



*Entry Package
Citi Para Swimming World Series Berlin 2024*



Table of contents

Table of contents.....	2
1. WELCOME.....	3
2. GENERAL INFORMATION.....	3
2.1 Dates and Contacts.....	3
2.2 Venue Overview.....	3
2.3 Traveling to Berlin.....	4
2.4 Visa.....	4
2.5 Accommodation and Transport.....	4
2.6 Competition Fee.....	4
3. SPORT ENTRIES.....	4
3.1 Entries.....	4
3.2 Entry Fee.....	5
3.3 Competition Format and Schedule.....	5
3.4 Swimmers Eligibility.....	5
3.5 Rules & Regulations.....	6
4 COMPETITION INFORMATION.....	7
4.1 General Information.....	7
4.2 Competition Venue.....	7
4.3 Parking.....	7
4.4 Training.....	7
4.5 Technical Meeting.....	7
4.6 Warm-up & Swim-down.....	7
4.7 Ice Baths, Massage Tables, Race analysis.....	8
4.8 Changing Rooms.....	8
4.9 Accreditation Office.....	8
4.10 Sport Information Desk (SID).....	8
4.11 Athletes & Team Officials Seating.....	8
4.12 Accreditation.....	9
4.12 Victory Ceremonies.....	9
5. International Classification.....	9
6. MEDICAL & ANTI-DOPING INFORMATION.....	10
6.1 Anti-Doping.....	10
6.2 Medical Services at the Venue.....	10
6.3 Insurance.....	10
7. Appendix.....	11
7.1 Championships Programme.....	11

1. WELCOME

The National Paralympic Committee Germany welcomes you to the Citi Para Swimming World Series Berlin 2024.

This event will be running in conjunction with the IDM Berlin Para Swimming. The IDM Berlin is the International Open German Para Swimming Championships for international and national classified swimmers.

The Citi Para Swimming World Series Berlin will be hosted by BS Berlin (disability sports Berlin) in partnership with World Para Swimming.

Please take the time to read the entry package to ensure you are able to enter with all the information you will need. Further information can be found at the IDM Berlin [Website](#). If you have any further questions, please don't hesitate to contact [Claudiu Ciurea](#).

2. GENERAL INFORMATION

2.1 Dates and Contacts

All Entries Open: March 2024

Classification Entry Deadline: 03 April 2024 23:59 CET
Entry by name deadline: 03 April 2024 23:59 CET (at [IDM online entry](#))
Entry Deadline: 01 May 2024 23:59 CET
Accreditation Deadline: 01 May 2024 23:59 CET
Travel Detail Deadline: 10 May 2024

Training Dates: 27 – 29 May 2024
Classification Dates: 27 – 29 May 2024
Competition Dates: 30 May – 02 June 2024

LOC Main Contact: [Claudiu Ciurea](#)
LOC Contact: [Michael Dennis](#)
World Para Swimming Technical Delegate: Julian Britez
World Para Swimming Contact: [Nicole Burns](#)
World Para Swimming Classification Contact: [Franziska Zenk](#)

2.2 Venue Overview

Schwimm- und Sprunghalle im Europa Sportpark
Paul – Heyse – Strasse 26
10407 Berlin
Germany

Pool:	Competition pool	Warm up/down pool
Size:	50 x 25m, depth 3m	50 x 25m, depth 2,10m
Water temperature:	26°C	26°C
No of lanes:	10	10
Kind of ropes:	Super Wave killer	Wave killer
Timing system:	Omega electronic timing	

The warm up / swim down pool will be available during the whole competition. Competition and warm up pool will close at least one hour after the last event or the last ceremony.

2.3 Traveling to Berlin

Berlin has one international airport, Flughafen Berlin Brandenburg (BER).

When traveling by train, the closest station is Berlin Ostbahnhof but Berlin Main Station is possible as well.

For teams traveling by car: Please note, the inner city in Berlin is declared as environmental zone, only low-emission vehicles are allowed into. These vehicles must be identified by a green sticker. More information can be found [here](#).

2.4 Visa

It is the responsibility of each nation to ensure they have the proper documentation to enter Germany. Should visa be required, please contact Ulrike Hentschel at NPC Germany for a letter of support (if required) via hentschel@dbs-npc.de. Please use the attached form for Visa applications (see at downloads at [IDM website](#)).

Please note, an informal letter from your NPC is required to get the letter of support.

To check if you need a visa for entering Germany, please check with the [Federal Foreign Office](#).

2.5 Accommodation and Transport

Federations and NPCs are welcome to continue to coordinate their own accommodation and transport if that is their preference. Further information can be found at the [IDM Berlin Website](#).

For further questions regarding accommodation and transport, please contact hotel@bsberlin.de.

2.6 Competition Fee

The entry fee is: € 140 per swimmer

€ 40 per staff (coaches, medicals, assistance, etc.)

3. SPORT ENTRIES

3.1 Entries

All sport entries for World Series must be submitted through [IPC SDMS Online Entry system](#).

Entries	open March 2024
Entry deadline by name (IDM online entry)	03 rd April 2024 23:59 CET
Entry deadline for athletes with classification request	03 rd April 2024 23:59 CET
Entry and Accreditation deadline	01 st May 2024 23:59 CET

Please take care to register your team at the IDM Berlin [online entry system](#) for accreditation and Entry by name. Without registering there your team will have no entrance to the competition venue!

If you want to enter additional events of the IDM Berlin schedule you need to enter these events through the IDM Berlin [online entry system](#). An additional entry fee of 10 € per individual event and 20 € per relay event will be charged.

If an athlete is entering for classification purposes

The classification request procedure for World Para Swimming classification has to be done by the NPC of the requested athletes.

All swimming event entries (minimum one S and one SB event, length depends on class, please check the WPS website for further information) will need to be entered at the [IPC SDMS Online Entry system](#) to ensure the classification entries are processed without

problems until the **classification entry deadline 03 April 2024**. Please ensure that all athletes are licensed via the IPC SDMS before entering the athletes as per the WPS Classification rules and regulations.

Entries made after the classification entry deadline will not be considered for a classification slot and incorrect entries may be rejected. For athletes with a NE or CNC status please complete a manual entry form and send to info@worldparaswimming.org.

3.2 Entry Fee

An invoice will be issued, and payment must be made prior to competition starting. Payments can be made either by direct bank transfer or PayPal. All transfer charges are on teams/federations expense.

3.3 Competition Format and Schedule

The Citi Para Swimming World Series Berlin 2024 will be run in the Multi Class format under World Para Swimming technical swimming rules and regulations. The one start rule will apply. Up to ten lanes will be used for heats and finals. The German 1000 Point system will be used to determine event placings and progressions to finals.

The event schedule can be found as appendix and at the [IDM Berlin website](#). For all changes and updates, please check the event website www.idm-schwimmen.de.

The following events will be offered at Citi Para Swimming World Series Berlin 2024:

Freestyle	50m (S1-14)
	100m (S1-14)
	200m (S1-14)
	400m (S6-14)
Backstroke	50m (S1-14)
	100m (S1-14)
Breaststroke	50m (SB1-14)
	100m (SB1-14)
Butterfly	50m (S1-14)
	100m (S5-14)
Individual Medley	150m (SM1-4)
	200m (SM5-14)
Relays	4x50m Freestyle mixed
	4x50m Individual Medley mixed
	4x100m Freestyle mixed
	4x100m Individual Medley mixed

All relays will be offered as combined events with the IDM Berlin 2024. Please take care to enter your relays by the WPS rules to get your results into the official rankings for Paris.

The offered events of the IDM Berlin 2024 are to be found in the appendix.

3.4 Swimmers Eligibility

To take part in the Citi Para Swimming World Series swimmers must hold an active World Para Swimming license for the 2024 Season and be internationally classified or scheduled for international classification at this competition. Information can be found at the [WPS site](#).

Only swimmers with a classification status Review (R), Fixed Date Review (FDR) or Confirmed (C) are allowed to proceed to the Citi Para Swimming World Series finals. Any athlete on a New (N) Status not undergoing classification in the competition may only swim in heats and will not progress to finals. International Swimmers with or without an international classification not wishing to compete in the World Series can be entered at the [IDM Berlin 2024](#). Athletes who have undergone international classification and allocated CNC or NE may not compete at either the World Series or IDM Berlin 2024.

3.5 Rules & Regulations

For all Citi Para Swimming World Series events the current World Para Swimming Rules and Regulations apply. They can be found on the World Para Swimming website ([WPS Rules & Regulations](#)).

The following amendments to the World Para Swimming Rules and Regulations will apply for this competition:

Heats:

- The Heats will be seeded by times combined with IDM Berlin 2024 entered swimmers, fastest by times in the last heat.
- Direct finals will be in place for events with 8 or less entries, as per the WPS Rules and Regulations 10.10.1.2.1.
 - WPS have implemented an exception to rule 10.10.1.2.1 direct finals, for 50m Breaststroke and 150m Individual medley events in 2024 to support development of a heat opportunity for lower class athletes.
- 400m Freestyle: We will only accept the best 40 entries by points for start classes S6-14 for the heats in the events of 400m freestyle. Start classes S1-5 are not eligible.

Finals:

- Finals: The participating swimmers in the multi-class finals will be determined by comparing the achieved times from the preliminary event by German 1000 - point system.
- A Final: The best 10 swimmers by points will attend the A final.
- Youth Final (yob 2012-2007): up to the next best 10 swimmers in the youth category, not participating in the A final will attend the Youth Final.
- B Final: Up to the next best 10 swimmers will swim in the B final for events with more than 40 entries.
- Finals Priority order is outlined below:
 - Where a swimmer has made the A finals and Youth Final, they will only be entered into the A final. The A final will be prioritised over Youth and B final.
 - Where a swimmer has made the B finals and Youth final, they will be only entered into the Youth Final. The Youth final will be prioritised over the B final
- There will be announced up to 3 substitutes for the finals. Events may be exempt from viability criteria with prior permission from World Para Swimming. In the case of a tie race by points and no waiver of the final place there will be a swim off. Seeding of all Finals will be by points. All relay events will be viable but may be subject to the minus 1 rule if necessary
- Finals will take place in a block of all World Series and IDM Berlin finals.
- Due to WPS rules swimmers born 2012 or earlier are eligible for World Series.
- Due to the German Youth Protection Act swimmers born in 2014 and 2013 are allowed to swim at the IDM Berlin for maximum 6 events per day, including heats and finals.

4 COMPETITION INFORMATION

4.1 General Information

All relevant information, forms, links and results are to be found on the competition website www.idm-schwimmen.de.

4.2 Competition Venue

Most of the competition venue and the next door Velodrom is built under ground level, the street view of the venue are concrete steps and a park. When entering the venue from the main street (Landsberger Allee) through the park on top of it, take the stairs or elevators to sub level and enter through the swimming venues athletes' entrance. When entering from S-Bahn station Landsberger Allee take the stairs or elevators in the middle of the platform to the sub level and enter through the swimming venues athletes' entrance. When coming by car, follow the Paul-Heyse-Straße to the very end and enter the car park at the barrier. Take the right way to get to sub level 2. Follow the way until you nearly get up again to find the swimming venues athletes' entrance.

4.3 Parking

Parking is available all around the competition venue. For the venue's car park a [parking or transit permission is needed](#). Because of the small size of the parking venue the parking permits will be given only to wheelchair users or athletes with severe walking disabilities travelling with their own car. For parking and transit permissions for the competition venue please use the attached forms. We can only accept forms received at the latest **17th May 2024**. Permits can be picked up at the accreditation.

4.4 Training

There are limited training possibilities from Monday to Wednesday. There will be a timetable for training times for these days, the lanes given in the training schedule must be abided to and may not be changed. Training is possible during the following times:

Monday, 27/05/2024	07:00 am – 06:30 pm
Tuesday, 28/05/2024	07:00 am – 06:30 pm
Wednesday, 29/05/2024	07:00 am – 06:30 pm
Thursday to Sunday	07:00 am until 1 h after last victory ceremony

For training opportunities please [enter your training preferences here](#).

4.5 Technical Meeting

The Team Managers Meeting will take place on Wednesday 29th May 2024 at 7:00 pm at pool side. We will provide a digital Team Managers Manual prior this meeting.

4.6 Warm-up & Swim-down

At competition days venue opens at 7:00 am and will stay open until one hour after the last victory ceremony in the evening. From 7:00 am to 8:30 am warm up is possible in the competition pool.

At all other times the upstairs pool (10 lanes 50m) is open for warm-up and swim-down during all competition days from 7:00 am until one hour after the last victory ceremony.

The diving pool cannot be used for warm-up and swim-down!

4.7 Ice Baths, Massage Tables, Race analysis

Ice baths will not be available.

A registration is necessary to do physiotherapy or massages. Areas will be foreseen for these kinds of treatments.

There is a race analysis area on the second level on the entrance site of the venue.

Tables and power plugs will be available earliest from Wednesday 29th May 2024.

Please respect the marks and DO NOT take away any tables, plugs, chairs etc. DO NOT exit the venue through the glass doors at the race analysis area! They are alarm secured!

4.8 Changing Rooms

Changing rooms are available at the competition level and next to the warm-up pool. Both sets of changing rooms have accessible facilities as well. Please follow the signs.

4.9 Accreditation Office

The Opening hours of the accreditation office are:

Wednesday, 29/05/2024 12:00 pm – 02:00 pm and 03:00 pm – 06:00 pm

Thursday, 30/05/2024 07:00 am – 10:00 am and 12:00 pm – 02:00 pm

Friday, 31/05/2024 07:00 am – 10:00 am and 12:00 pm – 02:00 pm

Saturday, 01/06/2024 07:00 am – 10:00 am and 12:00 pm – 02:00 pm

Sunday, 02/06/2024 07:00 am – 10:00 am and 12:00 pm – 02:00 pm

4.10 Sport Information Desk (SID)

The Sport Information Desk is located beside the stairs and lift to the athlete stands at competition deck level of the venue near the ceremony area.

A Sport Information Desk will operate at the competition venue on the days of competition, as well as during the training session on Wednesday 29th May 2024 from 3:00pm. It is the primary and only point of distribution for all event related information including the following:

- Distribution of start lists for the NPCs;
- Official communication with teams;
- Official forms distribution (Relay Entry form, Protest form, withdrawal form);
- Liaison between teams and LOC / World Para Swimming.

For all Documents that have not been picked up from the SID at the end of the competition on Sunday the organizer assumes no liability.

4.11 Athletes & Team Officials Seating

All teams can use the stands of the venue. There will be a public only area beside the starting side at the entrance side stands.

Please note, both seating areas have emergency exits that must remain free at all times! DO NOT put anything in front of marked emergency exits!

4.12 Accreditation

For team accreditation you need to register your team at our [IDM Berlin entry portal](#). Accreditation cards will be provided to each team based on the listing made through the online entry portal.

Accreditation cards will be needed on competition days to enter the venue and the competition areas. Athletes must bring their accreditation cards to enter the call room! Without showing the card, access to the venue will not be possible. The cards can be picked up at the accreditation office from Wednesday 29/05/2024. The accreditation office can be found at the athletes' entrance.

In case an accreditation card gets lost, a replacement card can be asked for at the accreditation office. There will be a fee of 10€ to be paid cash on site to replace an accreditation card.

4.12 Victory Ceremonies

There will be ceremonies for the World Series A and Youth finals and IDM Open and Youth finals only. All ceremonies will be held in the final sessions. NPC Germany and Berlin Para Sports requests the cooperation of all swimmers and coaches in the presentation of medals. Medal presentations will be held as soon as possible after the results have been published. Place getters should proceed directly to the presentation area in their team uniform.

5. International Classification

This competition offers international classification for the impairment types Visual Impairment (VI) and Physical Impairments (PI).

Classification days can be from Monday 27/05/2024 to Wednesday 29/05/2024, times depending on numbers of classifications.

World Para Swimming will schedule athletes with a New or Review status pursuant with the below regulations.

An athlete will only be permitted to undergo International Classification if he or she:

- Is licensed with World Para Swimming pursuant to the relevant provisions in the World Para Swimming Rules and Regulations;
- Has been entered into the competition by the classification deadline;
- Has submitted Medical Diagnostics information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS) by the final entry deadline.

It is NPC/NF responsibility to enter the required events for Classification observation purposes for the athlete up to the classification entry deadline. Even it is NPC/NF responsibility to enter the relevant athletes and staff for accreditation IDM.

For athletes with a NE or CNC status please complete a manual entry form and send to info@worldparaswimming.org.

Information about the location and possible shuttle will be distributed at a later time [on the IDM Website](#).

6. MEDICAL & ANTI-DOPING INFORMATION

6.1 Anti-Doping

The Championships are part of the NADA and NPC Germany Anti-Doping-Testing-Pool. As a condition of entry, competitors agree if selected for testing to submit to Doping Control under the jurisdiction of the National Anti-Doping Agency Germany. The Anti-Doping Rules of NPC Germany apply to this event.

Results management for any Anti-Doping Rule Violation will remain the responsibility of the applicable National Federation.

It is the responsibility of each athlete to comply with the Anti-Doping Rules of NPC Germany while at this event. In addition, it is the responsibility of each athlete to submit to Doping Control at this event if selected for testing.

The Anti-Doping control / processes will be carried out in full accordance with the IPC Anti-Doping Code and the IPC Doping Control Agreement.

<https://www.paralympic.org/swimming/rules-and-regulations/anti-doping>

6.2 Medical Services at the Venue

First aid service will be available at the competition venue throughout the competition days.

Medical Attention

For any medical problems that cannot be treated by the competition's first aid service, the Emergency Room of the close by hospital will be the contact point.

Address:

Rettungsstelle Vivantes Krankenhaus Friedrichshain
Landsberger Allee 49
10249 Berlin

Phone: +49 30 130 23 0

6.3 Insurance

Each NPC must ensure that all members of their delegation are appropriately insured, including coverage for travel, liability, accidents, and repatriation. All delegation members must have appropriate accident and health insurance accepted to compete. The LOC will provide only basic medical services in the venue

No medical insurance will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event.

In case of a cancellation of the event the LOC will not refund or cover any costs concerning travel to the NPC/Teams.

7. Appendix

7.1 Competition Programme

All events in the heats and finals format are part of the Citi Para Swimming World Series. All events marked with a (*) will take place in the IDM Berlin 2024 only. You need to [enter your swimmers additionally in the IDM](#) to swim these events.

** The 200m Individual Medley will be offered for start classes SM5-14 at the World Series and SM3-14 at the IDM Berlin.

All relays will be offered as combined events with the IDM Berlin 2024 and one ranking by points. Please take care to enter your relays by the WPS rules to get your results into the official rankings for Paris.

Thursday 30 May 2024 – heats 9.00 – finals 17.00

200m Freestyle	male and female	S1-14	heats and finals
100m Butterfly	male and female	S5-14	heats and finals
100m Breaststroke	male and female	SB1-14	heats and finals
4x50m Medley	mixed	S1-14	timed finals
400m Individual Medley*	male and female	SM6-14	timed finals IDM Berlin
200m Backstroke*	male and female	S1-14	timed finals IDM Berlin

Friday 31 May 2024 - heats 9.00 – finals 17.00

100m Freestyle	female and male	S1-14	heats and finals
50m Backstroke	female and male	S1-14	heats and finals
150m Individual Medley	female and male	SM1-4	heats and finals
4x100m Freestyle	mixed	S1-14	timed finals
800m Freestyle*	female and male	S6-14	timed finals IDM Berlin

Saturday 01 June 2024 - heats 9.00 – finals 17.00

50m Freestyle	male and female	S1-14	heats and finals
50m Breaststroke	male and female	SB1-14	heats and finals
400m Freestyle	male and female	S6-14	heats and finals
4x100m Individual Medley	mixed	S1-14	timed finals
200m Butterfly*	male and female	S5-14	timed finals IDM Berlin

Sunday 02 June 2024 – heats 9.00 – finals 16.00

100m Backstroke	female and male	S1-14	heats and finals
200m Individual Medley	female and male	SM3-14**	heats and finals
50m Butterfly	female and male	S1-14	heats and finals
4x50m Freestyle	mixed	S1-14	timed finals
200m Breaststroke*	female and male	SB4-14	timed finals IDM Berlin