



TEAM LEADERS GUIDE

SWIMMING CHAMPIONSHIPS

3-7 September 2025

HOSTED BY





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1. INTRODUCTION

The following Africa Aquatics Affiliated countries fall in this zone:

- 1.1. Angola
- 1.2. Botswana
- 1.3. Comoros
- 1.4. Eswatini
- 1.5. Lesotho
- 1.6. Madagascar
- 1.7. Malawi
- 1.8. Mauritius
- 1.9. Mozambique
- 1.10. Namibia
- 1.11. Seychelles
- 1.12. South Africa
- 1.13. Zambia
- 1.14. Zimbabwe

2. COMPETITION FACILITY DETAILS

- 2.1 **Facility Name** Enjabulweni Independent School Swimming Pool
- 2.2 **Facility Address** Lugaganeni, Manzini, Eswatini
- 2.3 **Pool Specifications** 8 Lanes, 25m Short Course, Starting Blocks on one side, back stroke ledges, back stroke flags, 15 m marking. Finishing end depth 1.4m. Opposite end depth 1.4m
- 2.4 **Warm-up and Cool down Area.** Warm-up will be done in the competition pool before each session starts.
- 2.5 **Change rooms:** Male and female athletes will be provided with facilities including showers, toilets and change areas.

3. LOC & FEDERATION CONTACTS

- 3.1 **LOC CHAIRPERSON** Pedro Nunes
president@eswatiniswimming.com
- 3.2 **COMPETITION MANAGER** Bongiwe Dlamini
treasurer@eswatiniswimming.com
- 3.3 All correspondence must be copied to the above emails as well as
secretarygeneral@eswatiniswimming.com; AfricaAquaticszone4@gmail.com and
AfricaAquaticszone4secretariat@gmail.com



4. KEY DATES

Please note all electronic documents and files (Team List, Accommodation Requirements and Travel Information) must be completed and returned in accordance with these dates.

Document / Event	Date due / scheduled	Time
Intention to Participate	4 June 2025	
Preliminary Team Information	18 June 2025	
Accommodation Requirements & 50% Deposit	4 July 2025	
Final Team List (including 2 Technical Officials)	4 August 2025	
Accreditation Information	4 August 2025	
Final Rooming List & Final Payment	4 August 2025	
Travel Arrangements	4 August 2025	
Final Team Entries	4 August 2025	
Technical Meeting (Team leaders)	2 September 2025	14:00
Technical Meeting (Officials)	2 September 2025	16:00
First Day of Pool Competition	3 September 2025	
Last Day of Pool Competition	6 September 2025	
Opening Ceremony	3 September 2025	14:00
Open Water Competition	7 September 2025	

5. ACCOMMODATION & TRANSPORT

- 5.1. Accommodation will be provided for teams at the Esibayeni Lodge in Matsapha, Eswatini
- 5.2. **The cost for accommodation is 125 USD p/p per day for a double occupancy in a twin and 150 USD p/p per day for a single occupancy.**
- 5.3. These rates are applied from 1st September 2025 to 10th September 2025. If any Federation need to arrive early or leave later must inform in advance.
- 5.4. This includes full board (bed, breakfast, lunch and dinner).
- 5.5. Transport will be provided for airport transfers and between the accommodation venue and the competition venue.
- 5.6. The hotel to the competition travel distance is 20 minutes.

ACCOMODATION NAME: ESIBAYENI LODGE

ADDRESS: No 2 Matsapha Airport Road

CONTACT: +268 2518 4848; reservations@esibayenilodge.com



6. TRAVEL REQUIREMENTS

- 6.1. Please note that some countries do require VISA's, please kindly check and communicate with the LOC who will assist in the necessary letters and documents from their side.

7. PAYMENT FOR ACCOMMODATION

- 7.1. **A 50% deposit for accommodation must be paid not later than 4th of July 2025.**
- 7.2. **Full Payments must be made by not later than 4 August 2025.**
- 7.3. For any country late with payments, the LOC will **not be able to guarantee accommodation.**
- 7.4. Bank details for payments should be made to:

Bank: First National Bank

Account number: 62934649916

Swift: FIRNSZMX

- 7.5. **ALL TRANSFERS MUST INDICATE THE "COUNTRY NAME - ZONE IV 2025"** and all remittances should include **banking charges to be paid for by the sender** when they process the transfer.
- 7.6. Please email a copy of the payment instructions (proof of payment) and confirmation to secretarygeneral@eswatiniswimming.com, accounts@eswatiniswimming.com and copied to AfricaAquaticszone4@gmail.com and AfricaAquaticszone4secretariat@gmail.com
- 7.7. All cash payments must be made, by arrangement, **immediately** on arrival to the LOC.

8. ACCREDITATION

- 8.1. All entry to Swimming pool will be by accreditation card ONLY.
- 8.2. Please note that we will be using the Africa Aquatics Events Portal to register your athletes and delegation. <https://africaaquatics.org/country-admin/login>
The Federations that do not yet have access to the portal should contact Warren Fritz of Africa Aquatics at +27 82 448 8850
- 8.3. All accreditation information must be received 4 weeks prior to the competition.

9. TEAM LEADERS MEETING

- 9.1. The Team Leaders Meeting for swimming will be held at 14:00 on the 2 September 2025 at the Competition Pool.
- 9.2. Africa Aquatics Zone IV will provide the agenda for this meeting. Attendance by countries is mandatory. Not more than two (2) representatives from countries are to attend. During the



meeting each Team Leader must submit the final corrections to the Technical Swimming Committee.

9.3. Two important objectives of this meeting are:

9.3.1. To accept final changes to the entry list

9.3.2. To produce the final official start list for the whole competition.

9.4. Forms for withdrawals, substitutions, corrections and relay entries will be available at the meeting and at the Competition Pool.

10. TRAINING

10.1. Training Venues

10.1.1. The training venue will be at the Competition Swimming Pool.

10.2. Training Sessions

10.2.1. Training sessions will be scheduled pre-competition at the competition pool with warm-up sessions before the competition starts.

10.3. Transport to the Training Venue

10.3.1. In accordance with the training schedule, transport will be provided for athletes and team officials.

11. COMPETITION PROCEDURE

11.1 Warm-up

11.1.1 Prior to competition, the competition pool is available for warm-up from 07:00 to 08:45hrs in the morning session.

11.2 Call Room

11.2.1 Athletes have to report to the Call Room with their accreditation cards and equipment fifteen (15) minutes prior to the official start time of the event or at least five (5) heats before their heat is due to start.

11.2.2 Prior to each event/heat, Athletes' Escorts lead the athletes from the Call Room in single line onto the pool deck.

11.2.3 When introduced, athletes are asked to stand near their seating block and acknowledge the spectators.

11.3 Equipment Baskets

11.3.1 Equipment baskets will be situated on the pool deck beside each lane.

11.3.2 Athletes are expected to put their belongings into the basket prior to the start of their race.

11.3.3 Volunteers will collect the baskets after the start of each race and take the baskets to a location off the Field of Play.

11.4 Water Buckets

11.4.1 Water buckets will be placed alongside each starting block.

11.4.2 Athletes are not allowed to splash themselves from the pool and must use the water in the buckets provided.



12. COMPETITION PROGRAM

21st AFRICA AQUATICS ZONE IV SWIMMING AND OPEN WATER CHAMPIONSHIPS – MANZINI 2025 COMPETITION PROGRAMME

DAY ONE
3 SEPTEMBER 2025

MORNING SESSION 0900HRS START

Event	M/F	Age	Event Name
1	F	14 & Under	800 Freestyle
2	M	14 & Under	800 Freestyle
3	F	15 & over	800 Freestyle
4	M	15 & over	800 Freestyle
201	F	Masters 30 - 44 / 45 & O	800 Freestyle
202	M	Masters 30 - 44 / 45 & O	800 Freestyle

AFTERNOON SESSION 1400HRS START OPENING CEREMONY

MEDAL PRESENTATION 800m Freestyle

Event	M/F	Age	Event Name
5	F	11 - 12	50 Breast
6	M	11 - 12	50 Breast
7	F	13 - 14	50 Breast
8	M	13 - 14	50 Breast
9	F	15 - 16	50 Breast
10	M	15 - 16	50 Breast
11	F	17 - 29	50 Breast
12	M	17 - 29	50 Breast
203	F	Masters 30 - 44 / 45 & O	50 Breast
204	M	Masters 30 - 44 / 45 & O	50 Breast
13	F	11 - 12	100 Back
14	M	11 - 12	100 Back
15	F	13 - 14	100 Back
16	M	13 - 14	100 Back
17	F	15 - 16	100 Back
18	M	15 - 16	100 Back
19	F	17 - 29	100 Back
20	M	17 - 29	100 Back
205	F	Masters 30 - 44 / 45 & O	100 Back
206	M0	Masters 30 - 44 / 45 & O	100 Back

MEDAL PRESENTATION 50m Breaststroke & 100m Backstroke

Event	M/F	Age	Event Name
21	F	14 & Under	4 x 100 Medley Relay
22	M	14 & Under	4 x 100 Medley Relay
23	F	15 & over	4 x 100 Medley Relay
24	M	15 & over	4 x 100 Medley Relay



**21st AFRICA AQUATICS ZONE IV SWIMMING AND OPEN WATER
CHAMPIONSHIPS – MANZINI 2025
COMPETITION PROGRAMME**

**DAY TWO
4 SEPTEMBER 2025**

MORNING SESSION 0900HRS START

Event	M/F	Age	Event Name
25	F	11 - 12	200 Breast
26	M	11 - 12	200 Breast
27	F	13 – 14	200 Breast
28	M	13 – 14	200 Breast
29	F	15 – 16	200 Breast
30	M	15 – 16	200 Breast
31	F	17 – 29	200 Breast
32	M	17 – 29	200 Breast
207	F	Masters 30 - 44 / 45 & O	200 Breast
208	M	Masters 30 - 44 / 45 & O	200 Breast

MEDAL PRESENTATION 400m Medley Relay & 200m Breaststroke

Event	M/F	Age	Event Name
33	F	11 - 12	200 Back
34	M	11 - 12	200 Back
35	F	13 – 14	200 Back
36	M	13 – 14	200 Back
37	F	15 – 16	200 Back
38	M	15 – 16	200 Back
39	F	17 – 29	200 Back
40	M	17 – 29	200 Back
209	F	Masters 30 - 44 / 45 & O	200 Back
210	M	Masters 30 - 44 / 45 & O	200 Back

AFTERNOON SESSION 1500HRS START

Event	M/F	Age	Event Name
41	F	11 - 12	200 Freestyle
42	M	11 - 12	200 Freestyle
43	F	13 – 14	200 Freestyle
44	M	13 - 14	200 Freestyle
45	F	15 - 16	200 Freestyle
46	M	15 - 16	200 Freestyle
47	F	17 – 29	200 Freestyle
48	M	17 – 29	200 Freestyle
211	F	Masters 30 - 44 / 45 & O	200 Freestyle
212	M	Masters 30 - 44 / 45 & O	200 Freestyle
49	F	11 - 12	50 Butterfly
50	M	11 - 12	50 Butterfly
51	F	13 - 14	50 Butterfly
52	M	13 - 14	50 Butterfly
53	F	15 - 16	50 Butterfly
54	M	15 - 16	50 Butterfly
55	F	17 – 29	50 Butterfly
56	M	17 – 29	50 Butterfly
213	F	Masters 30 - 44 / 45 & O	50 Butterfly
214	M	Masters 30 - 44 / 45 & O	50 Butterfly

MEDAL PRESENTATION 200m Backstroke, 200m Freestyle, 50m Butterfly

Event	M/F	Age	Event Name
57	F	14 & Under	4x100 Free Relay
58	M	14 & Under	4x100 Free Relay
59	F	15 & over	4x100 Free Relay
60	M	15 & over	4x100 Free Relay



**21st AFRICA AQUATICS ZONE IV SWIMMING AND OPEN WATER
CHAMPIONSHIPS – MANZINI 2025
COMPETITION PROGRAMME**

**DAY THREE
5 SEPTEMBER 2025**

MORNING SESSION 0900HRS START

Event	M/F	Age	Event Name
61	F	14 & Under	400 Freestyle
62	M	14 & Under	400 Freestyle
63	F	15 & over	400 Freestyle
64	M	15 & over	400 Freestyle
215	F	Masters 30 - 44 / 45 & O	400 Freestyle
216	M	Masters 30 - 44 / 45 & O	400 Freestyle

MEDAL PRESENTATION 400m Freestyle Relay & 400m Freestyle

Event	M/F	Age	Event Name
65	F	11 - 12	100 Butterfly
66	M	11 - 12	100 Butterfly
67	F	13 - 14	100 Butterfly
68	M	13 - 14	100 Butterfly
69	F	15 - 16	100 Butterfly
70	M	15 - 16	100 Butterfly
71	F	17 - 29	100 Butterfly
72	M	17 - 29	100 Butterfly
217	F	Masters 30 - 44 / 45 & O	100 Butterfly
218	M	Masters 30 - 44 / 45 & O	100 Butterfly

AFTERNOON SESSION 1500HRS START

Event	M/F	Age	Event Name
73	F	11 - 12	50 Back
74	M	11 - 12	50 Back
75	F	13 - 14	50 Back
76	M	13 - 14	50 Back
77	F	15 - 16	50 Back
78	M	15 - 16	50 Back
79	F	17 - 29	50 Back
80	M	17 - 29	50 Back
219	F	Masters 30 - 44 / 45 & O	50 Back
220	M	Masters 30 - 44 / 45 & O	50 Back
81	F	11 - 12	100 Breast
82	M	11 - 12	100 Breast
83	F	13 - 14	100 Breast
84	M	13 - 14	100 Breast
85	F	15 - 16	100 Breast
86	M	15 - 16	100 Breast
87	F	17 - 29	100 Breast
88	M	17 - 29	100 Breast
221	F	Masters 30 - 44 / 45 & O	100 Breast
222	M	Masters 30 - 44 / 45 & O	100 Breast

MEDAL PRESENTATION 100m Butterfly, 50m Backstroke & 100m Breaststroke

Event	M/F	Age	Event Name
89	F	11 - 12	50 Freestyle
90	M	11 - 12	50 Freestyle
91	F	13 - 14	50 Freestyle
92	M	13 - 14	50 Freestyle
93	F	15 - 16	50 Freestyle
94	M	15 - 16	50 Freestyle
95	F	17 - 29	50 Freestyle
96	M	17 - 29	50 Freestyle
223	F	Masters 30 - 44 / 45 & O	50 Freestyle
224	M	Masters 30 - 44 / 45 & O	50 Freestyle
97	Mixed	14 & Under	4 x 100 Medley Relay
98	Mixed	15 & over	4 x 100 Medley Relay



**21st AFRICA AQUATICS ZONE IV SWIMMING AND OPEN WATER
CHAMPIONSHIPS – MANZINI 2025
COMPETITION PROGRAMME**

**DAY FOUR
6 SEPTEMBER 2025**

MORNING SESSION 0900HRS START

Event	M/F	Age	Event Name
99	F	11 - 14	200 Fly
100	M	11 - 14	200 Fly
101	F	15 - 16	200 Fly
102	M	15 - 16	200 Fly
103	F	17 – 29	200 Fly
104	M	17 – 29	200 Fly
225	F	Masters 30 - 44 / 45 & O	200 Fly
226	M	Masters 30 - 44 / 45 & O	200 Fly

MEDAL PRESENTATION 50m Freestyle, 400m Mixed Medley Relay & 200m Butterfly

Event	M/F	Age	Event Name
105	F	11 - 12	100 Freestyle
106	M	11 - 12	100 Freestyle
107	F	13 - 14	100 Freestyle
108	M	13 - 14	100 Freestyle
109	F	15 - 16	100 Freestyle
110	M	15 - 16	100 Freestyle
111	F	17 – 29	100 Freestyle
112	M	17 – 29	100 Freestyle
227	F	Masters 30 - 44 / 45 & O	100 Freestyle
228	M	Masters 30 - 44 / 45 & O	100 Freestyle
113	F	11 - 12	200 I M
114	M	11 - 12	200 I M
115	F	13 - 14	200 I M
116	M	13 - 14	200 I M
117	F	15 - 16	200 I M
118	M	15 - 16	200 I M
119	F	17 – 29	200 I M
120	M	17 – 29	200 I M
229	F	Masters 30 - 44 / 45 & O	200 I M
230	M	Masters 30 - 44 / 45 & O	200 I M

MEDAL PRESENTATION 100m Freestyle & 200m Medley

Event	M/F	Age	Event Name
121	F	14 & Under	4 x 50 Free Relay
122	M	14 & Under	4 x 50 Free Relay
123	F	15 & over	4 x 50 Free Relay
124	M	15 & over	4 x 50 Free Relay

MEDAL PRESENTATION 200m Freestyle Relay & Presentation of Trophies

END OF SWIMMING COMPETITION



13. GENERAL RULES

- 13.1. The competition is held under the control of the Africa Aquatics Zone IV Bureau, Regulations of Africa Aquatics Zone IV, Regulations of Africa Aquatics and the Technical Rules of the World Aquatics respectively.
- 13.2. In cases of conflict in interpreting the rules, the English text shall prevail.
- 13.3. The working language of Africa Aquatics Zone IV is English and where there is a difference in the translation, the English version shall prevail.
- 13.4. In cases where Africa Aquatics does not provide for the rules, World Aquatics Rules will apply.
- 13.5. The Africa Aquatics Zone IV Bureau members or its delegate(s) shall have complete control of all swimming events at the AFRICA AQUATICS Zone IV Swimming Championships.

14. COMPETITION RULES

14.1 Format

- 14.1.1 It will be a four-day program and all events will be timed finals.
- 14.1.2 The Swimming competition consists of the following events:

	Women's Events	Men's Events
1	800m Freestyle	800m Freestyle
2	50m Breaststroke	50m Breaststroke
3	100m Backstroke	100m Backstroke
4	4 x 100m Medley Relay	4 x 100m Medley Relay
5	200m Breaststroke	200m Breaststroke
6	200m Backstroke	200m Backstroke
7	200m Freestyle	200m Freestyle
8	50m Butterfly	50m Butterfly
9	4x100m Freestyle Relay	4x100m Freestyle Relay
10	400m Freestyle	400m Freestyle
11	100m Butterfly	100m Butterfly
12	50m Backstroke	50m Backstroke
13	100m Breaststroke	100m Breaststroke
14	50m Freestyle	50m Freestyle
15	4x100m Mixed Medley Relay	4x100m Mixed Medley Relay
16	200m Butterfly	200m Butterfly
17	100m Freestyle	100m Freestyle
18	200m Individual Medley	200m Individual Medley
19	4 x 50m Freestyle Relay	4 x 50m Freestyle Relay



14.2 Events Seeding Criteria

14.2.1 Events shall depend on the number of athletes entered for the event:

- 14.2.1.1 There shall be at least four (4) entrants in individual events and four (4) in team events.
- 14.2.1.2 There shall be a minimum of three (3) countries represented in each individual event and four (4) countries in a team event.
- 14.2.1.3 Where this criterion is not met, the event may be cancelled at the discretion of the AFRICA AQUATICS Zone IV Bureau representative.

14.3 Entries

14.3.1 Forms

14.3.1.1 The following Forms are to be submitted by the countries wishing to take part, to LOC:

- i. Intention to Compete due 5 months prior to competition
- ii. Preliminary team due 3 months prior to competition
- iii. Accommodation requirements due 2 months prior to competition
- iv. Final team list & Accreditation information due 3 weeks prior competition
- v. Rooming list due 3 weeks prior to competition
- vi. Travel Arrangements due 3 weeks prior to competition
- vii. Team Entries due 3 weeks prior to competition

14.3.1.2 The forms as attached / previously distributed

14.3.1.3 All entry forms must be submitted to LOC to arrive before the closing date.

14.3.1.4 All entries via Team Manager from HyTek facilities and LOC will send an event file to the countries indicating their Intention to Compete. Any member not having the HyTek Program can contact the LOC.

14.3.2 Entry Fees

14.3.2.1 Swimming Entry Fee: 2USD per athlete per event, 4USD per relay team per event can be paid in USD.

14.3.2.2 Entry fees must be paid before the commencement of the competition.

14.3.3 Entry Criteria

14.3.3.1 Age of the athlete will be as at the first day of competition.

14.3.3.2 Age groups shall be: 11/12, 13/14, 15/16, 17-29, **except for 800m freestyle which shall be swum as 14 and under, 15 and over.**

14.3.3.3 Age groups for Masters 30-44, 45 and over.



- 14.3.3.4 All events shall be swum as timed finals, **entry times are therefore essential** for seeding purposes. Entries with no times will be accepted but will be seeded accordingly.
- 14.3.3.5 Entries should be submitted on Team Manager TM ZIP Entry File.
- 14.3.3.6 Each Country may enter two (2) swimmers per age group per event for individual event and one relay team per relay event.
- 14.3.3.7 Swimmers may swim up in the relay events, but may only swim in one age group per relay per event.
- 14.3.3.8 All swimmers must be citizens of participating country.

14.4 Competition Procedure

- 14.4.1 Start Lists
 - 14.4.1.1 Events file will be made available 3 months prior to competition.
 - 14.4.1.2 Entries deadline is the 4th of August 2025.
 - 14.4.1.3 Preliminary entry check list by event available to teams 1 week prior to competition.
- 14.4.2 Relay Forms
 - 14.4.2.1 Relay forms shall be available from the Sport Information Desk.
 - 14.4.2.2 Relay Forms must list the athletes' names in the order they are to participate and must be received one (1) hour before the start of the session.
- 14.4.3 Withdrawals & Substitutions
 - 14.4.3.1 All withdrawals, substitutions and late entries must be finalized at the Team Leaders' meeting.
 - 14.4.3.2 Withdrawals during the competition will only be considered on valid medical reasons. Other withdrawals or no shows will be subject to a fine.

15. THE ROLES AND RESPONSIBILITIES OF ZONE IV MEMBERS AND PARTICIPATING COUNTRIES

- 15.1. The participating affiliate must be a fully paid-up bona fide member of AFRICA AQUATICS Zone IV and AFRICA AQUATICS.
- 15.2. Affiliates which are not fully paid-up bona fide members of AFRICA AQUATICS Zone IV shall not be allowed to enter athletes for the competitions of the AFRICA AQUATICS Zone IV Swimming Championships.
- 15.3. Comply with response deadlines as set out by AFRICA AQUATICS Zone IV and the LOC,
- 15.4. Appoint a representative to liaise with the LOC



- 15.5. Monitor and ensure the order and discipline of their delegation.
- 15.6. Submit the names of at least **2 Technical Officials** for officiating at the Championships at each session. Technical Officials may not serve as Team Officials.
- 15.7. Ensure all payments are made within the required time and before the start of the competition.
- 15.8. Ensure only legitimate Team officials and competitors are accredited and have access to facilities and transport provided for the official event.
- 15.9. All visitors, parents and other spectators will not be provided with accreditation and will not have access to facilities, accommodation and transport provided for teams during the competition.
- 15.10. Teams will be limited to team officials as per the table below:

Number of competitors	Number of Team Officials
1-2	1
3-5	2
6-10	4
11 – 20	6
Over 21 competitors	8

16. PARTICIPANTS

- 16.1. Any athlete who participates in the championship events will be accredited using the AFRICA AQUATICS Zone IV Championships Accreditation Specifications.
- 16.2. All athletes shall present to the AFRICA AQUATICS Zone IV Technical Committee their individual passports issued by the Authorities of their respective countries to ascertain their nationalities.

17. TECHNICAL OFFICIALS

- 17.1. Any qualified, experienced Technical Officials from visiting countries wishing to officiate at this event, must submit their request to the LOC and AFRICA AQUATICS Zone IV Secretariat, by the due date.
- 17.2. The appointment of Technical Officials will be done by the LOC in consultation with the AFRICA AQUATICS Zone IV Secretariat.
- 17.3. Key Officials will be appointed by AFRICA AQUATICS Zone IV Secretariat.
- 17.4. Each member federation of AFRICA AQUATICS in Zone VI is required to provide two (2) Swimming Technical Officials who are either qualified Judges and / or Referees (preferably on the Current World Aquatics Lists) to officiate at EACH session of the event.



- 17.5. Coaches and Managers of teams are not allowed to participate as technical officials.
- 17.6. During Competitions all officials must adhere to the established Dress Code (navy blue bottoms, long pants, trousers, shorts may be worn for morning sessions if specified). White shirts will be worn unless sponsored shirts are provided.

18. CEREMONIES

18.1 Dress Code

- 18.1.1. Competitors must be neatly attired in uniform (tracksuits) at the Opening, Closing and Presentation Ceremonies.
- 18.1.2. Teams with athletes who are not appropriately attired at the respective Ceremonies will incur an automatic fine of 100USD for each infringement.

18.2 Opening Ceremony

- 18.2.1. Each team shall march into the arena in alphabetical sequence past the ceremonial dais.
- 18.2.2. The winning Country of the previous year's Championships shall lead the parade and the Host Country contingent shall bring up the rear.
- 18.2.3. In certain instances, it will suffice to replace the team by the captain or an official flag bearer.
- 18.2.4. The flag bearers and team managers or leaders will take up their position as directed at the Team Leaders Meeting.

18.3 Medal Presentations

- 18.3.1. The presentation will take place as published.
- 18.3.2. Once the Presentation is announced, all medal winners, followed by the bearers of the medals, will proceed to the podium.
- 18.3.3. The medal winners will take their position behind the victory podium and when announced, the third place winner will step onto the third place podium, then second place and then the winner.
- 18.3.4. Competitors who do not present themselves on time for medal presentations in the correct attire will forfeit their medals and points and the team will incur an automatic 100USD Fine.
- 18.3.5. The medal winners, and/or the finalists, shall be marched on to the podium, with musical accompaniment.
- 18.3.6. After all presentations are made, the finalists march away from the podium, passing in front of at least half the spectators.



18.4 Closing Ceremony

- 18.4.1. The closing ceremony will be held at the end of the championships.
- 18.4.2. The winner will be determined by points for the top fifteen places.
- 18.4.3. Each age group gender will receive a trophy, determined by points given for 1st, 2nd and 3rd places

18.5 After Championship Function

- 18.5.1. An after-championship function with limited entertainment will be arranged for the visiting teams

19. COMPETITION SCORING

19.1 Swimming Points

- 19.1.1. Points will be allocated for places 1 – 15.
- 19.1.2. The points will be as follows:
1st place – 18 points, 2nd place – 16 points, 3rd place – 14 points, 4th place – 12 points, 5th place – 11 points, 6th place – 10 points, 7th place – 9 points, 8th place – 8 points, 9th place – 7 points, 10th place – 6 points, 11th place – 5 points, 12th place – 4 points, 13th place – 3 points, 14th place – 2 points, 15th place – 1 point.
- 19.1.3. The winning country will be determined by the most points.
- 19.1.4. The master's events will not score points.

19.2 Medals

- 19.2.1. Medals, from either the Host Member or the Sponsor, will be presented to the:
 - 19.2.1.1. First Place Gold
 - 19.2.1.2. Second Place Silver
 - 19.2.1.3. Third Place Bronze

19.3 Trophies

- 19.3.1. Winners Trophy will be presented to the winning country based on the points as in 19.1 The winning country will be responsible for suitably engraving the trophy.
- 19.3.2. The winner Victor / Victrix Ludorum trophies (to be supplied by the LOC) in each age group will be determined by medals won. Points will be allocated as follows:
 - 19.3.2.1. Gold – 6 points
 - 19.3.2.2. Silver – 3 points
 - 19.3.2.3. Bronze – 1 point

19.4 Results

- 19.4.1. All countries will receive a full set of electronic results at the end of the championships.



20. PROTESTS

- 20.1 All protests shall be dealt with in accordance with the rules prescribed by World Aquatics GR 9.2 subject to an agreed fee of 100USD.
- 20.2 In the case of a disqualification arising from a decision of fact, the Referee's decision will be final.
- 20.3 Protests arising out of an event must be lodged in writing with the Referee of the Competition, not later than thirty (30) minutes of the incident or after the results of such event have been made available to Affiliated Team Managers.
- 20.4 In the case of a technical disqualification, the referee will reply in writing the reasons for the disqualification or decisions taken. If the decision stands and the disqualification upheld, the matter can be referred to the Jury of Appeal.
- 20.5 All other protests will be dealt with by the Jury of Appeal.

21. JURY OF APPEAL

- 21.1 A Jury of Appeal will be appointed by the Bureau to act during the course of the Competition. This panel should consist of three members who will be present for the duration of the competition; these members may not officiate during this period.
- 21.2 The Jury of Appeal shall be authorized and empowered to deal with all matters of dispute and/or emergency arising out of and/or concerning the proper conduct and running of the Event.
- 21.3 Protests in respect of such dispute or emergency shall be lodged in writing by the Affiliated Member's Team Manager with the Chairman of the Committee /Competition Manager, or his representative at the Competition, not less than two (2) hours before the commencement of the session concerned where the reason for such protest is known in advance.
- 21.4 The Jury of Appeal shall hear all such evidence as may be presented to it by parties concerned.
- 21.5 The Committee shall convey its decision to the Referee and/or any other Official concerned with the dispute and/ or emergency.
- 21.6 The procedure at the hearing of the Jury of Appeal shall be that which is commonly practiced by the disciplinary and/or similar Committee.
- 21.7 The maxim of the "*adi alteram partem*" rule should at all times be applied in the conduct of the Committee, and any party who may be the subject of an enquiry may have the right to



be represented by the President/Secretary and/or Manager of the team of the Affiliated Member of which he/she is a member.

21.8 All decisions of the Jury of Appeal will be final.

22. DOPING CONTROL

- 22.1. A Doping Control Programme will be implemented during the Period of the Championships, in compliance with the World Anti-Doping Agency (WADA), World Aquatics Regulations and its relevant International Standards.
- 22.2. Doping control will be conducted on all days of the Championship defined as the “the period commencing on the date of the opening of the Championships, up until and including the day of the Closing Ceremony of the Championships.
- 22.3. Any athlete who is part of the Championship may be selected to undergo a Doping Control during the Period of the Championship.
- 22.4. Selected athletes will be informed by means of a notification form served by an official Doping Control Chaperone.
- 22.5. The athlete must report to the Doping Control Station, accompanied by a team official, within one (1) hour of receiving the form.
- 22.6. Doping Control includes pre-competition testing and in-competition testing.
- 22.7. All samples collected during the period of the Championship will be screened for the substances and methods listed in the WADC latest Prohibited list.
- 22.8. Sample collected during the Championship will be analyzed in the WADA accredited Laboratory of the Region. The analysis report will be directly provided to the AFRICA AQUATICS Zone IV Secretary General and Treasurer.

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