



# TEAMS GUIDE

## 1. WELCOME

World Para Swimming in cooperation with U.S. Paralympics Swimming are pleased to share with you the Teams Guide for the Para Swimming World Series USA. Within the Guide, you will find all key information relating to the competition.

We look forward to welcoming you to Indianapolis and should you have any questions, please contact the key contacts below.

## 2. GENERAL INFORMATION

### 2.1. Dates & General Information

Entries open: **February 12, 2025**

Classification Entry Deadline: **March 5, 2025**

Entry Deadline: **March 26, 2025**

Training/Classification Dates: **April 21-23, 2025**

Competition Dates: **April 24-26, 2025**

LOC Main Contact: **Rachel McKivigan**

[Rachel.McKivigan@usopc.org](mailto:Rachel.McKivigan@usopc.org)

World Para Swimming Technical Delegate: **Susan Prasad**

World Para Swimming Contact: **Daniela Gimenez**

[Daniela.Gimenez@WorldParaSwimming.org](mailto:Daniela.Gimenez@WorldParaSwimming.org)

World Para Swimming Classification contact: **Franziska Zenk**

[Franziska.Zenk@WorldParaSwimming.org](mailto:Franziska.Zenk@WorldParaSwimming.org)

### 2.2. Venue Overview

The competition will be held at [IU Natatorium](#). The 4,700 seat facility features an 8 lane 50m competition pool, 8 lanes 25-yard warm up pool.

Location: 901 West New York Street, Indianapolis, IN 46202

### 2.3. Traveling to Indianapolis

Information on travelling to the city, e.g. nearest airports and distance from airport to accommodation and venue.

Website: <https://www.visitindy.com/>

Indianapolis International Airport (IND): 18 miles from the IUPUI Campus.

Chicago International Airport (ORD): 199 miles from the IUPUI Campus.

### 2.4. Visas

Each team is responsible to ensure they have the proper documentation to enter The United States of America.

Please use the following link to check if you require an entry VISA

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit.html>

Should you require a visa, you can request a letter of support to

[Rachel.McKivigan@usopc.org](mailto:Rachel.McKivigan@usopc.org) with the following information on all staff and athlete's attending from your NPC:

- Full Name
- Date of Birth
- Position/Role
- Passport Number
- Passport Expiry Date

### 2.5. Accommodation and Transportation

All teams and individuals are responsible for arranging their own accommodation, as **U.S. Paralympics Swimming does not cover travel, meals, or lodging**. The event venue is surrounded by a variety of hotels and restaurants for your convenience.

U.S. Paralympics Swimming has partnered with **HBC Event Services**, a reputable housing agency that provides competitive hotel rates with exclusive benefits such as discounted pricing and breakfast options.

## Stay-to-Save Program

This event follows a **Stay-to-Save** model, meaning that all **non-commuting participants are encouraged to book their accommodations through the official booking platform** rather than contacting hotels directly. By doing so, you support the event and its partnered hotels.

To book your stay, visit: [Booking Link](#)

## Travel Protection Plan

Participants can **purchase a Travel Protection Plan**, covering up to **100% of cancellations for covered reasons** and **75% reimbursement for any reason on prepaid, non-refundable expenses**, including event registration costs. For full terms and conditions, please click [here](#).

For any questions or special hotel requests, contact **HBC Event Services**:

Phone: (505) 346-0522

Email: [support@hbceventservices.com](mailto:support@hbceventservices.com)

All teams and individuals are responsible for their own transportation to and from the airport, as well as within Indianapolis. Below is a list of available transportation options in the area; however, this is not an exhaustive list.

- [Need-a-Lift](#)
- [Indianapolis Yellow Cab](#)
- Uber and Lyft

All transportation and lodging associated with this event are considered In-Program Contact. Therefore, Adult Participants traveling with Minor Athletes to this event must comply with the USOPC MAAPP transportation and lodging requirements, including obtaining and retaining any necessary consent forms. Upon request, Adult Participants must be able to provide a copy of the consent forms for compliance purposes. The U.S. Centre for SafeSport provides [sample consent forms](#).

## 2.6. Competition Fee

Competition Entry fee for athletes: \$150.00 USD

Entry fee for Staff: \$50.00 USD

Should an athlete no longer able to attend, withdrawals are as per the WPS Rules and Regulations. Medical Withdrawals require a Medical Withdrawal form submitted to the WPS contact for confirmation.

- **International athletes and staff must pay through invoice instructions below.**
- **U.S. Athletes and team staff should pay through registration platform at time of signing up.**

Payments must be received by March 31, 2025.

Refunds of payments will be granted if withdrawal is made before April 7, 2025. After April 7, 2025, no refund will be provided.

To request for invoices, please email [Cecelia.Bolin@usopc.org](mailto:Cecelia.Bolin@usopc.org) with the following details:

- Name of NPC / National Federation
- Billing Address
- Number of Athletes and Team Officials entered
- Contact Details (Name, telephone number, email address)

### 3. SPORT ENTRIES

#### 3.1. Entries

**International Swimmers** entering the Para Swimming World Series USA:

- All entries must be through WPS Entry system. [SDMS \(ipc-services.org\)](https://ipc-services.org)
- Only NPC/NF representatives with access to the IPC SDMS can process entries.

**U.S. Swimmers** entering the Para Swimming Worlds Series USA:

- Visit the U.S. Paralympics Swimming competitions page and complete the event registration and select what events you want to swim.  
<https://www.usparaswimming.org/competitions>
- Send a HyTek Meet Entry file to [Rachel.McKivigan@usopc.org](mailto:Rachel.McKivigan@usopc.org). Meet file will be posted at <https://www.usparaswimming.org/competitions>
- If you are nominated for international classification, U.S. Paralympics Swimming will advise which events you are required to enter for classification observation purposes.
- **IMPORTANT DEADLINE: U.S. Athletes entries and registration must be submitted to [Rachel.McKivigan@usopc.org](mailto:Rachel.McKivigan@usopc.org) by March 17, 2025, so they can be entered into the SDMS Accreditation/Entry system.**

#### Important dates

Entries Open: **February 12, 2025**

Classification entry deadline: **March 5, 2025**

U.S. Athlete Entry Deadline: March 17, 2025

International Athlete Entry Deadline: **March 26, 2025**

Entries received after the Classification deadline will not receive a classification slot.

### 3.2. Competition Format and Programme

Para Swimming World Series events are run under Multi class competition format for both heats and finals. Points are determined using the World Para Swimming Points System.

For all Para Swimming World Series events the current World Para Swimming Rules and Regulations apply. They can be found on the World Para Swimming website (see Swimming – Rules & Regulations – Rules).

- Heats
  - 8 lanes will be used.
  - Heats will be seeded by entry time.
  - Venue opens: 7:00am.
  - Warm up time: 7:30am – 8:45am
  - Heats start time: 9:00am
- Finals
  - 8 lanes will be used
  - Finals will be seeded by Points
  - Venue opens: 3:30pm
  - Warm up time: 4:00pm – 5:15pm
  - Finals start time: 5:30pm
  - The highest points scoring athletes in each event as determined by WPS Points system will be eligible for finals

Finals shall be formatted and prioritized in the following order:

- World Series Final A (1-8 Placed on Points)
- World Series Youth Final (1-8 placed on points scores of Youth athletes not in the A final).
- B Final (9-16 placed on points scores of athletes not involved in youth final)
  - Youth and B finals will only take place if more than 4 athletes are eligible for the start list.
  - Youth Final age group eligibility is 18 years and under (age at 31<sup>st</sup> December of competition year).

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.

If necessary, a swim-off may be used to determine swimmers for an individual final, where point scores are equal, unless the swimmers are the same class then the fastest swimmer shall progress.

There will be 2 reserve swimmers for Finals.

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 this rule for 50m Breaststroke and 150m Individual medley events to support development of a heat opportunity for lower class athletes.

Version 1 competition programme will be in place for the Para Swimming World Series USA. Competition programme below.

Day 1	Day 2	Day 3
100 Freestyle M/F (S1-14) 150 IM M/F (SM1-4) 50m Butterfly M/F (S2-7) 200m Freestyle M/F (S1-5, S14)  Mixed 4x100 Medley 49pt Relay Mixed 4x100 Medley 34pt Relay Mixed 4x100 Medley S14 Relay	400m Freestyle M/F (S6-14) 50 Backstroke M/F (S1-5) 100m Breaststroke M/F (SB4-9, 11-14) 50m Breaststroke M/F (SB1-3)  Mixed 4x100 Freestyle S14 Relay Mixed 4x100 Freestyle 34pt Relay Mixed 4x50 Freestyle 20pt Relay	100m Backstroke M/F (S1-2, 6-14) 50m Freestyle M/F (S1-13) 200 IM M/F (SM5-14) 100m Butterfly M/F (S8-14)  Mixed 4x50 Medley 20pt Relay Mixed 4x100 Freestyle 49pt Relay



### 3.3. Athlete Eligibility

Swimmers must:

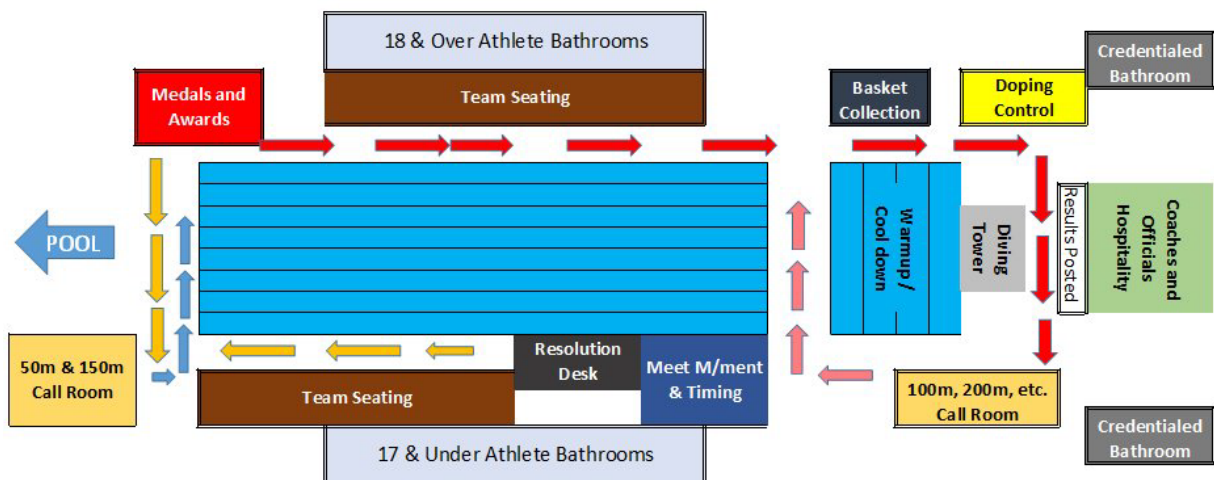
- Be at a minimum hold an active World Para Swimming license for the Season 2025.
- Be entered by their NPC or NF, with the NPC being a good standing member of IPC.
- Be 12 years of age or older by 31<sup>st</sup> December in the year of the competition.

To compete in Para Swimming World Series finals, an athlete must have an International Classification status of Review (R), Fixed Date Review (FDR) or Confirmed (C).

- Any athlete on a New (N) Status not undergoing classification in the competition may only swim in heats and will not progress to finals.

## 4. COMPETITION INFORMATION

### 4.1. Competition Venue



## 4.2. Training

Training on April 21-23, 2025, dates will take place at IU Natatorium.

Training times are below:

- **April 21, 2025: 9:00 – 11:00 am & 3:00 – 5:00 pm**
- **April 22, 2025: 9:00 – 11:00 am & 3:00 – 5:00 pm**
- **April 23, 2025: 9:00 – 11:00 am & 3:00 – 5:00 pm**

Lane markings will be clearly displayed on the poolside outlining specific classification lanes, e.g. VI lane, S1-4 Lane.

In the competition pool on training days, lanes 0 and 9 are reserved for classification.

## 4.3. Warm Up/Swim Down

Warm up on competition days for heats and finals is available in the competition pool and warm up pool.

Warm up times in the competition pool are below:

- Heats: 7:30 – 8:45 am
- Finals: 4:00 – 5:15 pm

All athletes must follow the warm up signage in place for the safety of all swimmers. Warm up lane allocations will also be shared in the technical meeting.

Swim down in the Warm up pool will close half an hour following the finish of the session.

## 4.4. Technical Meeting

The Technical Meeting will take place April 23, 2025, at 5:00pm in the IU Natatorium (directional signage and staff will be available to help direct NPC staff/coaches to the meeting).

Technical Meeting presentation will be circulated to attending NPCs/coaches in advance of the meeting to prepare any questions.

Any equipment that is required to be checked by Technical Officials can be taken to the technical meeting and checked at the end of the meeting.

#### 4.5. Call Rooms & Competition

There will be two (2) call rooms:

1. 100m Call Room located at the timing side of the pool opposite the diving well.
2. 50m and 150m Call Room located on the timing side of the pool near the training pool.

It is the responsibility of the athlete to report to the Call Room no later than 15 minutes prior to the scheduled start of their event.

Regulations outlined in the World Para Swimming Rules and Regulations concerning swimwear will apply; swimwear (caps, goggles and swimsuits) must be from the approved list and might be checked in the call room. Athletes will be escorted from the Call Room onto the pool deck.

#### 4.6. Sport Information Desk (SID)

A Sport Information Desk will operate at the competition venue on the days of competition, as well as during any scheduled training sessions. 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 Declaration Form, Protest Form, Medical Withdrawal Form);
- Liaison between teams and LOC / World Para Swimming.

#### 4.7. Accreditation

**All athletes and team staff require accreditation in order to enter the venue and competition areas.**

Accreditation registration is through the SDMS system at the following link <https://db.ipc-services.org/accreditation>.

Only NPC/NF personnel can access the SDMS system. Please work directly with your NPC if you wish to attend World Series USA.

Accreditation system open: **February 12, 2025**

Accreditation registration deadline: **April 2, 2024**

#### 4.8. Classification

This competition offers international classification for the following impairment types:

- Physical Impairment (PI) – **April 21-23, 2025, 8:00 am – 5:00 pm**, IU Natatorium.
- Vision Impairment (VI) – **April 21-23, 2025, 8:00 am – 5:00 pm**, Location TBC.
- Intellectual Impairment (II) – **April 21-23, 2025, 8:00 am – 5:00 pm**, IU Natatorium.

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 for the 2025 Season.
- Has been entered into the competition by the classification entry deadline.
- The NPC has submitted their athlete priority list prior to the classification entry deadline.
- Has submitted Medical Diagnostics information (Medical Diagnostic Form/TSAL and supporting documents) as requested by WPS to the SDMS by the final entry deadline.

It is NPC responsibility to enter the required events for Classification observation purposes for the athlete in the Entry by Name. Details of which events can be used for observation are found at the following page on the WPS Website. [Para Swimming Classification Rules - Info for NPCs/NFs \(paralympic.org\)](https://paralympic.org/Para-Swimming-Classification-Rules-Info-for-NPCs/NFs).

Official posting of Classification results will be printed and posted in venue at a designated area. The classification team will notify NPCs of this location upon check in to classification. Results will be emailed to Team leaders for a secondary notification, however, please note the official posting time will be in venue.

#### 5. VICTORY CEREMONIES

Medal ceremonies will take place during finals sessions and will be included in the session report timeline.

World Series Medals to be awarded to the three highest points scorers in the World Series A final per event.

World Series Youth Medals to be awarded to the three highest points scorers of youth athletes across all finals per event.

WPS Minus one rule will be implemented where applicable as per the WPS Rules and Regulations.

## **6. ANTI-DOPING AND MEDICAL INFORMATION**

### **6.1. Anti-Doping**

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**

Lifeguards, medical team and ambulance will be on site for teams.

### **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 in order 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.

#### **6.4. Medical Attention**

The following details relate to emergency medical services:

##### **IU Health University Hospital**

University Hospital  
550 University Blvd  
Indianapolis, IN 46202  
(317) 944-5000

##### **IU Health Methodist Hospital**

1701 N Senate Ave  
Indianapolis, IN 46202  
(317) 962-2000

##### **Riley Hospital for Children at Indiana University Health**

Children's Hospital  
705 Riley Hospital Drive  
Indianapolis, IN 46202  
(317) 944-5000

##### **IU Health**

General Hospital  
404 E. Washington St.  
Indianapolis, IN 46204  
(317) 963-2610

## Annex 1 (for USA Participants only)

### ATHLETE SAFETY REQUIREMENTS

All U.S. participants in this competition are subject to the requirements outlined in the USOPC Athlete Safety Policy. Adult Participants are also required to be familiar with, and comply with, the USOPC Minor Athlete Abuse Prevention Policies (MAAPP) and Supporting Athletes with an Intellectual Impairment Policy, which can be found on the [USOPC Athlete Safety webpage](#). Participating in our events also comes with certain responsibilities, such as requirements to report Prohibited Conduct, to include violations of the MAAPP and the Supporting Athletes with an Intellectual Impairment Policy (as outlined in Section 6 of the USOPC Athlete Safety Policy).

Adult Participants must also complete training requirements as outlined below.

#### U.S. Center for SafeSport Training

All U.S. athletes (18 years and older), coaches, officials, and support staff requesting accreditation must complete, or have completed within the last calendar year, the U.S. Center for SafeSport's SafeSport™ Trained Core training, or applicable Refresher training course if they have previously taken the SafeSport™ Trained Core training. The training must be completed prior to arrival at the event and must be valid through the conclusion of the event. Please note, U.S. Paralympics Swimming membership with SafeSport training that is valid through the conclusion of the event will be accepted.

If you are not in compliance with training, depending on the required course, it will take between 30 to 90 minutes to complete the training. Taking the SafeSport™ Trained Core or Refresher training is free for registered event participants. Please email Lindsay Griswold at [Lindsay.Griswold@usopc.org](mailto:Lindsay.Griswold@usopc.org) if you need help accessing the training. You must submit proof of completion and expiration date of your most recent SafeSport training to Lindsay Griswold at [Lindsay.Griswold@usopc.org](mailto:Lindsay.Griswold@usopc.org) by April 7, 2025, or at least two weeks prior to the event.

If you are a minor athlete, completing SafeSport training is not required, however, we recommend you work with your parent/guardian to take the free youth training course offered by the U.S. Center for SafeSport. The U.S. Center for SafeSport also has resources available to parents/guardians regarding abuse prevention in sport, to include the [Parent Handbook](#), and free online training. These resources, and information regarding the training for both minor athletes and parents/guardians is available at: <https://uscenterforsafesport.org/training-and-education/safesport-courses-for-all/>.

#### USOPC Background Check

All U.S. participants requesting a Team Staff accreditation for this competition are required to undergo a background check utilizing the National Center for Safety Initiatives as further described in the USOPC's Background Check Policy & Procedures (which can be viewed on the USOPC Athlete Safety page at [www.usopc.org/safe-sport](http://www.usopc.org/safe-sport) and Exhibit C within the policy). The

background check must be completed prior to the start of competition. Any individual receiving a “Red Light” may be precluded by the USOPC from participating in the competition. Please note, U.S. Paralympics Swimming membership with a background check that is valid through the conclusion of the event will be accepted. Please submit proof of completion and expiration date of your most recent background check to Lindsay Griswold at [Lindsay.Griswold@usopc.org](mailto:Lindsay.Griswold@usopc.org).

For additional information regarding the USOPC’s Athlete Safety Program, or to report an allegation of misconduct or abuse please visit: [www.usopc.org/safe-sport](http://www.usopc.org/safe-sport).

### Sports Medicine Providers

Credentialed International (non-US licensed) Sports Medicine Providers (International Provider) who are providing services for an individual or team will only be permitted to provide emergency response (CPR and AED use), therapeutic and recovery modalities and manual therapy to their individual athlete(s) or athletic team in the Designated Medical Treatment Area so long as it is within the scope of their licensure. At no time may any International Provider provide any services, medical or otherwise, to any athlete(s) that are not part of the International Provider’s athletic team. Individuals and teams bringing an International Provider must ensure the provider meets their country’s licensing/certification requirements and is in good standing.

Credentialed domestic (US licensed) Sports Medicine Providers (Domestic Provider), not contracted by the USOPC, who are providing services for an individual or team will only be permitted to provide emergency response (CPR and AED use), therapeutic and recovery modalities and manual therapy to their individual athlete(s) or athletic team in the Designated Medical Treatment Area so long as it is within the scope of their licensure. At no time may any Domestic Provider provide any services, medical or otherwise, to any athlete(s) that are not part of their athletic team. Individuals and teams bringing a Domestic Provider must ensure the provider meets the licensing/certification requirements of their state and is in good standing.