



# **CHAMPIONSHIPS ORGANISATION PROCEDURES & OBLIGATIONS**

**Version 2022/01**

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## Chapter 1 GENERAL

### 1. Presentation

1.1. This document considers the general rules concerning all sports commissions into CMAS. It's completed by the different rules properly in each sport proposed by commissions to BOD.

### 2. Languages

2.1. All the documents concerning the CMAS competitions must be translated by the Local Organisation Committee (LOC) in the 3 official CMAS languages.

### 3. Competitions Definitions

3.1. Competitions in Category A are World Championships and Continental Championships of National Teams.

3.2. Each discipline commission defines the technical rules of each competition category A.

3.3. For the organisation of World Championships, the minimum criteria are:

3.3.1. 10 countries at least subdivided into;

3.3.2. 3 continents at least.

3.4. For the organisation of Continental Championships, the minimum criteria are:

3.4.1. 5 nations at least;

3.4.2. 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 (IOC).

3.5. For the organisation of Bi Continental Championships, the minimum criteria are:

3.5.1. Each discipline is authorised to organise bi continental championships;

3.5.2. Same rules are applied for continental championships;

3.5.3. This championship is open to two continents.

3.6. Competitions in Category B and C are defined in specific rules of each discipline.

Tier	Competitions
Category A	World Championships, Continental Championships
Category B	World, Zone and Continental Cups, University Competitions (FISU)
Category C	Other International Events

### 4. Property of Competitions and Responsibilities

4.1. CMAS only has the right to recognize the competition categories A, B, C 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 competitions.

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

4.3. All the competitions denominations need to be approved by CMAS.

### 5. ID and Sports license

5.1. All athletes participating in a competition registered into CMAS calendar have a sports license valid for the corresponding discipline. It exists two type of sport licenses:

5.1.1. Annual sport license has a limited validity and expires on December 31<sup>st</sup> of the year of the request.

5.1.2. Temporary sport license has the validity during the relevant event.

5.2. Orders

5.2.1. Annual CMAS sport license:

a) Only the Federations will order to CMAS the licences per each discipline using the CMAS website ([www.cmasoffice.org](http://www.cmasoffice.org))

b) It is under the responsibility of the President of each federation the order of licenses.

c) Delivery of licences

i. The license is delivered in electronic format only.

ii. NF has the possibility to check and print the listing of valid licenses through CMAS office.

5.2.2. Temporary sport license: (Only Finswimming in 2019 for World Cup and master's Championships)

a) Ordering by club:

i. Club must have agreement of NF if NF subscribes to the relevant commission. If club doesn't have the agreement of NF, NF can cancel the registration of the club.

ii. Club has the possibility to order temporary sport licenses in order to participate in CMAS club competitions registered into CMAS calendar through registration on CMAS website (<http://sport.cmasoffice.org>).

b) Individual ordering:

i. athlete has the possibility to order temporary sport licenses in order to participate in CMAS competitions registered into CMAS calendar (except CMAS Championships) through registration on CMAS website (<http://sport.cmasoffice.org>).

ii. If NF subscribes to the relevant commission, it can block the registration of an athlete by request to CMAS.

c) In case of blocking or cancelling registration, CMAS doesn't return money back.

## **6. Nationality of athletes participating in CMAS championships and competitions**

### **6.1. CMAS championships**

#### **6.1.1. *Stricto sensu* team championships**

- a) All the athletes of a national team must have the nationality of the country or submit proof that they are resident in that country for 1 year at least. In the team there can be a maximum of 30 % foreigner's athletes.

#### **6.1.2. Individual sports**

- a) All athletes must have mandatory the nationality of the country.

#### **6.1.3. Nationality**

- a) Athletes having dual Nationality may choose to compete for either country. The athlete may choose the country for which to participate in the first competition of the sport year (January to December). After the first participation of the year, it's no longer possible to change the country. When the athlete chooses a Nationality/country, they must compete for three sporting years before having the opportunity to change again.
- b) If after three years, the athlete wants to change his nationality again, it is possible, and the athlete can compete immediately as point a) above. Another change cannot happen for a further three years.
- c) If an athlete changes Nationality, the procedure is the same as point a) above, unless the country of the new nationality refuses the possibility of having dual nationality. In this case, the athlete can compete immediately with their new nationality.

### **6.2. Cups of Clubs**

6.2.1. Athlete participating in cup for clubs under the colour of the club may have different nationality provided that:

- a) Must have national license of this club (delivered by NF of the club).
- b) To be affiliated to a foreign club, the athlete must have the agreement of the two NF (his NF and NF of the club).

6.2.2. From January 1<sup>st</sup> to December 31<sup>st</sup>, they may participate under the colours of one club only.

## **7. Competitions for age categories**

7.1. Competitions may be organised in different age categories (A, B, C, D, junior, senior, veteran, master and so on) on reserve

7.1.1. that all conditions in these rules are observed as concerns each created age category

7.1.2. that all age categories fixed for each discipline are not crossing in any case

7.1.3. The athletic age of a competitor is obtained by subtracting his year of birth from the current year. The competitor will compete from January 1<sup>st</sup> until December 31<sup>st</sup> of the year in this category.

7.2. No athlete is admitted taking part in a competition of an age category lower than his/her own age category.

7.3. An athlete can compete in a higher category if the rules of the commission so authorise.

7.4. No competitor is admitted competing in more than one age category if the competition is scheduled at the same time or one after another in the same venue, except for constitution of relay team.

## **Chapter 2 BODIES OF CONTROL DURING THE COMPETITION**

### **8. Judges and Referees**

#### **8.1. Nomination**

8.1.1. CMAS will provide to LOC the total number of Judges and Referees according with related functions and competencies for the competition.

8.1.2. A number of Judges and Referees will be nominated directly by CMAS by candidature in agreement between National Federations and CMAS.

8.1.3. The other judges and referees necessary to the competition will be nominated by LOC according with the specific rules of the sport commission.

#### **8.2. Accommodation**

8.2.1. LOC must provide a different hotel location for the judges and referees, from the team and CMAS officials.

#### **8.3. Expenses**

8.3.1. The full board accommodation expenses is considered as breakfast, warm lunch, warm dinner and water drink and is responsibility of LOC.

8.3.2. The travel expenses for CMAS nominated judges and referees are responsibility of National Federation. LOC have the possibility to propose support these travel expenses.

### **9. Director of the Commission or his/her Delegate**

9.1. The Director of the Commission or his/her Delegate will be charged to check and control the strict observance of administrative procedures about CMAS competitions.

9.2. The Director of the Commission or his/her Delegate can, in no case, act as referee, judge of team official of a NF.

#### **9.3. Missions**

9.3.1. Check on the observance of CMAS rules, procedures and decisions 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 competitions or playing rules of the corresponding discipline.

9.3.2. Check all the procedures related with General Protocol.

9.3.3. Send a report of the competition to the CMAS General Secretary.

### **10. CMAS Technical Delegate**

10.1. For each competition, the CMAS Technical Delegate will be assigned by the CMAS BoD upon proposal of the relevant discipline.

- 10.2.** The Technical Delegate must be fluent at least in one of the three official CMAS languages and as the best two of these.
- 10.3.** As concerns continental championships, the CMAS Technical Delegate must be mandatory a member of one federation of that continent affiliated to CMAS.
- 10.4.** In no case, Technical Delegate will:
- 10.4.1. has whatever responsibility and he/she cannot be referee, judge of team official or a participating member of one NF during the competition for which the BoD appointed him.
  - 10.4.2. be a member of the LOC to which the organisation of the competitions has been given.
- 10.5.** Missions
- 10.5.1. Technical
    - a) He has no competence as concerns on the domain of judges and referee functions.
    - b) Check that the technical meeting is only held according to CMAS rules.
    - c) Control of the necessary equipment, taking necessary measures to find a remedy if lacking. He has the duty to inspect all installations necessary for the competition
    - d) Check on the observance and enforce CMAS rules and decisions, resolve all matters about the actual organization when the rules do not provide another solution. He takes necessary measures whenever necessary, without having the right to change any CMAS rules.
    - e) 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 CMAS General rules, CMAS procedures, playing rules of the corresponding discipline
      - Unsafety conditions (validity of the second test of bottles, access to first aid services)
      - Non-observance of rules for Anti-doping tests.
    - f) Management of claims.
    - g) For sports using tanks he supervises the control operation by Judge in charge of checking the hydraulic test validity.
  - 10.5.2. Administrative
    - a) Management of all CMAS records that have been beaten during the competition.
    - b) Hand all documents concerning the competition to director of commission or his/her delegate.
    - c) He has the duty to check the participants' files concerning the passport for identification (particularly for juniors).
    - d) Observance of terms of the contract and take necessary measures in order to apply them.
    - e) Observance of organization doping controls during competition according to WADA anti-doping code, CMAS anti-doping and annual programme defined by ITA.
    - f) Send the results of the competitions by e-mail in electronic format.
    - g) Hand all documents to CMAS representative before his/her departure.
    - h) Send his/her competition's report within 15 days after the end of competition to CMAS HQ.

## **11. Technical meetings**

- 11.1.** A meeting must be organised within and not later than 24 hours before the beginning of competition with the attendance of:
- 11.1.1. Responsible of the LOC
  - 11.1.2. CMAS Technical Delegate and/or Director of the relevant commission
  - 11.1.3. Chief Judge/Referee
  - 11.1.4. Team leaders
  - 11.1.5. Responsible person for the safety plan
- 11.2.** The goal of the technical meeting is to communicate all information about:
- 11.2.1. Technical matters.
  - 11.2.2. Timetable and means of transportation.
  - 11.2.3. Guidelines for opening, closing and medal ceremonies.
  - 11.2.4. Safety measures.

## **12. Claims**

- 12.1.** Only the captain of the team or the chief coach may put forward a claim.
- 12.2.** All claims must be announced within the 15 minutes following the publication of results and must be presented by letter in French, English or Spanish to the CMAS technical delegate within the 60 minutes following the publication of the results.
- 12.3.** The medal ceremony may be postponed if the complaint concerns a medallist.
- 12.4.** 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.
- 12.5.** The CMAS technical delegate must
- 12.5.1. Check if the claim can be accepted
  - 12.5.2. Take a decision about the claim as soon as possible and in any case within one hour after it has been submitted
  - 12.5.3. Write his conclusions on the form, sign it and hand it as soon as possible:
    - a) To the representative of the federation that submitted the claim
    - b) To the Chairman of the commission or his/her representative or, on the contrary, these minutes must be sent **the same day by mail to CMAS HQ.**
- 12.6.** Decisions taken by the CMAS Technical Delegate are final.

## Chapter 3 GENERAL PROTOCOL

### 13. Opening Ceremony

- 13.1. The Opening Ceremony will take place on the site of the competition or in the city hosting the competition as follows:
- 13.1.1. Athletes from the participating countries will parade behind their national flag in alphabetical order in the language of the hosting country.
  - 13.1.2. The host country is the last delegation of the parade.
  - 13.1.3. Delegates, if they wish, can parade behind their national flag, between the flag and the athletes.
  - 13.1.4. After the flag parade, raising of the flags:  
(a flagpole or specific system for CMAS flag, one for the IOC flag and one for the national flag of the organising federation are required).
    - a) National flag of the organising federation past the national anthem.
    - b) CMAS and IOC flags (only Finswimming) past the CMAS international anthem.
  - 13.1.5. Welcome speech
    - a) Of the President of the organising Federation or his/her representative for the competition.
    - b) Of a representative of the Government, of the province or town
    - c) Of CMAS President or his/her representative
  - 13.1.6. The list with names and functions of speakers must be handed to CMAS President or his/her representative, at least at the eve of the ceremony.
  - 13.1.7. Every add or alteration in order to take the floor must be discussed with CMAS President or his/her representative, at the eve of the ceremony.
  - 13.1.8. The declaration of the official opening of the competition by CMAS President or by another person designated by him/her and declaring the opening of the competition must be, in any case, the last speaker.

### 14. Preparation of awarding ceremonies

- 14.1. Formal ceremony will be carried out according to a strict and identical protocol, being the same for all competitions and cannot be changed without the previous approval from the Board of Directors.
- 14.2. Except for the CMAS gold, silver and bronze medals, no other distinction, medal or price can be distributed during this ceremony.
- 14.3. For competition, medals provided by CMAS.
- 14.4. If an organising committee wants to provide itself medals for a competition, this will be allowed at the following conditions as listed here below:
- 14.4.1. the organising committee responsible of the production costs of such medals according the specific rules of the sport.
  - 14.4.2. mandatory engraving of CMAS logo (in relief) and the name of the championships.
  - 14.4.3. sending of a «finished» sample at natural size to CMAS.
  - 14.4.4. obtainment of CMAS written agreement.
- 14.5. For awarding ceremonies, the following must be available and ready:
- 14.5.1. three podiums shall be arranged to accommodate the necessary number of athletes (relay, teams):
    - a) podium n.° 1 (center) 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
  - 14.5.2. three flagpoles or specific system at different heights as follows:
    - a) a top center 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.
  - 14.5.3. Position of the flags
    - a) The positioning of the flags will be according IOC code. (see appendix)
    - b) The LOC shall see that non-accredited people should be kept off the venue reserved for the ceremony.

### 15. Progress of medals awarding

- 15.1. 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.
- 15.2. Before the beginning of the session, the organisation must give to CMAS the full list back with the accompanying persons as well as their exact function.
- 15.3. The rehearsal of the official ceremony for the medals awarding must obligatory 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).
- 15.4. 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 corresponding Appendix. At the end of event, organisers pick the medallists and accompany them to the waiting area to prepare awarding ceremonies. The athletes stay during all this time in this zone. Coaches have the possibility to enter in this area and wait with athletes the awarding ceremony.
- 15.5. Operation of ceremonies:
- 15.5.1. Choice of the Procedure (Appendix A9)
    - a) The chief of ceremony, the VIP, the accompanying person, the athletes and the medals porters approach the podium from its right (or left) in this order.
    - b) The ceremony chief, the VIP, the accompanying person 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 side according choice.
- e) Medals presentation.
- f) After the medals' presentation.
- g) The ceremony chief takes back the VIP, the accompanying person, followed by the medal's porters.
- h) The athletes go back to the changing-room after the photo session.
- i) The parade of arrival and departure must be done with a musical accompaniment.

#### 15.6. Announcements

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

15.6.1. All the announcements must strictly respect the text taken from the Appendix A10

##### 15.6.2. Languages

- a) The announcements must be done, after the national language, in one of the three CMAS official languages
- b) 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.

15.6.3. The speaker is not allowed to modify, in any way, the announcements that follow.

15.6.4. 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.

#### 15.7. Ceremony announcements (see Appendix A10)

##### 15.7.1. Third place announcement.

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 goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

##### 15.7.2. Second place announcement

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 goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

##### 15.7.3. Winner announcement

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 goes back to his respective place.
- d) The accompanying person gives the gift or flowers to the athlete.
- e) Then the accompanying person and the medal porter go back to their respective places.

15.7.4. The accompanying person 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.

## 16. Closing ceremony

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

16.1. It begins in the fifteen minutes following the last award ceremony

16.2. The President of the LOC closes the event

16.3. National flag's descent of the hosting country past the national anthem (if protocol accepted)

16.4. CMAS and IOC (only Finswimming) flag's descent past the CMAS anthem.

16.5. According to prize awarding rules of some countries, points 24.3 and 24.4 may be reversed in order.

16.6. The LOC President hands over the CMAS flag to the CMAS representative.

16.7. CMAS Representative hands over the flag to the President of the LOC of the next identical competition.

## Chapter 4 APPENDIXES

17. Request of certification of a record (enclosure 6)

18. Report of CMAS technical delegate (enclosure 7)

19. Claims: Minutes of CMAS technical delegate (enclosure 8)

20. Plan for prize awarding (enclosure 9)

21. Text of announcements (enclosure 10)

All the above-mentioned forms are available on the CMAS web site <http://www.cmas.org>, under the Sport Committee column.