



CMAS

CONFÉDÉRATION MONDIALE
DES ACTIVITÉS SUBAQUATIQUES

WORLD UNDERWATER FEDERATION

PROCEDURES AND OBLIGATIONS FOR THE ORGANISATION OF CMAS CHAMPIONSHIPS

World –Zone – Continental

Version 2007/02

2007 BD 155

TABLE OF CONTENTS

CHAPITRE 1	General	3
1.1.	Languages	3
1.2.	Property of championships	3
1.3.	Nationality of the participating athletes	3
1.4.	Championships définition	3
1.4.1.	World Championships (CMAS Games)	3
1.4.2.	World Championships (Out of CMAS Games)	3
1.4.3.	Continental Championship	4
1.4.4.	Bi continental Championships	4
1.4.5.	“OPEN” Continental Championships	4
1.4.6.	Zone’s Championships	4
1.5.	Valid rules for all the Championships	4
1.6.	Championships for age categories	5
1.7.	CMAS logo	5
1.8.	Championship logo	5
1.9.	Television	5
1.10.	Advertising	5
1.11.	Sales on the Championships venues	5
1.12.	Application for organisation	6
1.13.	Calendar	6
1.14.	The Board of Directors fixing the calendar	6
1.15.	Sports Licences	6
1.16.	Organising modalities for championships out of CMAS Games	7
1.17.	Duties of the NF	7
1.18.	Duties towards the NF	8
1.19.	Timing and deadlines to be observed by CMAS administration	8
1.20.	Timing and deadlines to be observed by the organisation	8
1.21.	Timing and deadlines to be observed by the participating federations	9
1.22.	Technical meeting	10
CHAPITRE 2	BODIES OF CONTROL	
2.1	Chairman of the commission	10
2.2	CMAS International Judge	11
2.3	Claims	11
CHAPITRE 3	GENERAL PROTOCOL	
3.1	Federation’s duties	12
3.2	Preparation of protocol ceremonies	12
3.3	Opening ceremony	12
3.4	Closing ceremony	13
3.5	Medals awarding	13
CHAPITRE 4	RECORDS	
4.1	Types of Records	14
4.2	Homologation of the Records	14
4.3	Miscellaneous	15
CHAPITRE 5	ANNEXES	16

PREAMBLE

Within the CMAS championships context, the following procedures are an integrated part of the contract the organising federation signs and each page of those procedures, must be signed and sent back with the contract, as agreed.

Chapter 1 GENERAL

1.1. Languages

All the documents concerning the CMAS Championships, are they or not included in the CMAS Games, have to be translated by the organiser in the 3 official CMAS languages.

1.2. Property of championships

1.2.1. CMAS only has the right to organise World, Zone and Continental championships as concerns disciplines managed by it. CMAS may entrust this organisation to a third party, even if not affiliated with CMAS, but in this case and always CMAS is and will be the owner of these championships.

1.2.2. It will be the same for international competitions organised for these disciplines.

1.2.3. The words « World, Zone, Continental » and « CMAS » cannot be used in the headings of an event without the formal and written CMAS agreement.

1.2.4. CMAS events are the following

1.2.4.1. Individual championships

1.2.4.2. Championships for teams, clubs or nations

1.2.4.3. International competitions

1.2.5. CMAS championships can be World, Zone or Continental championships.

1.2.6. CMAS championships are listed in numerical order

1.2.7. Zone and Continental championships may be, if the case, declared « open » provided they observe art.5.1 of these procedures and obligations.

1.3. Nationality of athletes participating at CMAS championships and competitions

1.3.1. CMAS championships

1.3.1.1. *Stricto sensu* team championships

All the athletes of a national team must

1.3.1.1.1. have the nationality of the country or

1.3.1.1.2. submit proof that they are resident in that country since 4 years at least

1.3.1.2. Individual sports

All athletes must have mandatory the nationality of the country.

1.3.1.3. Double nationality

Athletes having double nationality may choose to compete for one or another country, but **this choice obliges them for a period of three years as minimum.**

1.3.2. Cups of Clubs

1.3.2.1. Athletes participating at cup for clubs under the colour of the club may have different nationality provided that

1.3.2.1.1. they are really resident in the country of this club since one year at least

1.3.2.1.2. they are truly affiliated with this club. A certification may be requested, if necessary, to the President of this clubs and/or of the national federation.

1.3.2.2. From January 1st to December 31st, they may participate under the colours of one club only.

1.4. Championships definition

1.4.1. World Championships (CMAS Games)

1.4.1.1. Starting from 2007 CMAS will organise every two years, in the same hosting town (or country) the world championships up to it, except the World Spearfishing Championships.

1.4.1.2. CMAS Games will be under the direct responsibility of CMAS with the technical assistance of technical commission managing concerned disciplines. All administrative procedures concerning all enrolment, entry of all athletes, the lodging of all participants, the program, the timetable etc. will be up to CMAS and only through its internet site. Whatever federation refusing to use informatics procedures on the site will receive a fine for entry whose amount will be established by CMAS Executive Board each time.

1.4.1.3. Commissions will support the Organising Committee of the Games solely as concerns the technical aspects of available competitions venues.

1.4.2. World Championship (out of CMAS Games):

1.4.2.1. The world spearfishing championships, the junior finswimming ones and/or those of other disciplines that cannot be run at the same time of CMAS Games due to the non availability of a fit venue for that event, will be organised every even year at dates mandatory different from those of the Games.

1.4.2.2. An international competition filling all requests as by 1.3.2.1 will be registered in the calendar as world championships if all the here below conditions will be satisfied during the last world championship:

a. 10 countries at least subdivided into

b. 3 continents at least or

c. 2 continents at least, but in that case with 2 countries minimum in the second.

1.4.3. Continental Championships:

1.4.3.1. Continental championships will be compulsory scheduled in uneven years.

1.4.3.2. For each discipline, an international competition may be registered in the calendar as continental championship if all the below mentioned requirements have been fulfilled during the last continental championship:

- a. 5 nations at least
- b. CMAS adopts sine varietur the continental subdivision of countries as established up today and as it may be changed in the future by the International Olympic Committee
- c. no derogation will be admitted

1.4.4. Bi continental championship

1.4.4.1. Each discipline is authorised to organise bi continental championships every even year on condition that

1.4.4.1.1. rules at point 1.3.3.2 are observed

1.4.4.1.2. this championship is open to two and only two continents. Otherwise, it will be an "open" championship(see 1.3.5)

1.4.5. « OPEN » Continental Championship

Sports commissions that wish it or the Executive Board may ask CMAS to organise "OPEN" Continental championships on condition that rules at point 1.3.3.2 are observed and under the following precise conditions for which no derogation without previous agreement from the Executive Board will be granted..

1.4.5.1. Conditions for the organisation of the « OPEN » championships

Each commission will submit its request of approval to CMAS Executive Board, a request that must include the corresponding rules of these OPEN championships , keeping in mind that

1.4.5.1.1. those Continental championships for which the request is submitted will be « OPEN" always and not one year « YES » and another year « NO »

1.4.5.1.2. These championships must compulsory be open to **all continents**.

1.4.5.1.3. These championships will be run compulsory all even years.

1.4.5.1.4. For the same discipline, ALL Continental championships must be "OPEN" or not

1.4.5.1.5. Disciplines for which the selection for the World Championships or CMAS Games will be done on the basis of results of Continental championships, if these are "OPEN", all countries that ask for it must be admitted to participate at the latter if all other rules (deadlines, enrolment, licenses, etc) are observed. There will be no selection of any kind and type.

1.4.5.1.6. Disciplines whose results of Continental Championships do not concern the selection for the World Championships or CMAS Games, and if these championships are « OPEN » and if the number of participants is limited for whatever reason, must clearly establish

1.4.5.1.6.1. how to carry out the selection for countries admitted to participate

1.4.5.1.6.2. **ABSOLUTE** priority to be given to the nations of the Zone and/or Continent

1.4.6. Zone's Championships

Certain countries, geographically near and constituted in Zone or League recognised by CMAS according the Art. 8.1.1 of the statutes, may request for the organisation of Zone's Championships that may be included in the championships calendar if 5 countries at least have taken part to the last edition of such championship.

1.5. Valid rules for all the championships

1.5.1. all those rules must be kept in time and that derogation is not allowed every year for one reason or another

1.5.2. all alteration to rules submitted by the commission must be approved by CMAS Executive Board

1.5.3. those alterations will be applied only at the end of the first concerned championship carried out after the date of approval of CMAS Executive

1.5.4. All international competitions not complying with the requirements as by this article and article1.3 will be registered in the calendar as international competition.

1.5.5. Cancellation:

Only the CMAS is allowed to cancel a championship either for her initiative or under the demand of the organising federation.

If threemonths before the opening date of the championship, the CMAS has not registered the participation of at least five nations, the championship will right away and simply cancelled. If such a situation could appear twice in a row, no more championships of that particular discipline will be organised without a preliminary exam of the motivations and without the preliminary consent of the Executive Bureau.

1.5.6. Ranking

1.5.6.1. Ranking will be dressed for countries and on an individual basis in all championships.

1.5.6.2. The results of the same alone competition cannot in any case create an individual ranking and a ranking per nation, but an informal ranking per nation without medal awarding. For doing this, two different competitions are required, but these may be scheduled at the same time and venue.

1.6. Championships for age categories

- 1.6.1. CMAS championships may be organised in different age categories (cadet, junior, senior, veteran, master and so on) on the reserve
- 1.6.1.1. that all conditions in these rules are observed as concerns each created age category
- 1.6.1.2. that all age categories fixed for each discipline are not crossing in any case
- 1.6.1.3. that the limit of age is the age of the competitor on January 1 of the year of the championship, athlete will compete in this category until December 31 of the same year
- 1.6.2. An athlete belonging to junior category so established can be authorised to **participate in a championship of the immediately higher age category only if the following conditions are observed without any exception**
- 1.6.2.1. At the moment of entry, by handing the international referee a written agreement
- of the athlete if he/she has attained his/her majority or
 - of parents or legal tutors of the athlete if he/she is minor
- 1.6.2.2. by having a medical certificate stating that the athlete may compete in a championship of higher category than his/her own
- 1.6.2.3. in this case, he/she cannot participate in the championship of his/her category if both championships are scheduled in the same venue and/or time, and competitions of both championships are scheduled at the same time or one after another.
- 1.6.3. No athlete is admitted to take part in a championship of an age category lower than his/her own age category.
- 1.6.4. No competitor is admitted to compete in more than one age category if those championships are scheduled at the same time or one after another in the same venue.

1.7. CMAS logo

- 1.7.1. Only logos sent by CMAS HQ may be used without changing them.
- 1.7.2. The NF and/or the organising committee must use CMAS logo in all communications and promotional advertisements, written or broadcasted before, during and after the championship. The CMAS logo cannot have a size inferior to the biggest of the other logos that will be printed on the documents and announcements; it must obligatorily appear in first position.
- 1.7.3. It must be clearly specified that this championship is a CMAS championship.
- 1.7.4. In no case the NF may grant the use of this logo to third persons, even as courtesy, without the previous written agreement of CMAS

1.8. Championship logo

- 1.8.1. If the NF wants to create a logo for the championship, this must obligatorily have a reference with the CMAS logo and must preliminarily be approved by the CMAS Board of Directors.
- 1.8.2. If agreed, the championship logo and name must be shown on all the official documents of the championship as well as on all gadgets accepted by CMAS
- 1.8.3. CMAS logo and name must figure on the title of the championship.
- 1.8.4. CMAS logo must obligatorily figure on the badges supplied by the organising federation, back colours set as follows
- | | |
|-----------------|--------|
| a. VIP | Red |
| b. Organisation | Yellow |
| c. Judges | Green |
| d. Athletes | Blue |
| e. Press | Blue |
- The federation is free to choose other colours for any other category that it considers necessary.

1.9. Television

- 1.9.1. CMAS competitions are and will be CMAS property.
- 1.9.2. TV rights will be property of CMAS only.
- 1.9.3. The NF has no right to transfer to the local or international television networks, nor to internet web sites without the previous written agreement of CMAS. On the contrary, CMAS will have right in requesting, with every legal means, the damages and interests to the organising federation, being CMAS in every case the sole owner of the championships of its disciplines as listed at Art.13.1 of its Internal Rules.
- 1.9.4. As exchange of the rights given by CMAS to the NF for local television or international and/or to internet web sites, CMAS and the NF will agree, by writing, the subdivision of these rights.
- 1.9.5. It will be the same in the case of CMAS transferring TV rights to networks or international broadcasting companies or to internet web sites, but on the CMAS web site.

1.10. Advertising

- 1.10.1. CMAS reserves the right to give advertising spaces to CMAS official sponsors on either the championship's logo as well as on its documents. These spaces will be agreed together with the NF
- 1.10.2. NF must communicate to CMAS all advertising local contracts obtained for this championship.
- 1.10.3. CMAS reserves the right to approve or not local contracts according to international contracts it may obtain.

1.11. Sales on the championship venue

No sales can be organised on the specific web site of the championship, a part from the promotional material made by or for the profit of the organising federation and/or CMAS only

1.12. Application for organisation

The application for the organisation of a championship **out of CMAS Games (Enclosure 1) or of a competition (Enclosure 2)** must mandatory:

- 1.12.1. Be written on the ad hoc form, that is on the CMAS web site (<http://www.cmas.org>) where it can be directly filled and mandatory be sent
 - a. and to the CMAS Headquarter
 - b. and to the President of the Sport Committee
 - c. and to the President of the commission managing the disciplineIn case of default, this document can be asked to the CMAS Headquarter (**Enclosure 1**)
- 1.12.2. be signed physically or electronically by the President of the applying Federation.

1.13. Championships and competitions calendars for disciplines or who are not in the CMAS Games

Two different calendars, one for the championships and one for the competitions

- 1.13.1. The World, Zone and Continental championships are taken from the championship's calendar, the others competitions, from the competitions' calendar.
- 1.13.2. Limit dates for the reception of the candidatures by the CMAS headquarter
 - 1.13.2.1. Championships: at least two years before and at least on the 1st April (1st April 2003 for 2005)
 - 1.13.2.2. Competitions: (Enclosure 2) 30th of June of the previous year. (Enclosure 2)
- 1.13.3. The competitions which the particular rules, written in the 3 official CMAS languages
 - a. that haven't been approved in correct and due form by the proper commission
 - b. that haven't been successively sent to the CMAS headquarter in a printed form and on an electronic support will not be applied to any of the two calendars.

1.14. The Board of Directors fixing the calendar

- 1.14.1. **The championships' calendar will be issued two years before immediately after the approval by the first Board of Directors** hold after the deadline for candidatures (Art 1.12.2) (2003 for the 2005 calendar)
- 1.14.2. The competitions' calendar will be issued immediately after its approval by the Board of Directors and the latest after Dec. 31st of the precedent year.

1.15. Sports license

- 1.15.1. All athletes participating at a CMAS championship/ international competition registered in CMAS calendar must have a sports license valid for the current year and for the corresponding discipline.
- 1.15.2. *Senior Licenses*
Sports licences for seniors have a limited validity, i.e. one year (365 days) or 4 years (four times 365 days), being the date of request the starting of the validity of license.
- 1.15.3. *Junior Licenses*
The validity of licenses for juniors is limited
 - Up to one year, and in that case the validity of license will expire at December 31 of the year of the request.
 - Up to four years and in that case the validity of the license will expire at December 31 of the third year following the date of request.
For every request of sports junior license having four years validity a senior license having four years validity (4 x 365 days) will be given without extra payments.
- 1.15.4. Orders (Enclosures 3 and 4)
Only the Federations will order to CMAS the licences per each discipline using the appropriate form that can also be filled directly on the CMAS web site and must have the signature, physical or electronic, of
 - the President or
 - one member of the administration or
 - of the Chairman of the national commission managing the concerned discipline.For this purpose, a login and a password will be given to
 - the President
 - the administration
 - the Chairman of national commissions managing concerned discipline, provided that the national federation is affiliated with the concerned disciplineallowing each one to have access to the order form via CMAS Intranet.
It is responsibility of the President of each federation to decide to split or not the responsibility of ordering licenses with the administration and/or the Chairmen of national commissions of the federations by communicating or not the login and the password to them.
- 1.15.5. Printed licenses will be then sent to the HQ of the Federation that will distribute them to athletes.
- 1.15.6. None of the sport licences will be issued on site and no one will be allowed to participate if not in possession of the mentioned licence.

1.16. Organising modalities for competitions, continental championships, zone championships and/or championships not being CMAS Games

- 1.16.1. Championships are organised under the exclusive control of CMAS and all rights are and will be property of CMAS
- 1.16.2. On the basis of the submitted application and of the received documentation, the CMAS Board of Directors entrusts the organisation of the championship to the National Federation.
- 1.16.3. The right to organise the championship will be definitively granted to the NF only when CMAS has received:
- the contract duly signed by the President of the NF (**Enclosure 5**)
 - the amount of:
 - 1.750 EUR for each Senior championship
 - 1.000 EUR for each Junior championship
- If the NF is giving up, this sum will not be handed back.
- 1.16.4. Changing of dates
The NF cannot change the championship date without the previous written agreement of the Steering Committee.
- 1.16.5. The NF may delegate all or a part of its powers to an organising committee, but in that case:
- 1.16.5.1. it will be the sole responsible towards the CMAS
 - 1.16.5.2. it will be responsible in providing to the organising committee all rules for the organisation of this championship as well as all rules for the concerned discipline.
- 1.16.6. The NF declares of having been clearly informed of its duties towards CMAS and formally accepts all written conditions.
- 1.16.7. The NF will assure the observance of all terms of this contract as concerns its duties.
- 1.16.8. CMAS is not to be considered responsible if the NF cannot fulfil its duties.
- 1.16.9. If the NF is not fulfilling its duties established in the contract previously signed, the Executive Board will decide not to grant, to such federation, the right to organise a CMAS championship and/or a competition during 2 years, and this, for whatever discipline even if it has given the championship's organisation to a third party.

1.17. Duties of the NF

- 1.17.1. Expenses up to the NF
The NF will provide and will be responsible of:
- 1.17.1.1. The NF will provide and will be responsible for the lodging expenses, full board, in single room
 - for CMAS President or his Representative
 - for the Sports Committee's President
 - for the President of the Commission in charge of the corresponding discipline
 - for the International Judge nominated by the Board of Directors on proposal of the commission.
 - 1.17.1.2. The NF will be responsible for local transports of officials, as stated at 1.16.1.1 transportation that cannot be depending from the same busses put at the disposal of the athletes.
- 1.17.2. Every member organising a CMAS competition or championship must assure that CMAS rules concerning the participation of athletes of attending federations are strictly observed.
- 1.17.3. Security
The NF will take care of the right and necessary first aid means where the competition will be held, with particular care about
 - the particularities and risks up to each discipline
 - the available means of communication
 - the nearest localisation or not of specialised medical centres
 - rules in force in the organising country according to rules in force about first aid and emergency medicine.These means must be communicated to CMAS that may ask the opinion of CMAS Medical Commission before their approval by the Executive Board.
- 1.17.4. Anti-doping control
A doping control must be done during all the championships, whatever the discipline is, according to the terms of the CMAS doping code.
- 1.17.5. If for one discipline, championships or competitions request the use of compressed gas tanks, even if for one competition only,
 - 1.17.5.1. the tanks may only be fulfilled with air, without the addition of O₂ or any other gas.
 - 1.17.5.2. it is the duty of the organising federation to communicate to attending federations data concerning
 - the type of connection
 - the maximum pressure at which bottles will be inflated. For CMAS Championships, required pressure is 200 bars (20 MPa)
 - periodicity of optical and hydraulic tests obliged by the law of the organising country. As concerns Championships and Competitions included in CMAS calendar, the re- hydraulic test had to be carried out before two years term whatever could be the periodicity obliged by the law of the organising country and of the athlete.
 - to check if bottles are updated with the test of control, otherwise refusing to inflate these.
- 1.17.6. Communication of results
If the performances of athletes (Time, distances, points) are not electronically controlled by the company with which CMAS has signed the contract, it is up to the organising federation to send the results of competitions to CMAS
 - Immediately
 - At the end of the day
 - By email (spo@cmas.org and cmas@cmas.org)

On the contrary, results will not be daily included in CMAS site

Results must be sent according to the following order

- To CMAS President or to his Representative
- To the Chairman of CMAS Sports Committee or to his Representative
- To the Chairman of the commission

On the contrary, the organising Federation will not be charged of the organisation of whatever CMAS championship or World Cup stage for a four year term.

1.18. CMAS duties towards the NF

- 1.18.1. After the signature of the contract, CMAS will send to the NF within the agreed deadlines:
- a. digitalised CMAS logos ,
 - b. two packs of address labels of all the federations affiliated to the relevant discipline
 - c. the directory of the federations affiliated to the relevant discipline
 - d. the directory of the members of the commission in charge of the concerned discipline
 - e. the number of gold, silver and bronze medals needed
 - f. participation certificates at this championship if the NF observed the deadline for the application
- 1.18.2. CMAS will be responsible for:
- a. travelling expenses of the officials as by 1.16.1.1.
 - b. travelling and board and lodging expenses for all persons invited or appointed by the CMAS

1.19. Timing and deadlines to be observed by CMAS administration

- 1.19.1. D Day – 8 months
- 1.19.1.1. As concerns championships out of CMAS Games, the Secretary General will send the organising federation the list and addresses of all federations affiliated with the concerned commission of the corresponding discipline.
 - 1.19.1.2. CMAS Secretary General must send the NF or the Organising Committee of CMAS Games the entry forms that CMAS received by mail, fax or email.
- 1.19.2. D Day – 3 months
- 1.19.2.1. The CMAS Secretary General has to send to the NF or Organisation of the CMAS Games the registration forms received by post, fax or E_mail,
- 1.19.3. D Day – 1 month
- 1.19.3.1. CMAS will send the organising federations the diplomas of participation if it observed obligation as by point 1.19.2.1 of these procedures
 - 1.19.3.2. CMAS will send the organising federation medals for this championship

1.20. Timing and deadlines to be observed by the organisation of the championship or CMAS Games

1.20.1. D Day – 7 months

Deadline for the announcement and sending of necessary information for the organisation.

The N.F- charged of the organisation of the championship or CMAS if we deal about CMAS Games must send to all Federations affiliated with the commission charged of the corresponding discipline, with a copy to the CMAS HQ:

- (1) All announcement and useful information concerning the championship
- (2) the registration and accommodation form must include
 - a. the global price per person for the entire duration of the competition including
 - the full pension accommodation
 - the transportations:
airport / back to the hotel
hotel / place of the competition and backThis price cannot be superior to the one taken from the organisation demand with a rise of 10% or more.
 - b. The cost of the administration global expenses per person including the following expenses:
 - Mailing expenses for the various announcements and documents
 - Printing and distribution of the documents (information / results etc.) during the championship
 - Budes' printing expenses for the officials, judges, athletes, etc.
 - Accommodation expenses for the judges and officials from CMAS
 - c. The extra expenses including also:
 - Full pension sojourn expenses per additional day
 - Gala evening
 - Various
- N.B.:** Should a Federation choose a different accommodation from the list of the hotels proposed by the hosting Federation:
 - (a) participating federation will owe to the NF the administrative expenses connected with the organisation of the competition
 - (b) the organising federation is not obliged to ensure or to provide local transfers
 - (c) participating federation will not be authorised to take part in events of point « extra » unless it pays the corresponding expenses to the hosting federation.
 - (d) a participation fee per athlete may be asked by the organiser
- (3) The special rules for the competition, if foreseen, are up to the concerned modality, but may not include disciplines or races not recognised by CMAS.
- (4) All required documents by general rules of the concerned modality

1.20.2. D Day – 2 months

1.20.2.1. The organising federation must communicate CMAS Secretariat the exact number of necessary diplomas of participation.

1.20.3. D Day + 15 days

The organising federation must send CMAS, within and not later than 15 days before the closing of the championship, the report about the anti doping control (Enclosure 13)

1.21. Timing and deadlines to be observed by the participating federations (CMAS Championships and Games)

1.21.1. D Day – 3 months

Deadline for entry of federations

1.21.1.1. **Within and not later than 3 months before the opening date of the Championships, federations willing to take part at this championship, had, via CMAS site, fulfilled the entry form as by**

- **enclosures 6** as concerns the championships
- **enclosures 7** as concerns CMAS Games

form that must mandatory contains the number of

- athletes
 - officials
 - supporters
- who will attend.

1.21.1.2. Once fulfilled the document in the site, it will be automatically sent by email to CMAS email address

- To sender as acknowledge of receipt
- To the President and administration of the federation
- to CMAS
- to the organising federation of to the organising committee of CMAS Games
- to the Chairman of the commission managing the concerned discipline

1.21.1.3. If a federation is not willing to use CMAS site for its entry and to send its entry by mail, fax or email, it will be requested the sum of 50 EUR as administrative fee, being the entry up to CMAS employees..

1.21.1.4. Entry on CMAS site will not be available 3 months before the opening date of the championship and the sending by mail, fax or email will be sued including a fine of 50 EUR per federation.

1.21.1.5. After this sending, no new inscriptions will be accepted neither by the NF, nor by the CMAS.

1.21.1.6. **For what concerns the CMAS Games only**, the federations must have paid on CMAS account 50% of the money due for the entry fees of all its participants, whatever will be their title or function
On the contrary, rooms booked for the participants of this federation will be cancelled..

1.21.1.7. Federations that at this date

- a. Have not registered their participation
- b. Have not paid their membership fee for the current year
- c. Have not paid CMAS registration fees

d. Have not sent to CMAS HQ the registration form duly signed by the Federation's President will not be allowed to take part at the competition, even if they have regulated their situation for that time. In any case, no payments will be accepted on site.

1.21.1.8. If the organising federation has not received, before the set deadline, the payment of the due amount, it is no more bound to guarantee the hotel reservations nor the local transports of the athletes and representatives of that federation.

1.21.2. D Day – 1 mois

Deadline

- ✓ **For the entry on line of athletes participating at CMAS Championship or Games**
- ✓ **For the payment on CMAS account of the board and lodging expenses at CMAS Games**

1.21.2.1. At the day J – 4 months, the entry will be on line for the name of athletes and it must be mandatory done by electronic way, through the CMAS website, observing the following steps if the entry form (enclosure 6) has been received in due time.

- a. The representative of each national federation, with his logins and passwords (see art. 1.14) can have access to the program for entering athletes
- b. He will choose the concerned championship
- c. By doing so, he will have access to the list of the members of his federation
 - Practising the discipline of the championship
 - Having a sports license valid at the closing date of the championship of the concerned discipline (green bottom)
 - Having a sports license for the concerned discipline, but this license expired before the closing date of the championship (red bottom)

If the name of the athlete does not appear, this means ipso facto that this athlete does not have a sports license for the concerned discipline

- d. He will then click the name of the athletes to be entered

- e. Once the selection achieved, he will confirm his selection and the list of selected athletes will be automatically sent by email to CMAS and organising federation
- f. As concerns Finswimming only, the representative charged of entries will be directly addressed to OMEGA site asking him to insert, for each athlete, the races for which he /she is entered and the best time of athlete
No time, being less than the world record, may be recorded if not officially homologated as new world record.
- g. After confirmation, this information will be automatically transmitted
 - To CMAS
 - To the organising federation or to the Organising Committee of CMAS Games
 - To the Chairman of the commission managing concerned discipline
- 1.21.2.2. The on line entry of participating athletes will be closed 15 days before the beginning of the championship
- 1.21.2.3. the on line changing of participating athletes will be closed 15 days before the date of beginning of the championship
- 1.21.2.4. If one federation rejects to use the electronic entry and it sends the list of attending athletes by mail, fax or email, involving useless work
 - a. It will be requested to pay a fee of 25 EUR (twenty five euro) for athlete, official or staff.
 - b. in that case, the deadline for the updating of the names of participating athletes is fixed 6 weeks before the date of beginning of the championship instead of the 15 days as by Art. 1.18.2.5
- 1.21.2.5. Federation must have paid on CMAS account the remaining settlement of its board and lodging expenses for all its attending members, taken into account the payment just made 3 months before the date of the championship (Art 1.20.1.6)
- 1.21.3. D Day – 15 days for CMAS Games**
 - 1.21.3.1. Not later than 15 days before the beginning of CMAS Games, participating federations must have paid CMAS the due settlement for the participation of its representatives.
 - 1.21.3.2. Deadline for changing on line via CMAS website the names of athletes entered on D Day – 3 months

1.22. Technical Meeting

- 1.21.1. **A meeting must be organised within and not later than 24 hours before the beginning of competition with the attendance of :**
 - Responsible of the organisation
 - Chief Referee appointed by CMAS
 - Team leaders
- 1.21.3.3. Doctor of the organisation
- 1.21.2. The goal of the technical meeting is
 - 1.21.3.4. To communicate all information about:
 - Technical matters
 - Timetable and means of transportation
 - Guidelines for prize giving ceremonies
 - Safety measures
 - Anti doping control

Chapter 2 BODIES OF CONTROL

2.1. Chairman of the Commission or his Delegate

- 2.1.1. The Chairman of the Commission or his Delegate or CMAS if it concerns the CMAS Games will be charged to check and control the strict observance of administrative rules about CMAS championships and competitions.
- 2.1.2. The Chairman of the commission can, **in no case**, act as judge, head of mission or trainer.
- 2.1.3. Missions**
 - 2.1.3.1. Control if necessary equipment for the running of the competition are on place and take the necessary measures to find a remedy if lacking
 - 2.1.3.2. Check on the observance of CMAS rules and decision and take necessary measures whenever necessary without having the right to change any rule, except that concerning rules and procedures for the organisation of CMAS championships or playing rules of the corresponding discipline.
 - 2.1.3.3. Send or check every day that daily results, even if of heats, are sent to CMAS Secretariat by fax or email.
 - 2.1.3.4. Send to CMAS Secretariat, by fax or email, the final result of competition within the 24 hours following the end of competition.
 - 2.1.3.5. Send on the ad hoc form and within 15 days after the end of competition, to CMAS Secretary General, his report about the running of competition.
 - 2.1.3.6. Check if participating athletes have a valid sports license for that discipline and interdict them to participate if athletes have not settled it.
 - 2.1.3.7. Check that the technical meeting foreseen at Art. 1.21 of these rules is only for the communication of points under Art. 1.21.2.1 and that this meeting does not deal in any case about alteration of established rules, alterations that are not responsibility of this merely technical meeting.

2.2. CMAS International Judge

- 2.2.1. For each championship, including the CMAS Games, and, in this case for each discipline, a unique judge will be nominated by the CMAS Board of Directors upon proposal of the relevant discipline.
- 2.2.2. Travel and board and lodging
- 2.2.2.1. His travelling expenses, not domestic ones, are up to CMAS.
- 2.2.2.2. His board and lodging expenses and domestic travels are responsibility of the organising federation.
- 2.2.3. He must be fluent at least in one of the three official CMAS languages and as the best two of these.
- 2.2.4. As concerns continental championships, the unique International Judge must be mandatory a member of one federation of that continent affiliated to CMAS.
- 2.2.5. **In no case, he will**
- have whatever responsibility and he cannot be team manager or coach for the championship for which the Board of Directors appointed him.
 - be a member of the federation to which the organisation of the championships has been given.
- 2.2.6. Missions
- 2.2.6.1. *Suspension or cancellation of a championship*
Take alone the decision to suspend or cancel the championship in case of negative weather conditions or when certain rules are not observed as concerns above all needs envisaged in those rules and procedures about safety (validity of the second test of bottles, access to first aid services) or as concerns anti doping control.
- 2.2.6.1. *Management of claims (see Art. 2.3 here below)*
- 2.2.6.2. **Administrative** management of World, continental or Zone records that have been beaten during that championship (**See Chapter 4**), i.e. :
- Collecting forms for the request of certification (**Enclosure 8**) that will be submitted
 - Sign these forms by stating
 - ✓ That no claim has been submitted as concerns the competition during which the record was beaten
 - ✓ That the athletes underwent the anti doping test (**only world record**)
 - Enclose one copy of the electronic timekeeping including the time of the concerned athlete and that of other participants at the competition where the world was beaten
 - Hand all documents to CMAS representative before his/her departure
- 2.2.6.3. *Observance of rules of the contract*
- 2.2.6.4. *Observance of terms of the contract*
Check that competition runs according to procedures and rules and terms of the contract: On the contrary, take necessary measures in order to observe them (Enclosure 9)
- 2.2.6.5. In case of new world, continental or zone record during CMAS championship or Games
- Collect forms for its certification
 - Sign this form by stating
 - That no claim has been submitted
 - That athlete underwent anti doping control (World records)
 - Join a copy of electronic time with the time of athlete and those of other participants at the competitions where the record has been beaten
 - Hand all the documents to CMAS representative being on venue before the departure of the latter as well as forms as by **Enclosure 8**, duly filled.
- Examine the admissibility of the reclamations and rule on them the soonest and in any case, in the hour that follows their deposit.
- 2.2.6.6. He has no competence as concerns technical matters.

2.3. Claims

- 2.3.1. Only the captain of the team or the chief coach may put forward a claim.
- 2.3.2. All claims must be announced within the 15 minutes following the end of the race and must be presented by letter in French, English or Spanish to the International Judge within the 60 minutes following the race.
The medal ceremony may be postponed if the complain concerns a medallist and if the claim has been announced within the 15 minutes.
- 2.3.3. Every claim must be accompanied by a cash deposit amounting to 100 EUR, sum that will be immediately reimbursed if the claim is accepted or if the claim is withdrawn within the 45 minutes following the announcement of the claim.
- 2.3.4. If all the conditions written in the here above Art. 2.3.2 et 2.3 are not fulfilled, the claim will not be accepted.
- 2.3.5. If there is no case as by Art. 2.3.4, it will be up to the International Judge to decide if the claim can be accepted.
- 2.3.6. The International Judge must
- 2.3.6.1. Check if the claim can be accepted
- 2.3.6.2. Take a decision about the claim as soon as possible and in every case within one hour after it has been submitted
- 2.3.6.3. Write his conclusions on the form as by **Enclosure 10**, sign it and hand it as soon as possible
- To the representative of the federation that submitted the claim
 - To the Chairman of the Sports Committee or, if not present to a member of CMAS Board of Directors. On the contrary, these minutes must be sent **the same day by fax to CMAS Secretariat.**
 - To the Chairman of Sports Commission if attending.

Chapter 3 GENERAL PROTOCOL

3.1. Federation's duties

- 3.1.1. Inform CMAS on address, fax and phone numbers of the hotel where CMAS official representatives will lodge.
- 3.1.2. Provide for the transfer from and to the airport to CMAS official representatives.
- 3.1.3. Provide for an office with phone and internet connection to CMAS President or his representative, reserved to him only.

3.2. Preparation of protocol ceremonies

- 3.2.1. Formal ceremony will be carried out according to a strict and identical protocol, being the same for all championships and cannot be changed without the previous approval from the Board of Directors.
- 3.2.2. Except for the CMAS gold, silver and bronze medals, no other distinction, medal or price can be distributed during this ceremony.
- 3.2.3. Medals, will be provided by CMAS et porteront sur leur revers le logo de la discipline, le lieu et la date de la competition
- 3.2.4. If a federation wants to provide itself medals for a championship, this will be allowed at the following conditions as by here below:
 - 3.2.4.1. the federation will be responsible of the production costs of such medals for the registered athletes only, with a maximum for 12 for a Hockey team and 15 for a Rugby team.
 - 3.2.4.2. mandatory engraving of CMAS logo (in relief) and the year on the back of the medal, the logo of the federation may be associated without being bigger than that of CMAS
 - 3.2.4.3. mandatory engraving on the back of the medal of the commission's logo, the name of the championships with that of CMAS, the type of competition and date
 - 3.2.4.4. sending of a « finished » sample at natural size to CMAS
 - 3.2.4.5. obtainment of CMAS written agreement
- 3.2.5. For opening and closing ceremonies the following must be available and ready :
 - 3.2.5.1. three podia shall be arranged to accommodate the necessary number of athletes (relay) i.e.:

a.	podium n.° 1 (centre)	for the winner,	50 (fifty) cm.
b.	podium n° 2 (right)	for the second place,	35 (thirty-five) cm
c.	podium n° 3 (left)	for the third place,	20 (twenty) cm
 - 3.2.5.2. a flagpole for CMAS flag, one for the IOC flag (Finswimming only) and one for the national flag of the organising federation.
 - 3.2.5.3. three flagpoles at different heights as follows:
 - a. a top centre flagpole waving the flag of the winner
 - b. a medium right flagpole waving the flag of the second
 - c. a lower left flagpole waving the flag of the third.The flags of the three winners are vertically hanged with a rotation of 90 degrees clockwise



- 3.2.5.4. a waiting area with a direct access on the competition site in which the athletes will be placed, the officials and the medal porters in the order of the scheduled scheme taken from the enclosure 11
- 3.2.6. The organiser shall see that
 - 3.2.6.1. the good running of ceremony by informing teams and officials and making reminders to athletes, head of missions and CMAS officials as by Art. 1.19
 - 3.2.6.2. Spectators should be kept off the venue reserved for the ceremony.

3.3. Opening Ceremony

The Opening Ceremony will take place on the site of the competition or in the city hosting the competition as follows:

- 3.3.1. Athletes from the participating countries will parade behind their national flag in alphabetical order in the language of the hosting country, the latter obligatorily closing the parade.
- 3.3.2. Delegates, if they wish, are allowed to parade behind their national flag, between the flag and the athletes.
- 3.3.3. After the flag parade, raising of the flags
 - a. National flag of the organising federation past to the national anthem
 - b. CMAS and IOC flags (Finswimming) past to the CMAS international anthem.
- 3.3.4. Welcome speech
 - Of the President of the organising Federation for the championships not being CMAS Games
 - Of a representative of the Government, of the province or town
 - Of CMAS President

- 3.3.5. The list with names and functions of speakers must be handed to CMAS President or his representative, at least at the eve of the ceremony.
- 3.3.6. Every add or alteration in order of taking the floor must be discussed with CMAS President or his representative, at the eve of the ceremony.
- 3.3.7. The declaration of the official opening of the championship by CMAS President or by another person designated by him and declaring the opening of the championship must be, in any case, the last speaker.

3.4. Closing ceremony

The Closing Ceremony will take place on the site of the competition or in the city hosting the competition as follows:

- 3.4.1. It begins in the fifteen minutes following the last award ceremony
- 3.4.2. The President of the Organising Committee closes the event
- 3.4.3. National flag's descent of the organising federation past to the national anthem (if protocol accepted)
- 3.4.4. CMAS and IOC (Finswimming) flag's descent past to the CMAS international anthem.
- 3.4.5. According to prize awarding rules of some countries, points 3.3.3 and 3.3.4 may be reversed in time.
- 3.4.6. The organising federation President hands over the CMAS flag to the CMAS representative
- 3.4.7. CMAS Delegate hands over the flag to the President of the Organising Committee of the next identical competition.

3.5. Medals awarding

3.5.1. Operation:

3.5.1.1. Choice of the Procedure (enclosure 11)

- a. The ceremony chief, the VIP, the athletes and the medals porters approach the podium from its right (or left) in this order.
- b. The ceremony chief and the VIP pass by the podium and place themselves on its left (or its right)
- c. The athletes place themselves behind the podium in this order 2nd, 1st, 3rd (or 3rd, 1st, 2nd
- d. The medal porters stay on the podium's right (left)
- e. After the medals' presentation,
 - (1) The ceremony chief takes back the VIP followed by the medals porters
 - (2) The athletes get back to the changing-room after the photo session.
- f. The parade of arriving and departure must be done with a musical accompaniment.

3.5.1.2. Exceptional alternative procedure

If it is not possible to parade, each reaches their place directly and will take the positions clarified at the item 3.4.1.1

3.5.1.3. CMAS will have to communicate to the organisation and in the three official languages, the list of the CMAS' VIP as well as their exact function.

3.5.1.4. The rehearsal of the official ceremony for the medals awarding must obligatorily take place under the control of a CMAS official, the day before the competition and on its same place, everything being obligatorily settled (podium, medal bearers, flag, music, official speaker, CMAS international anthem etc).

3.5.2. Announcements

One everybody is ready, the music stops and the announcement of the results follows as here below clarified

- a. All the announcements must strictly respect the text taken from the enclosure 12
- b. Languages
 - (1) The announcements must be done, after the national language, in one of the three CMAS official languages
 - (2) If the language of the organising federation is one of the CMAS official languages, the second one will be one of the two others CMAS official languages.
- c. The speaker is not allowed to modify, in any way, the announcements that follow.
- d. The organising federation will have to give him, in written form and in the languages that will be used, the surnames, names and exact function(s) of the designed VIP who will hand over the medals
- e. Ceremony announcements
Text: see enclosure (12)
- f. Third place announcement
 - (1)Text: see enclosure (12)
 - (2) When the name is announced
 - (a) The athlete goes up on the podium
 - (b) The VIP and the bronze medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete, and shake hands
 - (c) Then, the VIP and the medal porter go back in their respective places.

- g. Second place announcement
 - (1) Text: see enclosure (12)
 - (2) When the name is announced
 - (a) The athlete goes up on the podium
 - (b) The VIP and the silver medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete, and shake hands
 - (c) Then, the VIP and the medal porter go back in their respective places.
 - h. Winner announcement
 - (1) Text: see enclosure (12)
 - (2) When the name is announced
 - (a) The athlete goes up on the podium
 - (b) The VIP and the gold medal porter move towards the podium, the medal porter presents the pillow to the VIP who takes the medal and puts it over the head of the athlete, and shake hands.
 - (c) Then, the VIP and the medal porter go back in their respective places.
- 3.5.3. The VIP and medal porter once back to their places, everybody turns towards the poles where the three national flags will be raised while the national country anthem of the gold winner is played.

Chapter 4 RECORDS

4.1. Types of Records

- 4.1.1. CMAS recognises and thus homologates only records established on time, distance or fixed points by electronic control including
 - Timekeeping at 100° of second
 - Control of distance at the centimetre
 - Automatic ranking of results
 - Immediate electronic printing, of the covered distance or achieved points on an ad hoc **document**
- 4.1.2. Disciplines
CMAS is recognising up today the following records for these disciplines
 - 4.1.2.1. Finswimming expressed in 100th of second
 - Mono fin in swimming pool
 - Bi fin in swimming pool
 - 4.1.2.2. Apnoea expressed in meters and centimetres
 - Dynamic in swimming pool
 - Jump Blue
- 4.1.3. Categories
Records will be homologated in the following categories
 - Senior Ladies
 - Senior Men
 - Junior Ladies
 - Junior Men
- 4.1.4. CMAS recognises and homologates the following records only
 - 4.1.4.1. World records
 - 4.1.4.2. Continental records
 - 4.1.4.3. Records of the zones recognised by CMAS
 - 4.1.4.4. Records of World Games

4.2. Homologation of the records

- 4.2.1. **Record obtained during a championship included in CMAS calendar**
Provided that
 - 4.2.1.1. and that homologation form duly filled and signed by the CMAS International Judge has been handed, in time to whom it may concern
 - 4.2.1.2. and that athlete has been truly submitted to anti doping test
 - 4.2.1.3. and that no claim has been submitted in time fixed by rules of the discipline
 - 4.2.1.4. and that the electronic proof of time, the distance or points of the performance are enclosed
this record will be ipso facto validated and homologated upon receipt of the test of negativity of the anti doping test
- 4.2.2. **Record obtained during a Competition included in CMAS calendar**
Provided that
 - 4.2.2.1. and that homologation form duly filled and signed by the official Judge of the competition has been handed, in time to whom it may concern
 - 4.2.2.2. and that athlete has been truly submitted to anti doping test
 - 4.2.2.3. and that no claim has been submitted in time fixed by rules of the discipline
 - 4.2.2.4. and that the electronic proof of time, the distance or points of the performance are enclosed
this record will be ipso facto validated and homologated upon receipt of the test of negativity of the anti doping test

4.2.3. Record obtained in Competitions or Championship not included in CMAS calendar

4.2.3.1. National records are up to national federations, but they cannot substitute a CMAS record if the following has not been sent to CMAS

4.2.3.1.1. the for the request of certification signed by the Chairman of the National Commission managing the discipline

4.2.3.1.2. the document of electronic control of the performance

4.2.3.1.3. the proof of the negative result of the doping control done on the venue of the performance.

4.3. Miscellaneous

4.3.1. The results of championships and competitions for which an electronic control of time, of distance or points cannot be carried out will be considered as « **Best performance** »



CHAPTER 5 ENCLOSURE

1. Form for requesting the organisation of a CMAS Championship out of CMAS Games (Art. 1.11)
2. Form for requesting the inclusion of one competition in the International Calendar (Art. 1.12.2.2)
3. Purchase coupon for 1 year sports licenses (Art.1.14.4)
4. Purchase coupon for 4 years sports licenses (Art. 1.14.1)
5. Contract for the organisation of a CMAS Championship (Art. 1.15.3)
6. Entry form for a federation to a CMAS Championship out of CMAS Games (Art. 1.20.1.1)
To be filled on CMAS site
7. Entry form for a federation at CMAS Games (Art. 1.20.1)
To be filled on CMAS site
- 7a CMAS Games : Dates and hours of arrival and departure of participants
To be filled on CMAS site
8. Request of certification of a record (Art. 2.2.3.6 and Chapter 4)
9. Report of International Judge (Art. 2.2.6.4)
10. Claims : Minutes of International Judge (Art. 2.3.6.3)
11. Plan for prize awarding (Art. 3.5.1.1)
12. Text of announcements (Art. 3.5.2)
13. Anti Doping Control Report (Art. 1.19.3)
14. Deadlines

All the forms, contracts and orders mentioned above are accessible on the CMAS web site <http://www.cmas.org> under the Sport Committee column. They can be filled out on the site itself and yet sent directly, once filled up, by e-mail to CMAS, to the Sport Committee President and to the President of the corresponding Commission.