



**FINA Swimming World Cup
Tokyo, Japan
9-10 November 2013**



**General Information Sheet
Tokyo Tatsumi International Swimming Center**

The Japan Swimming Federation has the honour and pleasure to invite you to the FINA Swimming World Cup 2013 meet, to be held in Tokyo, Japan.

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

Please note that all the events in the FINA Swimming World Cup 2013 series will be conducted according to FINA Rules.

EVENT CONTACT

Should you have any questions or queries regarding the information provided in this document please feel free to contact the Tokyo Organizing Committee (TOC).

Tokyo Organizing Committee (TOC)

Address: 1F, Roppongi MY Bldg, 2-1-13, Roppongi, Minato-ku, Tokyo 106-0032, Japan

Email: oc@worldcup-tokyo.org

Contact person: Kiho Abe (Mr.)

Telephone: +81-3-6229-2693

Fax: +81-3-6229-2755

Sites and Dates for the FINA Swimming World Cup 2013

Eindhoven	(NED)	07-08 August	2013
Berlin	(GER)	10-11 August	2013
Moscow	(RUS)	12-13 October	2013
Dubai	(UAE)	17-18 October	2013
Doha	(QAT)	20-21 October	2013
Singapore	(SIN)	05-06 November	2013
Tokyo	(JPN)	09-10 November	2013
Beijing	(CHN)	13-14 November	2013

PARTICIPANTS

Entries for the FINA Swimming World Cup 2013 - Tokyo (JPN) meet will only be accepted from national Federations affiliated to FINA. National Federations may choose to send a National Team or a Club Representative, not both.





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ENTRY PROCESS & PROTOCOL

Preliminary Entry Form

Should you wish to compete at the FINA Swimming World Cup 2013 – Tokyo (JPN), please return your Preliminary Entry Form to the TOC no later than **September 27, 2013**. 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 TOC will send a detailed information pack to the National Federation 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 Royal Dutch Swimming Federation no later than **October 25, 2013**.

Protocol

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

MANAGERS/REPRESENTATIVES MEETING

A Managers/Representatives meeting will be held on **November 8, 2013 at 17:00**. 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 Swimming World Cup 2013 – Tokyo (JPN) meet will be held in a eight (8) lane, 25 metre competition pool. The competition will consist of the following individual events for both Men and Women:





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- Freestyle 50m, 100m, 200m, 400m, 800m (W only), 1500m (M only)
- Backstroke 50m, 100m, 200m
- Breaststroke 50m, 100m, 200m
- Butterfly 50m, 100m, 200m
- Individual Medley 200m, 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 400IM m and 800m, 1500m Freestyle will be swum before the start of the TV signal.

For the 2013 edition of the Series, the following events shall be included in the competition programme of the Series at each meet:

- Day 1: 4 x 50m Medley Mixed
- Day 2: 4 x 50m Freestyle Mixed

These events will take place as the last event on each day.

The rules for the Mixed Relays are the same as for gender relays except that the Mixed Relays must consist of 2 (two) Male and 2 (two) Female swimmers. The starting order of the swimmers is decided by each team (FINA rules BL9.3.6.7, BL9.3.6.8, SW10.10, SW10.11, SW10.12, SW10.13).

The Relay Entry Form (provided by FINA) should as usual be handed in 1 (one) hour before the start of the competition for both heats and finals. With less than 8 (eight) teams entered there will be direct finals.





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Competition Programme – all meets:

Day 1 – 9 November 2013		Day 2 – 10 November 2013	
Heats: 9:00	Finals: 15:30	Heats: 9:00	Finals: 15:30
<ul style="list-style-type: none"> • 800m Freestyle Women* • 400m IM Men* • 100m Freestyle Men • 200m Freestyle Women • 50m Breaststroke Men <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 100m Breaststroke Women • 100m Butterfly Women • 100m Backstroke Men • 50m Backstroke Women <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 200m Butterfly Men • 200m IM Women • 400m Freestyle Men • 50m Freestyle Women <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 200m Breaststroke Men • 100m IM Men • 200m Backstroke Women • 50m Butterfly Men <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 4 x 50m Medley Mixed 		<ul style="list-style-type: none"> • 1500m Freestyle Men* • 400m IM Women* • 100m Freestyle Women • 200m Freestyle Men • 50m Breaststroke Women <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 100m Breaststroke Men • 100m Butterfly Men • 100m Backstroke Women • 50m Backstroke Men <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 200m Butterfly Women • 200m IM Men • 400m Freestyle Women • 50m Freestyle Men <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 200m Breaststroke Women • 100m IM Women • 200m Backstroke Men • 50m Butterfly Women <li style="padding-left: 20px;"><i>Awarding Ceremonies</i> • 4 x 50m Freestyle Mixed 	

*Note: These events are outside the TV feed

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 with the exception of the first round of ceremonies. The 1st set of ceremonies includes 4 events (2 outside TV time and 2 in TV time). The 2nd set of ceremonies starts with 50m Breaststroke, the 3rd set of ceremonies starts with 50m Backstroke, the 4th set of ceremonies starts with 50m Freestyle.

All announcements, instructions, and commands during the event will be delivered in English.





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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 individual races. For each race:

- Winner	USD \$ 1.500,-
- Second	USD \$ 1.000,-
- Third	USD \$ 500,-
Total	USD \$ 3.000,-

The TOC will provide a total prize pool of USD \$ 102.000,- for the Tokyo event.

There is no prize money for the Mixed Relays events.

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	USD \$ 100.000,-
Second	USD \$ 50.000,-
Third	USD \$ 30.000,-
Total	USD \$ 180.000,-

World Record Bonus

- A payment of USD \$ 10.000,- is made for each new World Record set at an Event but limited to a maximum pot of USD \$ 50.000,-.
- 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.





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- 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.

Cluster Prize Money (overall of USD 812'000)

This additional prize money will be equally shared between the first 6 ranked men and first 6 ranked women at each cluster.

Cluster 1 (Eindhoven, August 7-8; Berlin, August 10-11): USD 200'000.

Cluster 2 (Moscow, October 12-13; Dubai, October 17-18; Doha, October 20-21): USD 306'000

Cluster 3 (Singapore, November 5-6; Tokyo, November 9-10; Beijing, November 13-14): USD 306'000

Cluster 1 - Europe (Eindhoven + Berlin)

Overall Total	USD 200000	
	Men	Women
	40000	40000
	25000	25000
	15000	15000
	8000	8000
	7000	7000
	5000	5000
Total	100000	100000

Cluster 2 - Middle East (Moscow, Dubai & Doha)

Overall Total	USD 306000	
	Men	Women
	50000	50000
	35000	35000
	30000	30000
	20000	20000
	10000	10000
	8000	8000
Total	153000	153000





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Cluster 3 - Asia (Singapore, Tokyo and Beijing)

Overall Total	USD		306000
	Men	Women	
	50000	50000	
	35000	35000	
	30000	30000	
	20000	20000	
	10000	10000	
	8000	8000	
Total	153000	153000	

SCORING SYSTEM

The Information concerning the scoring system is:

By Meet:

1. Three best performances (according to the FINA Points Table), with the following score:

Best performance: 24 points

2nd best performance: 18 points

3rd best performance: 12 points

- In case of tie, the second best performance is taken into account (as per the present rules)

2. Medallists in all individual events, with the following score:

Gold medal: 12 points

Silver medal: 9 points

Bronze medal: 6 points

3. Bonus for World Record performance: 20 points

By Cluster:

1. The ranking will be established by adding all the Performance, Ranking (medallist) and WR points

- In case of tie with one of the swimmer having a WR performance: first is the swimmer with WR performance.
- In case of tie with swimmers having WR performance: first is the swimmer with best WR performance (in accordance to the FINA Points Table).
- In case of tie with Performance and Ranking points: first is the swimmer with the higher number of Ranking points.
- In case of tie with Ranking points: first is the swimmer with the higher number of Ranking points in any of the cluster's leg.





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Overall:

1. Sum all the Cluster Points

- In case of tie, first is the swimmer with the best position in any of the clusters.

VISA REQUIREMENTS

In order to comply with the VISA arrangement regulations, necessary documents must be coordinated as needed for prospective participants, both the officials and the athletes. Those who need to get the VISA, please send the following information by FAX or e-mail to us as soon as possible. In some cases, it may take longer depending on countries and regions.

- (1) Family Name
- (2) Family Name in Chinese characters if applicable
- (3) Given Name
- (4) Given Name in Chinese characters if applicable
- (5) Gender
- (6) Date and year of birth
- (7) Age
- (8) Nationality
- (9) Affiliation (name of Federation, etc)
- (10) Position (athlete, coach, official, etc)
- (11) The date of arrival and departure of Japan with flight numbers
- (12) Contact of the Federation (telephone, fax, e-mail)

* For information about which countries and regions need to acquire VISA to enter Japan and what kind of documents are necessary, please visit the website of the Ministry of Foreign Affairs of Japan at;

http://www.mofa.go.jp/j_info/visit/visa/index.html

Last Date to accept Visa Applications: **October 7, 2013**

ACCOMMODATION AND MEALS

The TOC will offer accommodation to all participating athletes and team officials of that event as per FINA Swimming World Cup rules & regulations (2011-2013).

APA Hotel Tokyo Shiomi-Ekimae

2-8-6, Shiomi, Koto-ku, Tokyo 135-0052, JAPAN

Tel: +81-3-5653-8111

Fax: +81-3-5653-8112

The official hotel is located 1.5km from the pool (5 min. by bus or 20 min. walk).

The nearest station is just 1 min. away and easy access to the central Tokyo from the station.





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Single Room (one bed room): 19,500 JPY (full board/per person/per day)
Twin Room (two beds room): 18,000 JPY (full board/per person/per day)

*Room rates are inclusive of three meals per day, shuttle bus service between pool and hotel.

For reservation please use enclosed Hotel Reservation Form.

Hotel reservation: no later than **October 7, 2013**
Modify/Cancel: no later than **October 7, 2013**

Accommodation expense must be fully prepaid before **October 21, 2013.**
(Payment details will be announced once your reservation is confirmed.)

Please send your requirements to oc@worldcup-tokyo.org by using the Hotel Reservation Form **no later than October 7, 2013.**

To avoid cancellation charges the Accommodation section must be notified of any amendments or cancellation latest by **October 7, 2013.**

LOCAL TRANSPORTATION

Airport Information:

There are two airports in Tokyo area:
Narita International Airport (NRT), Tokyo International Airport (HND).

TOC will provide transportation from the following two airports to official hotels.

- Narita International Airport (NRT)
- Tokyo International Airport (HND)

The TOC will welcome all members of the participating National Federations at the Narita International Airport (<http://www.narita-airport.jp/en/index.html>) or Tokyo International Airport (<http://www.haneda-airport.jp/inter/en/>), providing transportation services between the Airport, the Official hotel and the Competition Venue.
Transportation schedules will be provided upon arrival and as part of the detailed Information Pack.

The TOC will facilitate Airport Welcome and Transportation services upon receipt of the Travel Information Form by no later than **October 7, 2013.**





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ADDITIONAL INFORMATION

Payment of Individual Event Prize Money

International Athletes:

Individual Event Prize Money for International Athletes will be paid in cash in US dollar.
20% of withholding tax will be deducted from the prize money amount.

Japanese Swimmers:

Individual Event Prize Money for Japanese swimmers will be paid by bank transfer.
10% of withholding tax will be deducted from the prize money amount but the tax may be exempted depending on the total amount of prize money received.

The following details are required (they can be obtained from the bank):

* Only for Japanese swimmers

Account Holders Name
Account Holders Address
Account Number
Bank Name
Banks address details
Banks IBAN Number
Banks Swift Number.

