

## REGULATIONS FOR THE ORGANISATION OF A FINA CLINIC

The maximum number of clinics requested by National Federation is **two (2)**. There may be organised no more than **one (1) clinic per discipline** (Swimming, Diving, Water Polo, Open Water Swimming, Synchronised Swimming, High Diving) **and category** (Coaches or Officials) by National Federation **on an annual basis**.

Once a year, at the occasion of a Regional or Continental Competition, no more than four (4) clinics, either for coaches, judges or referees, may be organised by the same National Federation. These clinics must be proposed by a Continental Organisation.

**FINA Clinics for Coaches** may last from **five (5) to ten (10) days**, whereas **FINA Clinics for Officials** have a duration from **three (3) to five (5) days**.

The exact dates of the clinic must be communicated to the FINA Office in Lausanne at least **sixty (60) days prior to the beginning of the course** using the *Clinic Details Form*.

## ECONOMICAL SUPPORT

### CLINIC ORGANISATION

FINA may support up to two (2) clinics, with a maximum of USD 500.00 per clinic for the following:

- Room rental
- Rental of audio & visual equipment
- Production of booklets or pamphlets
- Other necessary materials for the clinic
- Coffee breaks

For more than two (2) clinics, FINA will provide up to USD 1,000.00 for the items mentioned above.

The expenses related to the local transportation (i.e. participants' transfer between hotel and venue) must be covered by the Host National Federation.

## **LECTURER**

Only one (1) lecturer will be appointed per clinic, **if possible coming from the same continent or region.**

The Organising National Federation may suggest a particular lecturer to conduct the clinic; nevertheless, the final decision and the official nomination will be made by FINA.

### **Travel:**

FINA will cover the lecturer travel expenses (flight in economy fare) if the Organising Federation does not.

### **Per Diem:**

FINA will provide a Per Diem of USD 150.00 per day including travel days as pocket money.

### **Accommodation:**

FINA will provide full board accommodation up to USD 200.00 per day, three (3) meals included, if the Organising Federation does not cover these expenses.

## **PARTICIPANTS**

### **Travel:**

Each National Federation must cover the participants' travel expenses.

### **Accommodation:**

To assist with lodging expenses, FINA will provide USD 30.00 per day and person for a maximum of ten (10) days, for up to twenty (20) foreign participants coming from outside of the country where the clinic is held.

Please note that the federations of the foreign participants must provide the following documents in order to be reimbursed:

- 1) Prior to the clinic, a signed letter from the National Federation confirming the participants' nomination to attend the clinic.
- 2) After the clinic, a list of the foreign participants provided by the Host National Federation, showing the participants' signatures as a proof of attendance.

Please take into account that the reimbursement will be done to the respective foreign participants' National Federation.

Accommodation assistance will only be paid for participants coming from the same continent or region.

The above mentioned point does not apply for clinics which are held in conjunction with a Continental or Regional Competition.

**Participation fees:**

There is no fee for the participants attending a FINA Clinic.

**REIMBURSEMENT PROCEDURE**

In order to be reimbursed for the expenses mentioned above, FINA needs to receive the following documents:

- 1) Invoice, issued by the National Federation and addressed to FINA, listing the expenses to be reimbursed
- 2) Original or scanned copies of all the payment receipts
- 3) Bank account details using the *Reimbursement Form*, indicating where the transfer should be deposited

**If one of these documents is missing, we will not be able to make any payment.**

Only original receipts or scanned copies received within sixty (60) days from the conclusion of the clinic will be reimbursed.

Please note that according to the FINA's auditor ruling there are **no exceptions** to the reimbursement procedure.

**MATERIAL OR ARTWORK PRODUCED**

Any material or artwork produced by the Organising Committee for the clinic or its promotion (e.g. banners, brochures, t-shirts, etc.) must be approved by FINA and should include the most recent version of the FINA logo.

Attached you will find a copy of the FINA logo for your reference which should be placed on the top right corner in any promotional material produced for the clinic.



**MEMORANDUM**

**President**  
DR. JULIO MAGLIONE  
Uruguay

**First Vice President**  
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Kuwait

**Honorary Secretary**  
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China

JIHONG ZHOU  
China

**Honorary President**  
MUSTAPHA LARFAOUI  
Algeria

**Executive Director**  
CORNEL MARCULESCU

**TO :** UANA – Mr. Dale Neuburger, President  
**FROM :** FINA Office, Lausanne  
**DATE :** 29<sup>th</sup> August 2016  
**RE :** 2017 FINA Development Programme  
FINA Clinics Programme – Americas

Dear Sir,

Reference is made to the **2017 FINA Clinics Programme**.

According to the procedure established by the FINA Bureau and the FINA Development Commission, each Continental Organisation should present its proposal for the clinics to be held in 2017.

Consequently, UANA can send its proposal for the organisation of **twenty-five (25) clinics**. Additional clinics may be approved on an individual basis if they are organised at the same time as a Regional or Continental Competition.

Please find attached 2017 Principles for Clinics where you can find all the necessary information related to the organisation of a FINA Clinic.

We kindly ask you to send your proposal for the FINA Clinics Programme by no later than **19<sup>th</sup> September 2016**, using the attached excel spreadsheet.

Thanks in advance for your cooperation on this matter. We look forward to hearing from you soon.

Yours Sincerely,



Cornel Marculescu  
Executive Director

CM/pms