA Learning Platform](#), using the Zoom video conference tool. The webinar is only accessible to those candidates whose registrations have been approved through the [FINA GMS](#).



The webinars are conducted by FINA Technical Committee Members or by instructors appointed by the different FINA Commissions.

The duration of each webinar, the programme and its content are defined by each FINA Technical Committee. They also establish webinar's language, the maximum number of participants and the eligibility requirements.

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

### 8.3 How to organise a FINA School webinar

National Federations may choose among one of the following options for its organisation:

- A. Each participant has its own laptop/tablet and its own internet connection
- B. The host federation provides a room with good internet connection and each participant brings its own device to attend the webinar
- C. The host federation provides a room with good internet connection and a device for each of the participants

**IMPORTANT NOTE:** It is the responsibility of the host federation to ensure that all the measures and procedures established by the local authorities are adopted and respected. FINA is not responsible for any claim related to the cancellation of the event.

In order to start the organisation of any FINA School webinar, the *Webinar Details Form* must be sent to the FINA Office **at least thirty (30) days** prior to the course starting date. No action will be taken until this document has been sent to the FINA Office.

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

### 8.4 How to register to a FINA School webinar

The FINA School webinars may be organized in two different ways, depending on the number of local attendees:

- If the host federation expects to fill all the available spots with their local candidates, the registration is limited to the federation
- If the host federation does not expect to fill all the available spots, a memorandum is sent to all the National Member Federations and the registration is open to all of them

### Participants' nomination

Only the National Federations are entitled to register their candidates through the [FINA GMS](#):

- Only those registrations submitted by the deadline and including the candidate's personal email address will be considered for approval
- The approvals will be done on a first come first serve basis once the minimum number of candidates (10) has been reached

- The registration will be closed by the registration deadline or once the maximum number of candidates set for each of the webinars has been reached
- Late submissions or changes will not be accepted after the deadline

### Participants' approval

- As soon as a registration has been approved, FINA will notify the relevant National Federation.
- After the registration deadline, all the approved candidates will receive their personal login details and the instructions to participate at the webinar through the [FINA Learning Platform](#).
- The above-mentioned information will be sent to the candidate's email address as submitted in the registration.

## 9. Financial Conditions

### 9.1 Economical Support

#### 9.1.1 FINA Schools

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

### School organisation

FINA covers a maximum of USD 2000.00 for the following expenses related to the organisation of a FINA 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. Host federations must ensure that the lecturer is provided with the necessary support for the visa application process whenever this is required for travel.
- **Per Diem:** FINA will cover the lecturer's Per Diem.
- **Accommodation:** FINA will cover the lecturer's full board accommodation, including three (3) meals. FINA lecturers shall be staying at a 4-star 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.

### 9.1.2 FINA School webinars

FINA covers a maximum of **500.00 USD** for the following items related to the organisation of a FINA School webinar:

- Conference room rental
- Rental of audio-visual equipment
- Internet or Wi-Fi connection provided for the duration of the webinar

The economical support will be only provided to those federations that have chosen one of the following modalities for the webinar's organisation:

- B. The host federation provides a room with good internet connection and each participant brings its own device to attend the webinar
- C. The host federation provides a room with good internet connection and a device for each of the participants

A detailed budget proposal must be submitted to the FINA Office prior to the webinar's starting date for approval. If the host federation does not submit the budget beforehand, FINA cannot guarantee the reimbursement of the full budgeted amount.

## 9.2 Reimbursement Procedure

In order to be reimbursed for the above-mentioned expenses, the FINA Office 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.

### 9.3 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](mailto: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](mailto:schools@fina.org)**



FÉDÉRATION  
INTERNATIONALE  
DE NATATION

Ch. de Bellevue 24a / 24b – 1005 Lausanne, Switzerland

Tel: +41 21 310 47 10

Email: [schools@fina.org](mailto:schools@fina.org)

[www.fina.org](http://www.fina.org)