



SWIMMING TECHNICAL MANUAL



Welcome Note

Welcome to Baku for the European Youth Olympic Festival 2019, where athletes, team officials and technical officials will be participating in 10 sports over 7 days of high-level competition.

This manual features details of all the preparations and Games-time operations providing key information, including competition rules, formats, details of medal ceremonies and key dates.

There are sections within the guide relating specifically to each client group – athletes, team officials and technical officials.

In addition, you will find details of the relevant venue facilities with regards to the competition and training, as well as medical and anti-doping operations. At the end of the manual, you will find some useful information to help you when you have time to explore the city of Baku during your visit.

We hope that this publication helps with your planning and preparations.

We look forward to welcoming you here in July, and hope that you have an experience here that you will always remember, as we look to build on the tradition and success of the European Youth Olympic Festival.

Contents

| | |
|--|----|
| Welcome Note | 2 |
| General Information | 6 |
| Key Dates | 6 |
| Key competition contacts | 6 |
| Baku 2019 Competition Management Team | 6 |
| Fédération Internationale de Natation | 7 |
| Ligue Européenne de Natation | 7 |
| International Technical Officials (ITOs) | 7 |
| Medal events | 7 |
| Late Athlete Replacement Policy (LAR) | 8 |
| Doping Control | 9 |
| Therapeutic Use Exemption | 9 |
| Competition information: | 10 |
| Competition Quota | 10 |
| Participation and Qualification. | 11 |
| Rules and regulations | 11 |
| Pre-competition procedures | 12 |
| Team Leaders' Meeting | 12 |
| The Team Leaders' Meeting Agenda: | 12 |
| Technical Officials' Meeting | 12 |
| Venue orientation | 12 |
| Competition Procedures | 12 |
| Marshaling and Call rooms | 12 |
| Entering the field of play | 13 |
| Activity between competitions | 13 |
| Athlete seating | 13 |
| Swimwear Approval Procedure | 13 |
| Technical Officials' procedures | 14 |
| Activity between competitions | 14 |
| Withdrawal | 14 |
| Post Competition Information | 14 |
| Leaving the field of play | 14 |

| | |
|--|----|
| Athlete preparation / Relaxation area | 14 |
| Results and Program | 15 |
| Protest | 15 |
| Medal Ceremonies | 15 |
| Competition schedule | 17 |
| Sport Information | 17 |
| Sport Information Desk | 17 |
| Sport Information Center | 17 |
| EYOF Baku 2019 Brand protection regulations | 18 |
| Clothing and Advertising | 18 |
| Competition and Training Venue Information | 18 |
| Competition Venue Overview | 18 |
| Venue access | 19 |
| Field of play | 19 |
| Athletes Lounge | 20 |
| Athletes’ refreshments | 20 |
| Athletes’ venue meals | 20 |
| Athlete preparation area | 21 |
| Athletes’ changing rooms | 21 |
| Call Room | 21 |
| Athlete Medical Services at competition venue | 21 |
| Warm up | 21 |
| Technical Officials’ lounge and refreshments | 21 |
| Technical Officials’ Meeting Room | 21 |
| Technical Officials’ changing rooms | 22 |
| Lost and Found | 22 |
| Training venue overview | 22 |
| Athlete training opportunities | 22 |
| Medical Services at Training Venues | 22 |
| Weather information | 22 |
| Visa to Azerbaijan | 22 |
| Transport | 23 |
| Arrivals and Departures | 23 |
| T – A Transport System (Athletes and Team Officials): | 23 |

| | |
|--|----|
| Opening & Closing Ceremonies | 24 |
| Traffic Management and VAPPs..... | 24 |
| Complementary sport tickets..... | 24 |
| Athletes Village..... | 25 |
| AVL Zones - Access Control Points | 25 |
| AVL Accommodation..... | 25 |
| Athletes Village Zones..... | 25 |
| Resident Centers | 25 |
| Food and Beverage in the AVL | 26 |
| Alternative dining options for athletes and team officials | 26 |
| Delivery of water provision throughout village accommodation buildings:..... | 26 |
| Linen and Towel Exchange Services | 27 |
| Replacement of Residential Keys | 27 |
| Key Loss / Replacement | 27 |
| Packed Ice for Medical Use | 27 |
| Information Desk | 27 |
| Lost and Found..... | 27 |
| Laundry..... | 27 |
| Laundry Services and Pick-up/Drop-off Timings..... | 28 |
| Housekeeping | 28 |
| Recreation Centre | 28 |
| The Non-Smoking Policy | 29 |
| Alcohol-Free Policy | 29 |
| Athletes Village Medical Center..... | 29 |
| Emergency Services..... | 29 |
| Disclaimer | 30 |

General Information

The Swimming competition at the European Youth Olympic Festival will be held from 22 – 26 July 2019 in Baku Aquatics Center.

Key Dates

| Date | Event |
|----------------------|--------------------------------------|
| 1 – 10 March 2019 | Final Entries by Number |
| 10 April 2019 | Long List Submission |
| 15 May – 5 July 2019 | Short List Submission |
| 19 July 2019 | Athlete Village opening |
| 21 July 2019 | EYOF Baku 2019 Opening Ceremony |
| 21 July 2019 | Swimming Team Leaders Meeting |
| 21 July 2019 | Swimming Technical Officials Meeting |
| 21 July 2019 | Start of official training |
| 22 - 26 July 2019 | Swimming competition |
| 27 July 2019 | EYOF Baku 2019 Closing Ceremony |
| 28 July 2019 | Athlete Village closing |

Key competition contacts

Baku 2019 Competition Management Team

| Function | Name | Contact |
|----------------------|---------------------|--|
| Head of Sport | Tarlan Mammadov | tarlan.mammadov@eventoc.az |
| Senior Sport Manager | Vusala Valiyeva | vusala.valiyeva@eventoc.az |
| Competition Manager | Valeriya Romanovich | valeria.romanovich@eventoc.az |

Fédération Internationale de Natation

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Tel: +41 22 552 99 99

Fax: +41 22 552 99 89

lenoffice@len.eu

International Technical Officials (ITOs)

| Function | Name | Country |
|--------------------|-----------------|---------|
| Technical Delegate | Mireille ZIMMER | LUX |
| Technical Delegate | Denis CADON | FRA |

| Function | Name | Country |
|-------------------------|-----------------------|---------|
| Referee | Waldemar KILIAN | POL |
| Referee | Ville RIEKKINEN | FIN |
| Control Room Supervisor | Thorunn GUDMUNSDOTTIR | ISL |
| Call Room Supervisor | Erkan MUTLU | TUR |
| Starter | Sam CHADWICK | GBR |

Medal events

| Boys | Girls | Mixed |
|--|---------------------------------------|------------------------------|
| Freestyle 50m, 100m, 200m, 400m, 1500m | Freestyle 50m, 100m, 200m, 400m, 800m | Freestyle mixed relay 4x100m |
| Butterfly 100m, 200m | Butterfly 100m, 200m | Medley mixed relay 4x100m |
| Breaststroke 100m, 200m | Breaststroke 100m, 200m | |
| Backstroke 100m, 200m | Backstroke 100m, 200m | |
| Individual Medley 200m, 400m | Individual Medley 200m, 400m | |
| Freestyle relay 4x100m | Freestyle relay 4x100m | |
| Medley relay 4x100m | Medley relay 4x100m | |

Late Athlete Replacement Policy (LAR)

Late Athlete Replacement (LAR) is a process of athletes' replacement after the Sport Entries deadline (5 July 2019). The replacement of athletes is possible if:

1. The replacement athlete is eligible to take part in the Baku 2019 European Youth Olympic Festival;
2. No doping control issues are pending concerning the replacement athlete;
3. The NOC of the replacement athlete had applied for accreditation for the athlete prior to the accreditation application deadline.

The **medical replacement** of athletes is possible after 5 July 2019 and up to 2 hours prior to the Sport Technical Meeting, weigh-in or draw as appropriate.

The **non-medical replacement** of athletes is possible after 5 July 2019 and up to 24 hours prior to the Sport Technical Meeting, weigh-in or draw as appropriate.

Each NOC shall be allocated a quota for non-medical replacements based upon the NOC overall number of athletes:

| Team Size (Aa) | Quota of Non-Medical LAR |
|----------------|--------------------------|
| From 1-10 | 1 |
| From 11-20 | 2 |
| From 21-50 | 5 |
| From 51-100 | 10 |
| From 101-150 | 15 |
| From 151-200 | 20 |
| 201+ | 30 |

Note: The quotas provided above do not cover Basketball, Handball, Volleyball athlete replacements. However, athlete replacements in these sports should also be processed through the Baku-2019 Sport Entries. LAR procedure remains the same for Basketball, Handball, and Volleyball as for other sports.

The procedure of athlete replacement due to both medical and non-medical reasons is as following:

1. NOC Representatives should provide the dedicated NOC Relations Manager with the duly filled in "Late Athlete Replacement Form" via email or submit personally to the Baku 2019 Sports Information Desk (in the case of Medical Replacement, a Medical certificate is required).
2. The Baku 2019 NOC Relations team will forward all received queries to the Baku 2019 Sport Entries team to proceed accordingly.
3. The requested replacement shall be approved by the Technical Delegate for the relevant sport, on behalf of the European Federation.

4. The accreditation card of the replaced athlete must be returned to the Accreditation Centre, in order to allow for the entitlements to be transferred to the replacement athlete. Following the transfer, the replaced athlete's accreditation will be deactivated.

Once a replacement athlete has been approved, that individual athlete cannot be replaced for non-medical reasons.

Doping Control

At the European Youth Olympic Festival organized in Baku, Azerbaijan in 2019, Sample Collection Authority (SCA) is the Azerbaijan National Anti-Doping Agency (AMADA). Athletes may be tested during the entire period, regardless of their location. AMADA acknowledges its conformity with the International Standard for Testing and Investigations (ISTI) and anti-doping activities to fulfil its role and responsibilities under the Code.

Therapeutic Use Exemption

Athletes who need to use a prohibited medication to treat a legitimate medical condition must send the TUE Application to the relative Anti-Doping Organization at least 30 days prior to the competition.

All TUE permits have to be approved by the TUE Committee of the European Olympic Committee, attaching the relevant medical documentation in the English language. It is responsibility of the athlete to determine whether a substance he/she is using or considering using is prohibited. TUE must be sent to tuebaku2019@eventoc.az no later than 19 June 2019. TUE permit must be presented to the doping control officers during the doping control procedure.

For In-Competition, there is a possibility of issuing instant TUE permits in exceptional medical cases, the assessment of which will be done by the EYOF TUE Committee.

TUE application forms will be distributed to all NOCs, NOCs can also request this form from tuebaku2019@eventoc.az e-mail address.

Competition information:

| Swimming | |
|----------------------|--|
| Event | Boys – 15 Individual Events |
| | Girls – 15 Individual Events |
| Age Category | Boys 2003/2004 |
| | Girls 2004/2005 |
| Athlete Quota | <p>Maximum 16 athletes (boys and/or girls)</p> <p>Two (2) swimmers may enter per individual event per NOC and one (1) athlete per NOC is allowed in the Final.</p> <p>Each swimmer can participate in two individual events, one (1) relay per gender and one (1) mixed relay per day.</p> <p>In the 800m Freestyle Women and 1500m Freestyle Men each NOC may enter two (2) competitors in each event but only the fastest / highest ranked competitor in each event will be eligible to receive medal.</p> <p>In relay events one (1) entry per NOC and per event may be submitted</p> |
| Team Officials Quota | <p>1 Team Official per 1-4 Athletes</p> <p>2 Team Official per 5-8 Athletes</p> <p>3 Team Official per 9-12 Athletes</p> <p>4 Team Official per 13-16 Athletes</p> |
| Technical Officials | <p>47 Technical Officials (15 ITO & 33 NTO) in total</p> <p>5 Officials to be appointed by LEN</p> <p>10 ITOs to be selected by LEN from NOCs</p> <p>33 NTOs to be provided by NF</p> |

Competition Quota

Participation in the EYOF Baku 2019 is open to all European young athletes nominated by their NOC, subject to the current Charter, the Technical regulations of the EYOF and the guidelines established by the Organizing Committee, duly approved by the EOC. Any competitor in the EYOF must be a national or citizen of the country or territory of the NOC, which is entering him or her.

An NOC who wishes to enter an athlete, who does not meet these criteria, may submit a written and detailed request to the EOC EYOF Commission not later than two months before the date of the Opening Ceremony at 21 July 2019.

Each NOC may enter up to a maximum of sixteen (16) athletes (boys and/or girls).

The athletes should be in the following age category:

- Boys: born in 2003-2004 (15-16 years)
- Girls: born in 2004-2005 (14-15 years)

Each swimmer can participate in two individual disciplines, one relay per gender and one mixed relay per day.

Each athlete should also be registered in the www.swimrankings.net platform.

Participation and Qualification.

The names of the swimmers competing in the relay, must be submitted in order at least one hour before the start of the competition session.

All SW events (with the exception of the relays and the 400m, 800 m and 1500 m freestyle) will consist of three sessions: the preliminaries will be in the morning sessions and the semi- finals and finals will be in the evening sessions.

In individual events a maximum of two (2) entries per NOC and per event may be submitted. Notwithstanding the times or places achieved in the heats, only one (1) swimmer of the respective NOC may:

- a. proceed to the semi-finals and/or finals;
- b. be nominated as a reserve.

In relay events one (1) entry per NOC and per event may be submitted.

- a. The composition of a relay team may be changed between heats and finals of an event.
- b. In relay team events all participating members (including those who participated only in heats) of the teams finishing first, second and third shall qualify to receive medals but only the swimmers who participated in the finals shall attend the medal ceremony and media presentation.

Where semi-finals are held the qualifiers for the final will be the 1st and 2nd in each semi-final together with the four (4) fastest from the remaining swimmers in the semi-finals.

In the 800m Freestyle Women / 1500m Freestyle Men each NOC may enter two (2) competitors in each event but only the fastest/highest ranked competitor per NOC as per entry time in each event can participate in the fastest heat and only one medal per NOC will be awarded.

For the 800 m and 1500 m freestyle the swimmers with the eight fastest times will swim in the afternoon but only the fastest/highest ranked competitor per NOC as per entry time in each event can participate in the fastest heat. If there are eight or fewer entries for the event, the swimmers will go straight through to the finals in the afternoon. The preliminaries and the finals will take place in accordance with FINA rule SW3.

Rules and regulations

The event will be conducted under European Swimming Federation (LEN) event rules and FINA swimming rules. For detailed information please visit the LEN website <http://www.len.eu> or the FINA website <http://www.fina.org>. These websites provide a full list of up-to-date rules and regulations.

Pre-competition procedures

Team Leaders' Meeting

Date: 21 July 2019

Time: 09:00

Location: BAC, Venue Administration Center (VAC)

A representative from each NOC must be present at the Team Leaders Meeting, which will be led by Technical Delegate and Sport Competition Manager. Attendance is mandatory and is restricted to a maximum of two representatives per NOC. All representatives will be required to sign in at the meeting. The Team Leaders' Meeting will be conducted in English.

The Team Leaders' Meeting Agenda:

- Opening and welcome by the person in charge of the swimming event
- Technical information related to training session and competition schedule
- Confirmation of athletes' entries
- Medal ceremony
- Other business

Technical Officials' Meeting

Date: 21 July 2019

Time: 09:00

Location: Technical Officials Lounge, Baku Aquatics Center

The Technical Officials' Meeting will also include a venue familiarization tour.

Venue orientation

During an NO's initial visit to the Baku Aquatics Centre, members of the Swimming sport team will be on hand to provide short venue tours covering all areas of athlete flows and will be able to answer questions about the venue.

Competition Procedures

Marshaling and Call rooms

Within the marshaling area there will be two Call Rooms in operation during the competitions:

- 1st Call Room - all athletes must report here prior to their event
- Final Call Room - all athletes who are going to be competing will be taken to this area before entering the pool deck.

Athletes must report to the 1st Call Room at least 20 minutes prior to the time they are scheduled to compete in heats, semi-finals and finals.

Entering the field of play

Teams are allowed to enter the field of play 120 minutes (2 hours) before the start of morning sessions and 120 minutes (2 hours) before the start of evening sessions. Athletes will be able to warm up in the competition pool and training pool. The competition pool will close 15 minutes before the start of the session. The training pool will remain open throughout the session.

Activity between competitions

Between morning and afternoon sessions transport to/from the Athlete Village (AVL) will be provided.

Athlete seating

Team seating will be located in the stands on the west side of the venue. This area is reserved for athletes and team officials only, and access will be granted upon presentation of the appropriate accreditation.

Note: there is no team seating on the field of play.

Swimwear Approval Procedure

According to the FINA rule BL 8, all the swimsuits to be used in swimming competitions need to be approved according to FINA Requirements. They have to bear correspondent approval label confirming the approval of this particular model.

The list of FINA approved swimsuits is published on the official FINA website www.fina.org under the tag - FINA Approved Swimsuits. The relevant list is the one published before the date of the competition. Only the swimsuits for the pool competition included in the list are eligible to be used during the EYOF Baku 2019.

The procedure for the swimwear check will be held in the competition venue in the 1st call room prior to the final call room. The swimmers must be present at the 1st call room at least twenty (20) minutes prior to the start of the preliminaries, semi-finals and final events in swimming.

In the 1st call room, the LEN/OC personnel will check:

- If the swimsuit has been approved and labelled
- If the swimmer has only one swimsuit
- If the swimmer has no taping in his swimsuit and/or on his body
- If any modification has been made to the swimsuit.

After a completed checking, separately for girls and for boys, the swimmers will proceed to the final call room prior to the start.

The swimsuit that is not included in the list of FINA approved swimsuits, available on the date of the competition, or without FINA approved label, will not be allowed to be used during the championships.

No labelling of the swimsuits will be done on site, all approved swimsuits have to have FINA approved label already printed/attached to the garment.

Technical Officials' procedures

Technical officials will be escorted from the technical officials' lounge to the marshalling area of the venue approximately 10 minutes before the start of competition. Technical officials will then receive a verbal command confirming when to enter the field of play, after which they will parade into position. Technical officials must ensure all personal items are kept off the field of play, and that their personal presentation is of the highest order.

All Referees must bring uniforms that confirm to the requirements of the International Federation.

Activity between competitions

Technical officials will be transported to the Hotel after the end of the heats and finals sessions. Light refreshments will be available in the Technical Officials' Lounge at the competition venue.

Withdrawal

A special form must be completed in case swimmers decide to withdraw from the preliminaries. This form must be handed in to the Technical Delegates at the venue at least 45 minutes before the start of the first event of the day.

A special form must also be completed in case swimmers decide to withdraw from the finals. This form must be handed to the Technical Delegates at the venue within 30 minutes after the preliminaries for the event in which the qualification took place (FINA GR 7.2).

In such cases the swimmer who withdraws will be replaced by the next ranked swimmer.

Post Competition Information

Leaving the field of play

Athletes must collect their accreditation from the doping control table on the field of play before leaving, using the exit route passing through the Press Mixed Zones. Athletes may then collect their kit from the collection area.

Athlete preparation / Relaxation area

An area has been allocated at the competition venue for NOCs to coordinate their own massage and treatment operations including space for team massage tables. Space will not be reserved for teams,

rather it will operate on a first come, first served basis. It is important to note that NOCs are asked to respect the needs of other participants when setting up their team area by utilizing space effectively. NOCs are required to provide their own massage tables and equipment. Bottled water will be available at the Athlete Preparation / Relaxation Area. EYOF Baku 2019 will also provide a limited number of tables and chairs for teams to use.

Results and Program

The results will be published in English. The program for the following day will be made available at the NOC Service Centre at Athletes' Village, in the competition venues at the Sport Information Desks as well as at the official EYOF Baku 2019 website.

Protest

All protests must be made and will be dealt with in accordance with the General Rules of FINA (GR 9.2) and LEN (E 21 & 22).

Protests are possible:

- if rules and regulations for to the conduct of the competition are not observed,
- if other conditions endanger the competitions and/or competitors, or
- against a decision of the referee; however, no protest shall be allowed against decisions of fact.

Protest must be submitted:

- to the referee in writing on official forms (in English),
- by the responsible swimming team leader,
- together with a deposit of 100 EUR (EURO) equivalent in Azerbaijan Manat (the OC can only accept cash payment)
- Within 30 minutes following the conclusion of the respective event.

If conditions causing a potential protest are noted prior to the event, a protest must be filed before the starting signal is given. All protests will be considered by the referee. If he/she rejects the protest, he/she must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final. If the protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned.

The Jury of Appeal will respond to the responsible team leader in writing as soon as possible. The Jury of Appeal will be made up of a number of officials from the LOC and LEN. If no agreement can be reached, the chairman will have a casting vote. The chairman will be an Azerbaijani national. A jury member who has acted as an official will not be allowed to vote if the protest is against a decision made by him/her or his/her interpretation of a rule.

Medal Ceremonies

Medal Ceremonies will be held at the competition venue, the dates and times will be indicated in the daily competitions schedule prior to the event.

The medal ceremonies will consist of the following:

- Medal podium
- Gold, silver and bronze medals
- Flags and national anthem of the winning athlete/team

All Medal Ceremonies will occur on or around field of play. Announcements will be made in both English and Azerbaijani. Athletes will be required to wear their official NOC tracksuit, or attire that is approved per International Sport Federation rules, throughout their Medal Ceremony. It is the responsibility of each athlete/coach to ensure that the athlete has their full tracksuit available with them and that it is ready to wear at the venue if required, in time for the start of the Medal Ceremony.

Athlete Escorts will lead athletes to the podium for the Medal Ceremony and will provide direction with regards to the procedures that the athletes will need to follow. Flags, signs, mobile phones, cameras, electronic devices, bottles, items of sport equipment, political statements and accreditations will not be allowed on the podium. If any athlete is in possession of any of these items, they must be passed to the Medal Ceremonies Manager for the duration of the Ceremony. Similarly, if any items are thrown to an athlete while they are on the field of play and/or the podium, the athlete must pass them to their athlete escort, for them to hold during the Medal Ceremony.

After the Medal Ceremony has finished, athletes will be asked to move to a second location in order to provide the media with additional photography opportunities. If any athletes are notified for doping control, they will be escorted by a Doping Control Officer and chaperoned to the Doping Control Station.

Competition schedule

| 22/07/19 | | 23 July | | 24 July | | 25 July | | 26 July | |
|---------------------|----|------------------------|----|---------------------|----|---------------------|----|-----------------------|----|
| 9:00 | | 9:00 | | 9:00 | | 9:00 | | 9:00 | |
| 100m Freestyle W | | 100m Freestyle M | | 200m Freestyle W | | 50m Freestyle M | | 50m Freestyle W | |
| 400m Freestyle M | | 400m Freestyle W | | 200m Backstroke M | | 100m Backstroke W | | 400m Ind Medley M | |
| 200m Butterfly W | | 200m Butterfly M | | 100m Butterfly W | | 100m Breaststroke M | | 4x100m Medley W | |
| 100m Backstroke M | | 200m Breaststroke W | | 4x100m Freestyle M | | 200m Ind Medley W | | 4x100m Medley M | |
| 400m Ind.Medley W | | 200m Ind Medley M | | 4x100m Freestyle W | | 100m Butterfly M | | 800m Freestyle W - SH | |
| 200m Breaststroke M | | 4x100m Freestyle Mixed | | | | 100m Breaststroke W | | | |
| 200m Backstroke W | | 1500m Freestyle M – SH | | | | 200m Freestyle M | | | |
| | | | | | | 4x100m Medley Mixed | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 17:00 | | 17:00 | | 17:00 | | 17:00 | | 17:00 | |
| 400m Ind.Medley W | F | 100m Backstroke M | F | 200m Butterfly M | F | 50m Freestyle M | SF | 50m Freestyle W | SF |
| 400m Freestyle M | F | 400m Freestyle W | F | 200m Freestyle W | SF | 100m Backstroke W | SF | 800m Freestyle W - FH | F |
| 100m Freestyle W | SF | 100m Freestyle M | SF | 200m Backstroke M | SF | 100m Breaststroke M | SF | 400m Ind.Medley M | F |
| 200m Breaststroke M | SF | 200m Butterfly W | F | 200m Breaststroke W | F | 200m Ind.Medley W | SF | 100m Backstroke W | F |
| 200m Butterfly W | SF | 200m Ind Medley M | SF | 100m Freestyle M | F | 100m Butterfly M | SF | 100m Breaststroke M | F |
| 100m Backstroke M | SF | 200m Breaststroke W | SF | 100m Butterfly W | SF | 100m Breaststroke W | SF | 100m Breaststroke W | F |
| 200m Backstroke W | SF | 200m Breaststroke M | F | 200m Ind Medley M | F | 200m Freestyle M | SF | 200m Freestyle M | F |
| | | 200m Backstroke W | F | 4x100m Freestyle W | F | 200m Freestyle W | F | 200m Ind.Medley W | F |
| | | 200m Butterfly M | SF | 4x100m Freestyle M | F | 200m Backstroke M | F | 100m Butterfly M | F |
| | | 100m Freestyle W | F | | | 100m Butterfly W | F | 50m Freestyle W | F |
| | | 1500m Freestyle M – F | | | | 50m Freestyle M | F | 4x100m Medley M | F |
| | | 4x100m Freestyle Mi | F | | | 4x100m Medley Mixed | F | 4x100m Medley W | F |

During the Festival there may be delays, postponements or cancellations of the competition. Should this occur, NOCs will be informed of the revised competition schedule through the Sport Information Center at the Athlete Village and the Sport Information Desk at the competition venue.

Sport Information

Sport Information Desk

The Sport Information Desk (SID) is located at the competition venue in the athlete lounge and provides informational support for athletes and team officials as stated: transport, weather, schedule updates, and training.

| Dates | Hours of Operation |
|-----------------|--------------------|
| 21-26 July 2019 | 07:00 – 20:30 |

Sport Information Center

The Sport Information Center (SIC) in the Athlete Village is responsible for communicating generic sport-specific information to a range of key-groups including athletes, team officials, technical officials and International Federations representatives.

Located in the building 12, floor 4, SIC will operate as follows:

| Dates | Hours of Operation |
|-----------------|--------------------|
| 19-20 July 2019 | 08:00-20:00 |
| 21-28 July 2019 | 07:00-22:00 |
| 29 July 2019 | 07:00-15:00 |

EYOF Baku 2019 Brand protection regulations

Clothing and Advertising

In accordance with the EYOF Charter, Rule 20 and Bye-laws to Rule 20a no form of advertising or propaganda may appear in any form whatsoever on clothing, accessories or, more generally, on any item of clothing or piece of equipment worn or carried by the delegations and organizers during EYOF, with the exception of the manufacturer's identification and logo, as stipulated in rule No. 50 of the IOC Charter. All violations of the provisions of this clause shall lead to disqualification and the withdrawal of the accreditation of the person concerned.

The only exceptions are a graphics or graphics elements of the manufacturer's brand identification that may exceed the restricted size; e.g. three stripes (and similar cases of "commercial brand graphics element") as well as other Product Technology Identifications such as "Goretex" and Dryfit" and similar cases having direct relation to the clothing identification. In this case it is strongly advised to send pictures featuring such branding to the EOC Sport Director for review and official approval.

The NOCs are requested to bring a sample of the competition uniform to the first Technical meeting of each sport for final check in order to avoid any problems on the field of play.

The official uniforms of the NOCs may include:

- Symbols of the country (name of the country, national flag, emblem, etc.);
- Emblem of the NOC;
- Logo of the EYOF Baku 2019;
- Emblem of the respective National Sport Federations.

Note: the NOC is responsible for the appearance of the official uniforms. For more details please refer to the Rule 50 and By-laws to Rule 50 of the IOC Charter and the EYOF Rules on Advertising, Demonstrations and Propaganda, applicable to the EYOF 2019 in Baku.

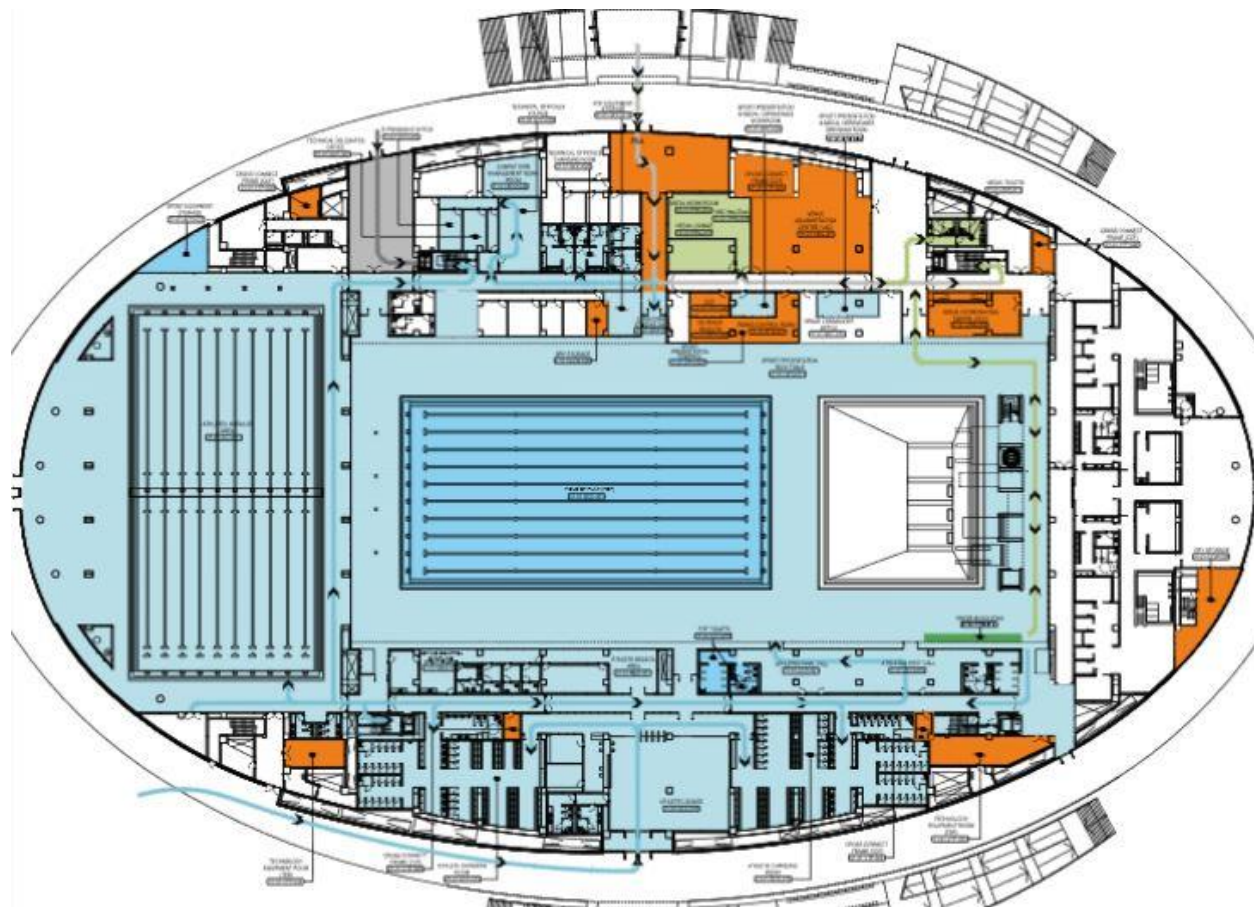
Competition and Training Venue Information

Competition Venue Overview

The Swimming competition will take place at the Baku Aquatics Centre. The venue is equipped with 50m competition swimming pool and 50m training pool.

Venue code: BAC

Venue address: 15 Ahad Yagubov Str., Baku, Azerbaijan.

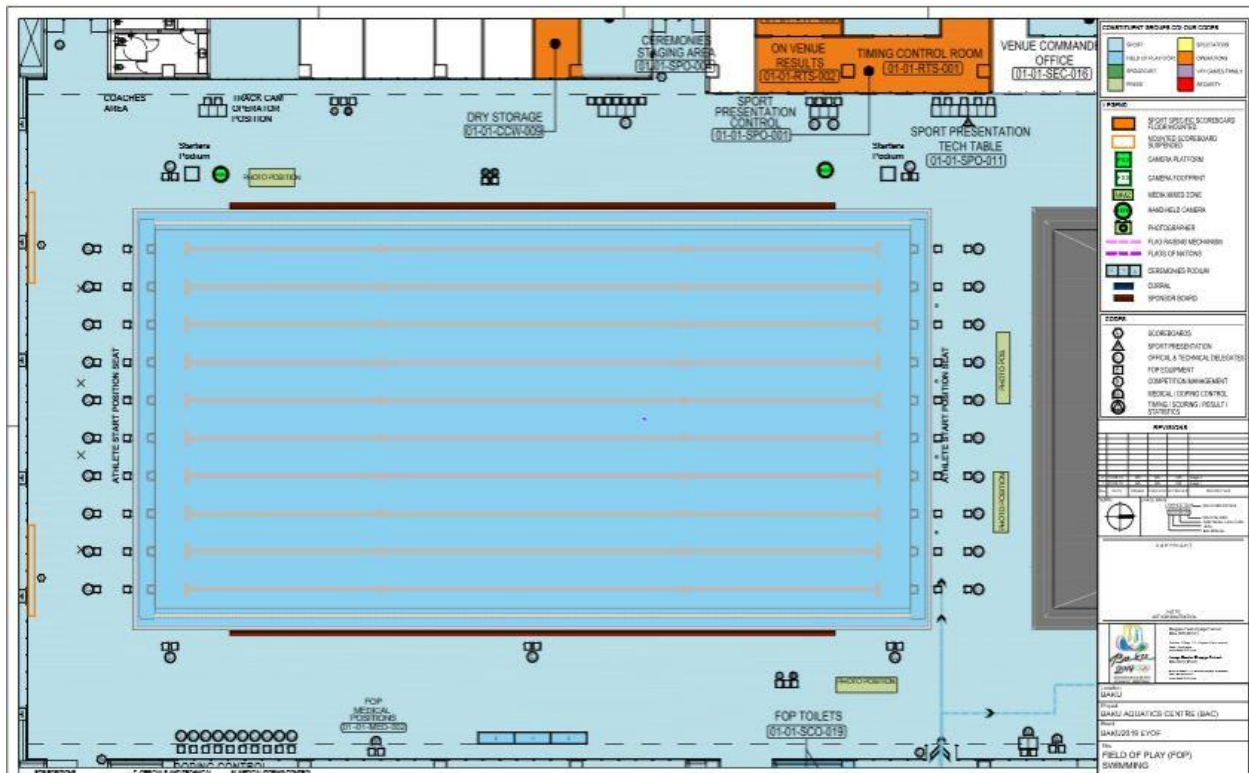


Venue access

The Athletes transport will transport athletes/team officials and technical officials to the Baku Aquatics Centre load zone, next to the athlete entrance to the venue. Transport system will pick up athletes, team officials and technical officials from the same location.

Field of play

The competition pool is a 10-lane, 50m pool with a depth of 3m. Competition will be conducted in the central ten (10) lanes for heats and eight (8) lanes for semi-finals and finals. The competition area, water temperature and all equipment will be presented in accordance with FINA Rules and Regulations. Please note: Backstroke starting ledges will be in use at this competition.



Athletes Lounge

A lounge for athletes and their support staff is located at the athletes' entrance to the Aquatics Centre. The lounge contains sofas, tables and chairs, an athlete refreshment station, and the sport information desk. The athlete lounge will be open during operational hours, when athletes and officials are present at the venue for competition and official training.

Athletes' refreshments

Refreshments will be available in the athlete lounge from the first day of venue training to the final day of competition. Tea and coffee, whole fruit (bananas, apples and oranges), biscuits (packaged), still water (500ml) and soft drinks (500ml) are provided.

This is self-service, monitored and replenished by client group volunteers during opening times.

Athletes' venue meals

Athlete Venue Meals (AVMs) will be available for athletes who will be away from the AVL for more than four hours. Meals must be ordered from the NOC Help Desk in the NOC Services Centre 48 hours in advance.

Athlete preparation area

The athlete preparation area, located next to the training pool will contain ice. Teams may set up their own massage tables within the athlete preparation area or utilize those provided. As the space is managed by all users, teams are asked to respect each other's needs in this area.

Athletes' changing rooms

There are separate male and female changing rooms with showers, toilets, and private changing cubicles. These changing rooms are located next to the athlete lounge. Toilets are provided in three different locations: within the changing rooms, directly next to the training pool and next to the athlete lounge.

Call Room

Both the First and Final Call Rooms are located on the east side of the pool. All call rooms will be supervised under the direction of the Technical Officials.

Athlete Medical Services at competition venue

Medical care for athletes will be provided at all competition venues from the beginning of Warm-up to one hour after the competition or training has finished, or until all athletes leave the venue.

Field of Play Medical Team will be present at every competition venue, with further medical care being provided via a doctor and nurse in Athlete Medical Room. Emergency medical care and, if needed, hospitalization will be provided through an ambulance.

Warm up

The training pool will be used for warm-up, it is a 10-lane, 50m pool with a depth of 2m and is accessible from the changing rooms. The equipment in the training pool includes lane ropes, starting blocks and 1 backstroke device.

Technical Officials' lounge and refreshments

The Technical Officials' lounge is located close to the changing rooms. Refreshments will be available in the Technical Officials' lounge from the first day of competition to the final day of competition. Tea and coffee, whole fruit (bananas, apples and oranges), biscuits (packaged), still water (500ml) and soft drinks (500ml) are provided.

This is self-service, monitored and replenished by client group volunteers during opening times.

Technical Officials' Meeting Room

Technical Officials' briefing meetings will be held in the Technical Officials' lounge. The room will be equipped with all the necessary furniture and equipment.

Technical Officials' changing rooms

Technical officials will have access to designated male and female changing rooms that include toilets and changing areas.

Lost and Found

All reports of lost items in the sport areas at the Baku Aquatics Centre should be directed to the sport information desk. This is also the location to which all found items should be delivered. Items will be kept at the venue until the end of the swimming competition, at which point they will be transferred to the Village Centre Information Desk in the Athlete Village.

Training venue overview

All athlete training will take place in the competition and training pools at the Baku Aquatics Centre.

Athlete training opportunities

In accordance with Host City contract, official Competitions training will be provided by EYOF 2019 for the one (1) day immediately preceding the commencement of competition. Accordingly the Competitions training period will commence on 21 July 2019 from 08:00 – 17:00.

Training pool will be open for all competitors on competition days from July 22, 2019 from 07:00 – 12:00 hours and 15:00 – 20:00 hours.

Official training and transportation for swimming teams commences on 21 July 2019. All training sessions will be held as open training.

Medical Services at Training Venues

Medical care at training venues will be provided only for official training via an ambulance service positioned on site. For medical support outside of official training an ambulance can be called via dialing 103.

Weather information

Due to its location on the southwest Absheron Peninsula, Baku is characterized by its warm temperatures and strong winds all year long, and summers are usually hot and dry. Based on statistics from previous years, the mean temperature is approximately 28°C in July.

Visa to Azerbaijan

All NOC delegation members participating in the event may obtain a travel visa from one of the Azerbaijani diplomatic missions, unless they come from one of the visa exempt countries, countries eligible for visa on arrival or countries eligible for electronic visa.

E-Visa for Azerbaijan, also known as the ASAN visa, can be obtained by completing the online application at <http://www.evisa.gov.az> with personal information, travel details, passport data and security questions before online payment. The approved e-Visa for Azerbaijan is then sent to the applicant's e-mail address within three (3) business days.

Please, note that the e-Visa issued will be for single entry to Azerbaijan with a validity period of 90 days. The period of stay cannot exceed 30 days.

For any visa related questions, please, contact nocservices.baku2019@eventoc.az

Transport

Arrivals and Departures

During arrivals and departures, T-A, T-F system will run a Transfer service from/to Heydar Aliyev International Airport (GYD), AVL and Boulevard hotel, based on Arrivals and Departures schedule. All eligible festival travelers landing at Heydar Aliyev International airport will be met and welcomed by EYOF 'BAKU 2019' OC staff and volunteers. They will be assisted on their way through the airport to find the right direction, collect their luggage, go through customs and board their type of transport accordingly. In case of any issues or any questions requiring further clarification, the guests can present themselves at BAKU 'EYOF 2019' Welcome Desk, where the staff can accept queries and provide assistance accordingly.

Athletes will be able to validate their accreditation at AVL.

T – A Transport System (Athletes and Team Officials):

- Transport from/to Baku Airport and the Athletes Village during Arrivals and Departures;
- Non-Team Sports – shuttle buses will run from the Athletes' Village to/from all competition and training venues according to the defined schedule;
- Team Sports – dedicated team buses will be provided for Volleyball, Basketball and Handball teams to transfer athletes from/to the Athletes Village and the Competition & Training Venues during the EYOF 2019;
- Pre-scheduled Transport Shuttle/Transfer service from Athletes Village to/from Competition & Training Venues;
- Non-Team Sports - spectating athletes may use the bus services assigned for competing athletes;
- Team Sports - the scheduled bus services will be in place for spectating athletes, separately;
- Free access to the Public Transport System (Metro & Buses);
- The “clean to clean”, concept, will be adopted throughout all Venues and the Athletes Village Transport Mall;

- All Athletes movements are secure and will require a vehicle screening at all Competition and Training Venues (max. 1 minute);
- No vehicle screening at the Airport and at the Athletes Village Transport Mall (AML).

Opening & Closing Ceremonies

- The 50 seats buses will be used for transporting Athletes and Team officials. The buses will be assigned to each participating country and will arrive to venue according to the agreed ceremonies plan.
- The Transfer of the EOC Family, Local Dignitaries and T-F Transport system users to/from the Crystal Hall will be implemented by coaches based on preliminary agreed plan.
- The Access and Parking of the private cars around the Crystal Hall will be prohibited.
- The other accredited client groups will use the existing Public Bus lines and specially designed Express Bus Lines (X1 and X2), based on free access.
- During the Ceremonies the Baku Metro will be operational by extended hours work regime. The “Elmlar Akademiasy” and “28 May” metro stations will be available for Entry and the others just for Exit.
- No direct transport service will be offered from the Crystal Hall to the airport on the night of the Closing Ceremony.

Traffic Management and VAPPs

- Implementation of the Special Road Lanes (Games Lanes) along Games Route Network (GRN) in the most traffic-congested road sections with support of the State Traffic Police (Police Escort) in order to guarantee an efficient travel time within 10min – 45 min.
- Traffic Control Zone and VAPP system will be delivered at each Venue
- Informational and Directional Signage will be delivered at each venue and along Games Route Network

Complementary sport tickets

All participating athletes and team officials holding “A” type accreditations (Aa, Ao, Ac) will be able to request four (4) complimentary tickets for each-same sport session per day, subject to availability.

Athletes of other sports will be encouraged to attend events, in which they do not compete, as spectators. For the different sport sessions, there will be a limitation of four (4) complimentary tickets per day for any session held that day. Athletes may collect their complimentary tickets at the dedicated ticket box office at the Athlete Village, at the city ticket outlets or venue box offices by display of the accreditation, subject to availability.

Athletes Village

AVL Zones - Access Control Points

The Residential Zone, the Village Square, and the Operational Zone will be separated by internal fencing and access control points.

The AVL can be entered through two access points. One of them, available for residents, is located in the north-east area of the AVL and is connected to the Transport Mall. The second access point is in the north-west area of the AVL, through which the Guest Pass Centre, Media Centre, the EOC Family Office and the Village Square can be accessed.

All individuals and personal items will be inspected at all access points into the AVL. Valid accreditation is required for entry. Individuals with invalid or no accreditation will be denied access to the AVL.

AVL Accommodation

Athletes and team officials will be accommodated in 6 permanent buildings.

Apartments will range from 3-5 double-, triple- or quad- occupancy bedrooms, with bathrooms and social space included.

No Wi-Fi will be available in the accommodation apartments.

Athletes Village Zones

AVL consists of three zones: the Residential Zone, the Village Square and the Operational Zone.

The Residential Zone is a special area with reduced access, intended only for residents with the “R” sign on their Accreditation Card. The Residential Zone consists of the accommodation units, the NOC administrative and medical spaces, a recreation center, dining facilities, the NOC Services’ Centre, the Sport Information Centre and the Medical Center.

The Village Square serves as the assembly point for all – residents, guests and the media. The square is a hub of activity within the AVL, and the place for residents and their guests to meet. The Village Square is also home to the Guest Pass Centre, the Protocol Lounge, the Athletes Village Media Centre and the Olympic Culture and Education Program (OCEP) pavilion booths.

The Operational Zone comprises the Village back-of-house services and the Transport Mall.

Resident Centers

Two 24-hour Resident Centers will operate in the AVL. The Centers provide customer service and logistical support to the residents.

Food and Beverage in the AVL

Athletes and team officials will have access to the Village dining halls. Where will be served menus that are nutritious, healthy, and provide necessary dietary components rich in protein and fiber. The Dining Halls with the capacity of 1200 seats offer a broad range of national and cultural food options offered as follows:

- Breakfast (05:00 – 11:00)
- Lunch (11:00 – 17:00)
- Dinner (17:00 – 23:00)
- Overnight (23:00 – 05:00)

The Dining Halls are located on Level 1 of Building 11 and Building 13. Accreditation should be on display at all times and available upon request at the entrance. This is to ensure individuals are entitled to eat within dining halls.

Athletes and team officials will be encouraged to clear their tables to central waste stations.

Due to the size and capacity of the dining halls, athletes are not allowed to take their bags and luggage inside, bag drop-off points are located at the entrance to the dining halls.

For health and food safety reasons, users of the Dining Halls may only remove one drink, one piece of fruit and handheld food currently being consumed. Exceptions will only be made for sick athletes, by producing a certificate from the First Aid Room, signed by a NOC team doctor and countersigned by a doctor, stating that an athlete is unable to eat in the Dining Halls.

Alternative dining options for athletes and team officials

Venue Meals (VMs) for Athletes, Team Officials and International Technical Officials will be considered and delivered to the venues for those of them who will be away from their accommodation for more than 4 hours being located on the competition venue only. Meals must be ordered from the NOC Help Desk in the NOC Services Centre 48 hours in advance. The distribution of Meal Bags will be provided in their dedicated lounges at the competition venues. Still water will be available for athletes in doping control and /or medical treatment areas.

Delivery of water provision throughout village accommodation buildings:

There is a requirement to provide cases of 500ml still bottled water (ambient) to the entrance areas of each of the buildings that Athletes will be accommodated in during their stay in the Village during the opening days of the Athlete Village. Residential areas and the Resident Centre will have central distribution points for bottled water supply. Teams and officials are welcome to use any of these points when in need of water.

Linen and Towel Exchange Services

In extraordinary circumstances, if linens and towels become unusable before the dedicated change day, replacements can be requested on a one item to one item basis by submitting an emergency request at one of the Resident Centers.

Replacement of Residential Keys

Key Replacement Forms should be submitted to the Resident Centers. The Resident Centers' team will inform the relevant EYOF 'Baku 2019' staff and arrange provision of the requested service.

Key Loss / Replacement

If residents misplace their keys or if they cannot enter their accommodation due to a malfunctioning lock, they should report it to the Resident Centre. An authorization from the respective Chef de Mission or Deputy Chef de Mission will be required to replace each key at a cost of \$20.

Packed Ice for Medical Use

Packed ice will be available at the Resident Centre of Building 11. Although the amount of ice that can be taken is not limited, the delegates are expected to be mindful of the other teams' needs.

Information Desk

The Resident Centers' team will provide information on facilities and services in the Village and other general information, upon request.

Lost and Found

All items found in the Residential Zone will be taken to the adjacent Resident Centre. To keep track of all lost and found items, all incidents are documented by respective staff members of the Resident Centre, with details of the items summarized in descriptive notes attached to the lost and found reports. NOCs wishing to reclaim lost items can visit any Resident Centre to locate their items.

Laundry

Serviced laundry facility will be available at the AVL free of charge for all residents, anytime between 7:00 to 23:00, from 20-28 July. Each resident will be provided with two laundry bags, one for colored clothing and one for whites. These will be placed on the residents' beds prior to their arrival.

Laundry Services and Pick-up/Drop-off Timings

Serviced laundry facility will be available at AVL free of charge for all residents, anytime between 7:00 and 23:00, from the 20th to the 28th of July. Two laundry bags, one for coloured clothing and one for white, will be placed on each resident's bed prior to arrival.

Residents will be assisted at the laundry facility and must collect their laundry after it has been washed. Uncollected laundry bags will be kept in the laundry room for up to 24 hours. After 24 hours, the resident's NOC will be contacted to ensure the soonest possible removal of the laundered linen and clothes.

Housekeeping

At the AVL, housekeeping staff will provide round-the-clock cleaning services in the communal areas of all buildings and in the NOC areas.

Daily service will be provided to ensure beds are made, bathrooms are cleaned, consumables are replenished, trash bins are removed and replaced, rooms are vacuumed and mopped, and the furniture is dusted. The staff will perform maintenance checks.

Bed linens, including one pillow case and two sets of bed sheets will be changed once in the middle of the EYOF, and two fresh towels will be brought in every two days.

Housekeeping runs a 24-hour Help Desk and is available to provide immediate response to emergencies or serious incidents that may occur in residential areas (e.g. large spills or clutter).

Residents are provided with a "Do Not Disturb" sign to manage their housekeeping requests. The sign should be placed on the outside of the door, if they choose not to be disturbed. The room will not be serviced that day. However, residents cannot choose a preferred cleaning time for their bedroom.

Housekeeping staff will not be able to make up the beds or change the bed linen, if personal belongings are left on the bed.

Housekeeping staff have the right to refuse to provide service to any residential room if residents are consistently disrespectful of their living space, demonstrate a disrespectful attitude towards the housekeeping staff or if medical waste, syringes or other bio-hazardous materials are inappropriately exposed, causing a health risk.

Recreation Centre

The Recreation Centre will offer free services to athletes, team officials and the EOC Family members with access to the Residential Zone of the AVL.

The Recreation Centre will be located on the first floor of the building 11. It will be open 24 hours, although some gaming facilities may only operate from 07:00 to 23:00. Centre will offer free

wireless internet, a computer gaming area, pool tables, table football (foosball), tennis tables and air hockey.

A number of laptops will be available for residents' use at all Recreation Centers.

The Non-Smoking Policy

The AVL is a non-smoking venue. Smoking, including smoking e-cigarettes and other smoking simulators, is strictly prohibited at any time within any buildings of the Residential Zone of the AVL. A limited number of outside smoking areas will be available outside of the Residential Zone. These areas are marked for clarity. NOCs will be charged a significant fee if the EYOF 'Baku 2019' Operations' Committee is faced with the need to clean out, fumigate, or redecorate residences at the AVL, due to smoking inside.

Alcohol-Free Policy

To support safe and alcohol-free environment at EYOF 'Baku 2019,' rules and guidelines prohibit alcoholic beverage use at all premises throughout the entire territory of the AVL. No alcohol will be sold at the Athletes Village. Additionally, athletes and officials are strongly advised against bringing in their own alcohol to the site.

Residents and guests may not possess, store, dispense, sell or consume alcohol at the Athletes Village.

Athletes Village Medical Center

Medical Center will be operational one day before the Opening Ceremony to the day after the Closing Ceremony. Medical Center will offer primary care services, specialist consultations, and limited sports medicine during normal operational hours, from 07:00 till 23:00 daily.

Emergency medical response via an ambulance service on site will be provided on a 24 hour basis.

Emergency Services

The Village Security Command Centre has separate command and control desks for emergency situations. When assistance is needed, the emergency desks should be contacted immediately.

The emergency services may also conduct functionality checks during the Games' period to ensure that the emergency equipment, systems, materials and the crew are both compliant and fit for the purpose, should the need arise. NOCs will not be considerably affected by these checks; however, they may be contacted if access to their residences is required.

Disclaimer

All the information in this Technical Manual was correct at the time of going to NOCs. Changes to schedules, procedures, facilities and services, along with any other essential updates, will be communicated to teams by the competition management if required/ Changes to the competition schedule will also appear on the Games-time web-site www.eyofbaku2019.com

