



**2013** IPC SWIMMING  
WORLD  
CHAMPIONSHIPS  
**MONTREAL**

TEAM LEADER'S MANUAL

19 May 2013

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## 1. WELCOME

Dear Friends,

Looking ahead to the 2013 IPC Swimming World Championships we are pleased to welcome more than 650 athletes from all over the world to the Parc Jean- Drapeau pool in Montréal, Quebec, Canada. We are happy to host one of the most important Paralympic sport events in 2013 in Canada. On 12-18 August the best para-swimmers in the world will compete for titles and records in the pool.

The Parc Jean-Drapeau swimming complex hosted the 2005 FINA World Aquatic Championships as well as numerous national championships and trials and has proven itself to be a fast tank.

Montréal is a world-class city featuring the charms of both the old and new world. Building on the success of the London 2012 Paralympic Games we expect that this will be the greatest para-swimming event in 2013.

The Organizing Committee will make these Championships not only an exciting event of sports, but also a great opportunity for all athletes, team staff, volunteers, technicians, officials, co-workers and organizers to connect and build friendships.

This Team Leader's Manual is an official document distributed for the Championships. This manual has the key information that participants need in order to book their accommodations and start their planning for the event. We hope you will find it useful.

We are looking forward to seeing all of you in August:

Tony Vogler

James Hood

Co-Chairs

2013 IPC World Swimming Championships Montréal

12-18 August 2013

## 2013 IPC Swimming World Championships, Montreal, Canada



Dear Participants,

On behalf of the International Paralympic Committee (IPC) welcome to the 2013 IPC Swimming World Championships in Montreal, Canada.

This is the first major international swimming competition since London 2012, a Paralympic Games that propelled awareness of the sport and its athletes to new levels around the world.

It is important that we build on London's success here in Montreal and, with 650 swimmers from over 60 countries, I am confident that together we can do it.

In addition to live streaming of this event via [www.paralympicsport.tv](http://www.paralympicsport.tv), regular updates can also be found at the official event website [www.ipcswimmingworlds2013.org](http://www.ipcswimmingworlds2013.org) and on Twitter @IPCSwimming.

This document contains lots of vital information that you will need for the Championships and it is important that you familiarise yourself with all of its contents.

I would like to thank you all for your commitment to this event and would like to thank the Organising Committee for providing this useful tool for the Championships.

Good luck to you all and have an enjoyable and productive time in Montreal.



Sir Philip Craven MBE

President

International Paralympic Committee

## **2. ORGANIZATION AND CONTACT**

### **2.1 *Organizing Committee***

**The LOC of the 2013 IPC Swimming World Championships is situated in Montréal:**

Address: 2013 IPC Swimming World Championships Committee C/O PPO  
4141 Pierre de Coubertin, Montréal, Quebec, H1V 3N7

Phone: +1.514.254.4956

Fax: +1.514.252.4748

E-mail : [info@montrealipc2013.com](mailto:info@montrealipc2013.com)

Web site: [www.paralympic.org/Events/Montreal2013](http://www.paralympic.org/Events/Montreal2013)

Main contact person for teams:

Name: Mr. Tony Vogler

Phone: +1.514.419.9430

E-mail : [info@montrealipc2013.com](mailto:info@montrealipc2013.com)

### **2.2 *International Paralympic Committee (IPC)***

The IPC is situated in Bonn, Germany:

Address: Adenauerallee 212-214  
53113 Bonn  
Germany

Phone: +49 228 2097 265

Fax: +49 228 2097 209

President: Sir Philip Craven

CEO: Mr. Xavier Gonzalez

IPC Swimming Main Contact Person:

Name: Ms. Agnes Szilak, IPC Swimming Sport Senior Manager

E-mail: [agnes.szilak@paralympic.org](mailto:agnes.szilak@paralympic.org)

Phone: +49 228 2097 265

Fax: +49 228 2097 209

IPC Swimming Technical Delegate: Ms. Jane D. Blaine

E-mail: [jd.blaine@telus.net](mailto:jd.blaine@telus.net)

### 3. LOGISTICS

#### ***3.1 Travel to and from Montréal***

An international destination of choice, Montréal is easily accessed by land, water and air. Downtown is a mere 30 minutes from the Pierre-Elliott Trudeau International Airport (YUL), which handles some 600 flights daily.

Transportation from and to the airport (YUL) will be provided for all NPC Delegations who have completed and return the official **NPC Travel Form by 10<sup>th</sup> July**. Delegations not returning a completed form or arriving prior to the set transportation days of the Championships are required to make their own arrangements between the airport and the hotel.

The LOC will ensure NPCs are greeted upon arrival, and accompanied to the shuttle buses that will transfer them to the Championships hotel.

The free of charge transfers from and to the Pierre Elliot Trudeau Airport will be offered on the following dates:

**For arrival: August 8, 9 and 10**

**For departure: August 19 and 20**

Further information on transportation will be provided to each NPC when the NPC's arrival details are known by the LOC, after 10<sup>th</sup> July. Completed forms can be submitted to the LOC at [info@montrealipc2013.com](mailto:info@montrealipc2013.com).

Transportation from the host hotels and from the pool will be provided by the LOC.

Transportation to the competition venue is also possible by the Montréal underground, "metro" system, the metro stop is Jean-Drapeau. See Appendix 4 for the metro map and Appendix 5 for the map of Île Sainte-Hélène. Please note the metro system is NOT fully accessible.

The public transport, bus or metro subway, is not only affordable but also a great way to get around the city. Quick, safe and clean, the metro connects downtown to major tourism attractions, as well as to numerous bus stops and train stations.

Don't forget to ensure you have a valid passport at all times, and for those required, a visa.

##### ***3.1.1. Passport and Visas***

All visitors of Canada need a valid passport. A visa is necessary only for few countries. For an overview of visa requirements please see Appendix 3 "Visa Requirements".

If a visa is required, NPCs are responsible to arrange visas in a timely manner for all accredited NPC Delegation Members.

Everyone who requires a visa must have this before boarding the plane or crossing the border into Canada.



### **3.1.2. Recommended Vaccines**

There are no special vaccines recommended for Canada.

### **3.1.3. Regulations regarding Guide Dogs**

For travelling with guide dogs, the guidelines regarding travelling with pets apply. Guide dogs are not subject to any restrictions when entering Canada.

Source of information: <http://www.canadawelcomesyou.net/travelreminders.html>

## **3.2 Accommodation packages**

A variety of accommodation package options have been sourced for NPCs to book. The LOC transportation system will only service the Team Championships Hotels listed below.

In Canada rooms types come as a single room (1 king size bed) or double (2 double beds).

NPCs should book their rooms via the hotel property directly (either via the URL link provided or via the co-ordinator indicated). The hotels are holding a block of rooms for NPCs to book **until 15 June 2013**. Each NPC will complete a contract directly with the hotel and the contract will indicate the cancellation policy of the hotel.

Should you require additional assistance when booking your accommodation please contact Robin Ruggiero [robin@montrealipc2013.com](mailto:robin@montrealipc2013.com) +1.514.419.9430

All hotel locations are indicated on Appendix 6.

## **NPC TEAM HOTELS** - *Transportation provided*

### **Delta Centre-Ville**

Group coordinator: Cédric Blanchette

Reservation code: **A30802S IPC-2013 Swimming World Championships**

URL:

<https://www.deltahotels.com/Groups/Delta-Centre-Ville-Groups/IPC-Swimming-World-Championships-2013>

Address: 777 University Street, Montreal, Quebec, Canada, H3C 3Z7

Telephone: 1 800 268-1133 or 1 888 890-3222

Website: [www.deltacentreville.com](http://www.deltacentreville.com)

- Single occupancy rate: **228.00 \$ CAD\***
- Double occupancy rate: **145.00 \$ CAD\***

\* Per person, per room, per night with 3 meals a day - all taxes included



### **Delta Montréal** – *Transportation provided*

Group coordinator: Massimo Garofalo ([massimo.garofalo@deltahotels.com](mailto:massimo.garofalo@deltahotels.com))

Reservation code: **13GMGASW**

Address: 475 du Président-Kennedy Avenue, Montreal, Quebec, Canada, H3A 1J7

Telephone: 1 877 286-1986

Website: [Delta Montreal](http://DeltaMontreal.com)

- Single occupancy rate: **228.00 \$ CAD\***
- Double occupancy rate: **145.00 \$ CAD\***

\* Per person, per room, per night with 3 meals a day - all taxes included



### **Holiday Inn Midtown** - *Transportation provided*

Group coordinator: Michelle Elfassy

Reservation Code: **IPC**

URL: <http://www.ihg.com/holidayinn/hotels/gb/en/montreal/yuldt/hoteldetail?groupCode=IPC>

Address: 420 Sherbrooke Street West Montreal, Quebec, Canada, H3A 1B4

Telephone: 1 800 387-3042

Website: [www.rosdevhotels.com](http://www.rosdevhotels.com)

- Single occupancy rate: **217.00 \$ CAD\***
- Double occupancy rate: **139.00 \$ CAD\***

\* Per person, per room, per night with 3 meals a day - all taxes included



**Holiday Inn Select Montréal Centre-Ville – Transportation provided**

Group coordinator: Geneviève Côté ([coordo@yul-downtown.hiselect.com](mailto:coordo@yul-downtown.hiselect.com))  
Reservation code: **SWI**



Address: 99 Viger Avenue West, Montreal, Quebec, Canada, H2Z 1E9  
Telephone: 1 888 878-9888 ext 4030  
Website: [www.you-downtown.hiselect.com](http://www.you-downtown.hiselect.com)

- Single occupancy rate: **241.00 \$ CAD\***
- Double occupancy rate: **159.00 \$ CAD\***

\* Per person, per room per night with 3 meals a day - all taxes included

**Centre Sheraton Montréal Hôtel - Transportation provided**

Group coordinator: Sonia Monistero  
Reservation code: **933B4**  
URL: [www.starwoodmeeting.com/StarGroupsWeb/res?id=1303066274&key=37537](http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1303066274&key=37537)



Address: 1201 René-Lévesque Boulevard West, Montreal, Quebec, Canada, H3B 2L7  
Telephone: 1 800 325-35353  
Website: [www.sheraton.com/lecentre](http://www.sheraton.com/lecentre)

- Single occupancy rate: **241.00 \$ CAD\***
- Double occupancy rate: **159.00 \$ CAD**

\* Per person, per room, per night with 3 meals a day - all taxes included

**Friends & Family Hotel - Transportation NOT provided**

**Hôtel Gouverneur Place Dupuis**  
Group coordinator: Clara Santos  
Reservation code: **130804SWIM**  
URL: <http://booking.ihotelier.com/istay/istay.jsp?groupID=1012263&hotelID=12592>



Address: 1415, Rue Saint-Hubert, Montreal, Quebec, Canada, H2L 3Y9  
Telephone: 1 888 910-1111  
Website: [www.gouverneur.com](http://www.gouverneur.com)

Single or double occupancy rate: **165.00 \$ CAD\***

\* Per room, per night - all taxes included

## Media Hotel

### Hyatt Regency Montréal



Group coordinator: Annik Mongeau

Reservation code: **19453964**

URL: [https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=19453964](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=19453964)

Address: 1255 rue Jeanne Mance, Montreal, Case postal 130, Quebec, Canada, H5B 1E5

Telephone: 1 800 361-8234

Website: [www.montreal.hyatt.com](http://www.montreal.hyatt.com)

Single or double occupancy rate: **177.00 \$ CAD\***

\*Per room, per night - all taxes included

### **3.4 Tax Refund and Accommodations Rebate**

International tourists are eligible for a tax refund on the GST/HST paid on hotel and merchandise bought to take back home. For more information, go to:

<http://www.visitorstocanada.com/visitortaxrefund.html> and download the application form.

The LOC will supply each NPC with a copy of the form and will support the completion of the forms upon requesting.

NPCs will receive an accommodation rebate fund from the LOC based on the number of participants as a direct funding program. The final amount of this rebate will be based on the overall NPC Team accreditation number and will be communicated to the teams upon arrival.

### **3.5 Accreditation**

On-line accreditation will be offered for all via the official Championships website.

For the athlete accreditation, the IPC On-line Entry System will be used to collect the necessary accreditation information.

For the Team Staff (coaches, assistants, physiotherapists etc.) another on-line accreditation tool will be used. Further information about the accreditation process will be sent to all NPCs by e-mail.

The accreditation cards will be provided to the Team Leader once the Delegation Registration Meeting is completed (see 3.6).

As the access to all Championships Zones will be controlled, everyone is requested to wear their accreditation cards visibly at all times. The accreditation card is a personal belonging, transferring it to another person is prohibited.

All athletes and support staff have to present their accreditation card when checking in to the Call Room prior to their event.

Lost accreditation cards must be reported immediately to the LOC. For a replacement card, the athlete and the Team Leader must report at the accreditation desk in the competition venue and present a valid passport or identity card of the athlete. The replacement fee is \$50.00 CAD.

For questions regarding accreditation please contact the LOC at [info@montrealipc2013.com](mailto:info@montrealipc2013.com)

### **3.6 Delegation Registration Meeting (DRM)**

A Delegation Registration Meeting will be scheduled at a Championships hotel with each participating NPC taking into consideration their arrival time to Montreal and their training schedule. A meeting point and a detailed schedule for the DRM will be developed in consultation with each NPC following the provision of arrival information.

During the DRM the following key information will be confirmed with each Team Leader individually:

- Staff entry
- Accreditation information
- Sign off the national anthem and national flag
- Transport arrangements for the departure
- Training arrangements

## **4. COMPETITION INFORMATION**

### **4.1 *The Parc Jean-Drapeau Venue***

The 2013 IPC Swimming World Championships will take place at the Parc Jean-Drapeau venue. Refurbished for the 2005 FINA World Aquatic Championships, the open-air complex hosts a 10-lane 50m competition pool and an 8-lane 50m training pool. The competition pool has a consistent depth of 3m from start to turn end.

For the duration of the Championships the competition pool and team/spectator seating area will be covered.

For the venue layout see Appendices 8 , 9 and 10.

### **4.2 *Championships dates***

The official Championships dates are:

Arrival of the teams: from 08.08.2013 to 10.08.2013

Training Period: 08.08.2013 to 11.08.2013

Classification Period: 09.08.2013 to 11.08.2013

Opening Ceremony: 12.08.2013

Competition period: 12.08.2013 to 18.08.2013

Closing Ceremony: 18.08.2013

Departure of the teams: 19.08.2013 to 20.08.2013

The competition schedule can be found as Appendix 1 at the end of this document. The preliminary event schedule can be found as Appendix 2.

### **4.3 *Training***

Training will take place both in the 10 lane 50m competition pool and in the 8 lane 50m. During the training period NPC training times and lanes will be allocated for each team. Further details will be provided at least two weeks prior to the beginning of the Championships.

During the competition period the training pool will be open for training between the sessions. See also point 4.6. for the first competition day.

Please be informed that on 10&11 August there will be a heavy-metal concert held adjacent to the competition venue that will increase the noise level on these days.

### **4.4 *Competition Procedures***

#### **4.4.1 *Warm up and swim down***

During the competition days both pools will be available for warm up two (2) hours prior to each session: before the heats 07:00-8:45

before the finals 15:00-16:45

For the safety of all swimmers please make sure everyone follows the guidelines for the lanes and the instructions of the safety marshals.

The training pool will be available for warm up/swim down during the sessions.

#### **4.4.2 Changing Rooms**

Changing rooms and lockers will be available for swimmers at the venue. Please respect the separation of changing areas for male and female athletes. Changing rooms have lockers that require the user to use their own lock.

Examples of locks:



Showers and toilets are situated next to the changing rooms and additional accessible toilets will be available near the training pool and the Call Rooms.

#### **4.4.3 Call Rooms**

There will be two (2) call rooms designated for the Championships. The athletes are required to report at the First Call Room 20 minutes before their scheduled event. Swimwear (caps, goggles, swimsuit) will be checked if in accordance with the IPC Swimming Rules and Regulations.

Athletes will be escorted from the Second Call Room onto the pool deck.

On exiting the pool deck after their event, athletes are to pick up their accreditation passes from the Collection Area.

#### **4.4.4 Mixed Zone**

All athletes must go through the mixed zone following their event(s) to enable interview with media representatives.

#### **4.4.5 Team seating**

There will be a marked seating area for all accredited NPC members at the pool.

We kindly ask the teams to respect the need of a clear pool deck during the competition times by ensuring that only competing athletes and their support staff are on the pool deck.

#### **4.4.6 Massage Area**

An area has been allocated at the competition venue for NPCs to bring their own massage table and personnel. Additionally some massage tables will be available from the LOC and massage services from certified therapist.

#### **4.4.7 Tent Area**

NPCs will be allowed tents around the training pool deck in designated areas. The LOC will make available tents to NPCs at a fee of \$200 for the period of the competition.

#### **4.4.8 Lactate Testing**

Lactate testing will be possible in accordance with the IPC Swimming Rules and Regulations (see also [Swimming - Downloads & Forms | IPC](#)). Only NPCs approved in advance by IPC will be eligible to conduct lactate testing. Completed forms are to be submitted to [jpcswimming@paralympic.org](mailto:jpcswimming@paralympic.org) by 30 June.

Testing will be possible only within the designated area. Medical waste bins and sharps containers will be provided by the LOC to dispose of used medical materials in the appropriate and prescribed manner.

#### **4.4.9 Race Analysis**

Race analysis will be possible in accordance to the IPC Swimming Rules and Regulations. Only NPCs approved in advance by IPC Swimming will be eligible to conduct race analysis. Filming will be possible only from the designated area. There will be 2 accreditation cards provided for each approved team to access the designated area.

### **4.5 Ice-baths**

NPCs can bring their own ice-baths to be placed adjacent to the training pool. For space please apply to the LOC at [info@montreal2013ipc.com](mailto:info@montreal2013ipc.com).

#### **4.5.1 Medals**

Medals will be awarded to the first three (3) placed swimmers. Only one (1) set of medals will be awarded for each event, independent of the number of classes swimming-up in the single sport class event.

In the exceptional case an event is completed by only three (3) or fewer swimmers medals will be awarded following the “minus one rule”.

It is the Team Leader’s responsibility to ensure the athlete is in the Protocol Room in a timely manner, to attend the medal ceremony. Athletes will be briefed about the medal ceremony procedures in the Protocol Room. No flags or other national symbols (other than the team uniform) are allowed on the medal podium.

All team members will receive a participation certificate.



#### **4.5.2 Team Uniform**

All Team Uniforms and personal equipment must follow the IPC Swimming Rules and Regulations. All athletes are requested to wear their full Team Uniform when participating in medal ceremonies. Closed shoes are required (no flip-flops, clogs, etc. is allowed).

#### **4.5.3 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 Championships related information including the distribution of start lists and results for the NPCs:

- Official communication with teams;
- Official forms distribution (Relay Entry form, Protest form, Medical withdrawal form);
- Liaison between teams and LOC / IPC Swimming.

Results will be available on USB sticks to all teams (no hard copy results will be distributed as in past IPC Swimming competitions).

Access to the Sport Information Desk will be restricted to 2 accredited team officials/NPC via their "Sport Information Collection Pass". This pass is authorizing the bearer to collect official information and mailings from the Sport Information Desk on behalf of their NPC.

#### **4.6 Opening and Closing Ceremony**

The Opening Ceremony will be held on the 12th of August afternoon and will be conducted just prior to the start of the first finals.

The Closing Ceremony will be held on 18th August after the completion of the last session.

Further information on ceremonies will be provided to teams upon arrival.

#### **4.7 Technical Meeting**

The Technical Meeting will be held on 10<sup>th</sup> August at 18:00 in Delta Montreal President-Kennedy Hotel. Only two representatives of each NPC can attend the Technical Meeting. The meeting will be conducted in English.

NPCs are requested to present the starting and tapping devices for approval to IPC Swimming representatives after the Technical Meeting.

#### **4.8 Sport Entries**

See also Competition Criteria on the [Championships website](#)

#### **4.8.1 Entry Timelines**

- 1 January 2012 Start of period for swimmers to achieve MQS performance
- 29 April 2013 Open of Online Entry System for “Entry by Number per Event”
- 17 May 2013 Deadline for “Entry by Number per Event”
- 10 June 2013 Opening of Online Entry System for “Entry by Name” (final entry)
- 16 June 2013 End of the period for swimmers to achieve MQS performances
- 28 June 2013 Deadline for Online “Entry by Name” (final entry deadline)

#### **4.8.2 Swimmers’ Eligibility**

To be eligible for selection by an NPC for the 2013 IPC Swimming World Championships swimmers must:

- hold an active IPC Swimming license for the 2013 Season
- have achieved a Minimum Qualification Standard (MQS) at an IPC Swimming Recognised 50m Competition for the respective event between 1 January 2012 and 16 June 2013 (times are only recognised if the athlete was licensed at the time of the achievement or has a recognized split time record in the same stroke)
- be internationally classified with a “Review” (R) or “Confirmed” (C) sport class status no later than 16 June 2013.

Exception can be granted to those NPCs that have no qualified swimmer(s) (no swimmers with an MQS), for a maximum of 2 male and/or 2 female swimmers (wild card entry).

Information about the MQS can be found on the [Championships website](#).

For relay events the NPCs there are no MQS times, the teams can be entered without previous achievement (they will be seeded with ‘no time’). NPCs that have a time for their relay team from the qualification period can enter this result in the final entries.

#### **4.8.3 Maximum Entry per NPC**

NPCs can enter a maximum of three (3) eligible swimmers per medal event if all have met the MQS or MET. If there is more than one eligible class in the single sport class event, a maximum of five (5) swimmers per event can be entered per each NPC. However, only a maximum of three (3) swimmers per each eligible sport class can be entered if all met the MQS or MET.

NPCs can enter their athletes that have met at least one (1) MQS in an unlimited number of events providing they meet the Minimum Entry Time (MET) for the additional events.

#### **4.8.4 Competition Format**

The 2013 IPC Swimming World Championships (50m) will be conducted by the Single Class competition format (IPC Swimming Rules and Regulations 2.4.2). Only events that meet the Event Viability Criteria outlined below after the Entry by Number will be included in the Final Event Programme. Sport classes without a viable event will be able to “swim up” to the nearest single class event included in the Programme (regulation 2.4.3). These sport classes will be considered

Eligible Classes for the respective single class event, and medals will be not allocated separately for these eligible classes.

The athletes will compete in qualifying preliminaries in the morning with finals being conducted in the evening. The eight swimmers with the fastest times of all heats of one event will compete in the finals. Depending on the number of entries, events with eight or less entries will be conducted as direct finals only in the evening.

#### **4.8.5 Event Viability Criteria**

For individual events to be considered viable if they have a minimum of five (5) eligible swimmers from two (2) NPCs entered through the Entry by Number.

Relay events will be considered viable if they have a minimum of four (4) eligible NPCs entered through the Entry by Number.

#### **4.8.6 Rules and Regulations**

For the 2013 IPC Swimming World Championships the IPC Swimming Rules and Regulations 2011-2014 apply. They can be found on the IPC Swimming website

[Swimming - Rules & Regulations - Rules | IPC](#)

## **5. CLASSIFICATION**

Classification will be conducted in accordance with the IPC Swimming Classification Rules and Regulations. During the classification period from 9-11 August classification for athletes with physical, visual and intellectual impairment will be provided.

Classification for swimmer with physical impairment will be conducted at the competition venue, while swimmers with visual or intellectual impairment will be classified elsewhere (venue to be communicated to teams upon arrival). The LOC will ensure transportation to the designated venues.

The classification schedules will be circulated to the NPCs after the final entries are closed and athletes who are required to be classified should schedule their travel in order to be present on the first day of classification (9 August).

NPCs can check their athletes' classification information on-line at [Swimming - Rules and Regulations- Classification - Masterlist | IPC](#)

The classification schedules will be posted on the IPC Swimming website at [Swimming - Rules and Regulation - Classification - Classification Courses | IPC](#)

If a competitor does not attend classification and/or a classification protest when requested he/she may be disqualified from the competition or competing further.

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

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

Doping control will be conducted in accordance to the IPC Anti-Doping Code.

All athletes may be subject to Doping Control sample collection and testing throughout the Championships in accordance with IPC Anti-Doping Rules. Both in and out of competition testing will be conducted.

If an athlete is selected for testing in competition, a chaperone will be in a possession of the athlete's accreditation card and escort the athlete until the testing has been completed.

### **6.2 *Medical service at the venues***

Medical services will be provided at the official competition venues. There will be a Medical Officer at the emergency medical room, equipped with all first aid materials.

The Medical Officer will be responsible for medical arrangements for the competition and will supervise medical support to competitors, which includes recording all injuries and diseases, and authorizing medical withdrawals if needed. They will also supervise the emergency medical room including all essential first aid equipment and materials.

The Medical Officer will act as liaison for visiting team physicians with laboratory facilities, emergency treatment, necessary hospitalization and obtaining necessary medications and will act as physician for competitors whose teams have no team physician.

First aid and limited medical facilities will be available at the First aid / Emergency room located on the pool deck level.

Please note for the competition venue there is a special emergency plan. In case of emergency please don't call 112 or 911, but get in touch with the LOC. The LOC will organize transportation to the hospital.

NPCs that have medical personnel travelling with them are reminded to ensure that all of the NPC's medical staff has appropriate medical insurance and are enabled to conduct medical treatment within Canada.

Lifeguards will be on duty during both the competition and training sessions.

### **6.3 *Insurance***

The NPC Delegation members are obliged to have their own travel and medical insurance for the duration of their stay in Canada.

The LOC will provide basic medical services at the official Championships venues.

## 7. About Montreal and Canada

### 7.1 *Facts and Figures*

Canada has a total of ten Provinces and three territories. Montréal is located in the Province of Quebec and is the second largest city in Canada and the largest city in Quebec. Montréal is an Island accessible by bridges from the South, East and the West. Quebec has direct borders to the state of New York, and Vermont, USA, also the Provinces of Ontario and New Brunswick, all within a one to two hour highway drive. Montréal has a Deep Sea Port located on the St. Lawrence River which is located in the Old City ,best known as “OLD MONTRÉAL “, which is within walking distance of most downtown hotels.

Montréal is unique as the city is surrounded by a mountain, Mount Royal, which has access to parks and family recreational facilities. The official language of the Province of Quebec and of Montréal is French. Montréal is also considered an International City with many languages spoken and is famous for its’ Museums, Summer Festivals, Dinning and Restaurants.

One of the greatest highlights of Montreal is the Olympic Village complex, used for the 1976 Olympic Games, as well as the Botanical Gardens and the new Planetarium. Montreal is also proud on the Montréal Canadians from the National Hockey League and their home “The Bell Centre” is located in downtown.

### 7.2 *Coming to Montréal*

The following information will assist your stay in Montréal.

#### ***Electricity***

The voltage use in Canada is **110-120 volts** only. The electric plug is like the following:



#### ***Emergency call***

911 is the emergency telephone number for Canada.

#### ***Currency***

Canadian Dollar is the official currency used throughout Canada. Exchange bureaus are readily available throughout the city.

For the current exchange rates, please see: <http://www.x-rates.com/>

**Banks**

Automatic bank machines or ATMs are spread all over the city and are available around the clock.

**Credit Cards**

Credit Cards are accepted in most places. Normally, shops have written advice at the front door and next to the cash desk as to which credit cards are accepted.

**Time Zone**

Montréal is in the Eastern Standard Time Zone (EST).

**Weather and climate**

The weather in August is usually warm sunny, 23-28 degrees Celsius with slightly cooler evenings.

For weather forecast and radar images for the current and the following days we recommend visiting: [Current Weather - The Weather Network](#)

**Smoking**

Smoking is not allowed in public buildings anywhere in Montréal; this includes airports, railway stations, hotel lobbies, shops and the Competition Venues. In some public areas dedicated smoking zones may be provided. Smoking is also prohibited in restaurants and bars.

**Phone Calls**

To make a phone call to a location in the city, it is necessary to dial the [city] area code before the telephone number.

**Long Distance Calls**

If you are calling from or to a different city within Canada then you will have to dial (+)1 and then the area or city code and the seven-digit phone number. For example: if you make a phone call to Ottawa you dial (+)1-613-xxx-xxxx.

**International calls**

To make an international call from Canada you must first dial the country code and second the city code followed by the direct number.

**Public Phones**

Most public phones are available and can be used either by prepaid phone cards, by Canadian coins, or credit cards.

**Postal Service**

Post offices can be found throughout the city and are generally open from Monday to Friday from 09:00 to 16:00h on Saturdays from 09:00 to 13:00h. A number of Drug stores or Pharmacies also provide postal services on weekends as well.

**Tap water**

Tap water in Montréal is among the safest and cleanest in the world and is therefore perfectly drinkable everywhere in the city.

**Religion**

One will find many religions and a variety of Churches in Montréal. Notre Dame Cathedral, located in Old Montréal, is one of the most famous churches on the Island.

### ***Shopping***

Different from other cities, Montréal does have a unique underground city shopping centre which is readily accessible from many hotels and downtown locations. The downtown Montreal area is safe to walk both throughout the day and evenings for leisure, pleasure, shopping etc.

Shopping Centres are usually open from Monday to Sunday between 10:00am and 09:00pm. Taxes are **NOT** included in the price of most articles or services rendered.

Supermarkets in Montreal are open from Monday to Sunday between 08:00am and 11:00pm; with some open 24 hours.

### ***Restaurants and bars***

The opening hours of restaurants and bars vary. Usually they are at least open until midnight, often longer. There are 24 hours restaurants in the city as well.

Montréal is well known for its famous foods such as “poutine “, smoked meat and bagels, which can be found at famous eateries all around the city.

## APPENDIX 1: CHAMPIONSHIPS SCHEDULE

Date	08.08.2013	09.08.2013	10.08.2013	11.08.2013	12.08.2013	13.08.2013	14.08.2013	15.08.2013	16.08.2013	17.08.2013	18.08.2013	19.08.2013	20.08.2013
Arrival Teams													
Training													
Classification													
Technical Meeting			18:00										
Opening Ceremony													
Competition													
Closing Ceremony													
Sport Forum												09:00 - 12:00	
Departure Teams													



## APPENDIX 2: PRELIMINARY PROGRAMME OF EVENTS

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
400 Freestyle S6	50 Backstroke S4	50 Backstroke S2	200 Ind. Med. SM10	400 Freestyle S12	50 Butterfly S6	200 Ind. Med. SM7
200 Ind. Med. SM13	50 Freestyle S9	50 Butterfly S4	100 Breaststroke SB8	100 Breaststroke SB5	150 Ind. Med. SM4	100 Backstroke S9
100 Backstroke S8	200 Freestyle S5	50 Freestyle S6	100 Backstroke S7	100 Freestyle S2	150 Ind. Med. SM3	100 Freestyle S6
400 Freestyle S7	100 Breaststroke SB7	50 Backstroke S5	200 Ind. Med. SM5	200 Freestyle S4	50 Butterfly S7	50 Breaststroke SB3
100 Freestyle S12	400 Freestyle S10	50 Freestyle S7	50 Freestyle S13	100 Butterfly S8	100 Backstroke S12	50 Freestyle S10
50 Backstroke S1	100 Butterfly S12	50 Freestyle S3	50 Backstroke S3	400 Freestyle S13	100 Freestyle S8	50 Freestyle S8
50 Freestyle S4	100 Breaststroke SB13	400 Freestyle S8	50 Freestyle S12	100 Freestyle S7	100 Backstroke S13	50 Freestyle S5
50 Butterfly S5	100 Breaststroke SB4	100 Breaststroke SB9	100 Freestyle S1	100 Freestyle S3	100 Breaststroke SB11	50 Butterfly S3
200 Freestyle S3	200 Ind. Med. SM9	100 Backstroke S14	100 Freestyle S4	100 Butterfly S11	100 Freestyle S5	200 IM SM14*
100 Freestyle S9	50 Freestyle S11	200 Ind. Med. SM12	200 Ind. Med. SM6	400 Freestyle S9	100 Backstroke S10	200 Ind. Med. SM11
100 Backstroke S11	50 Breaststroke SB2	100 Butterfly S13	100 Freestyle S11	100 Butterfly S10	100 Backstroke S6	100 Breaststroke SB12
100 Freestyle S10	100 Breaststroke SB6	400 Freestyle S11	4x100 Freestyle 34 point	100 Breaststroke SB14	100 Butterfly S9	100 Freestyle S13
200 Freestyle S14	200 Ind. Med. SM8	4x50 Freestyle 20point		4x50 Medley relay 20 point		4x100 Medley relay 34 point

The list of events might changed. If an event becomes non-viable, the swimmers can swim up as per the IPC Swimming regulation 2.4.3. All events are Single Class Events (rule 2.4.2.1)

### **APPENDIX 3: VISA REQUIREMENTS**

Some participant countries will require travel visas before entering Canada. To determine if you are one of these countries, please refer to the following link:

<http://www.cic.gc.ca/english/visit/visas.asp>.

Swimming Canada informed Citizenship and Immigration Canada of the event and ask that all possible assistance should be given to the National Federations when applying for their visa.

Those NPC's who require a Letter of Invite for their visa applications, must request a letter from James Hood, Swimming Canada at [james@montrealipc2013.com](mailto:james@montrealipc2013.com) or +1.514.419.9430. You must provide the following for each individual:

- Full name on their passport
- Date of Birth
- Passport Number
- Passport Expiration
- Date of Entry and Departure to Canada
- Issuing country of passport

The organizing committee will then provide you with the official invitation which can then be taken to the nearest Canadian Embassy or consulates along with the other completed documentation to apply for the visa. To find a list of the documentation, fees, and forms needed please visit:

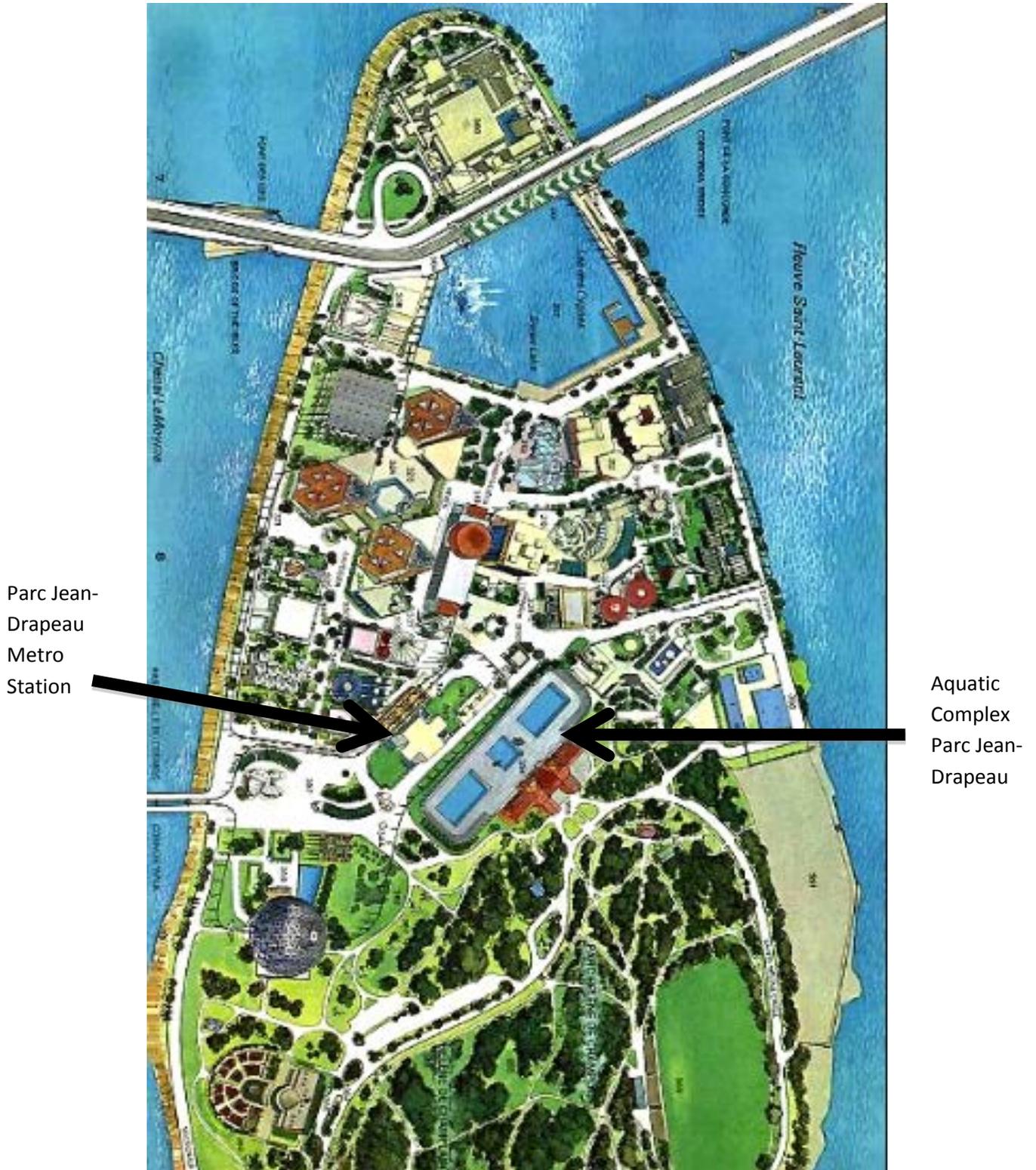
<http://www.cic.gc.ca/english/information/applications/visa.asp>

Please be aware that in case the participant is under age of 18, there could be some extra requirements for the visa issuing. We recommend all minors to travel with a letter of permission from their non-accompanying parents/guardian. We urge National Federations to visit the following website to be aware of all the requirements and time lines required for issuing a Canadian Visa: <http://www.cic.gc.ca/english/information/times/temp/visitors.asp>. As the length of time required for processing the visas vary within each country, we strongly recommend you begin the process as soon as possible.

**APPENDIX 4: METRO MAP**

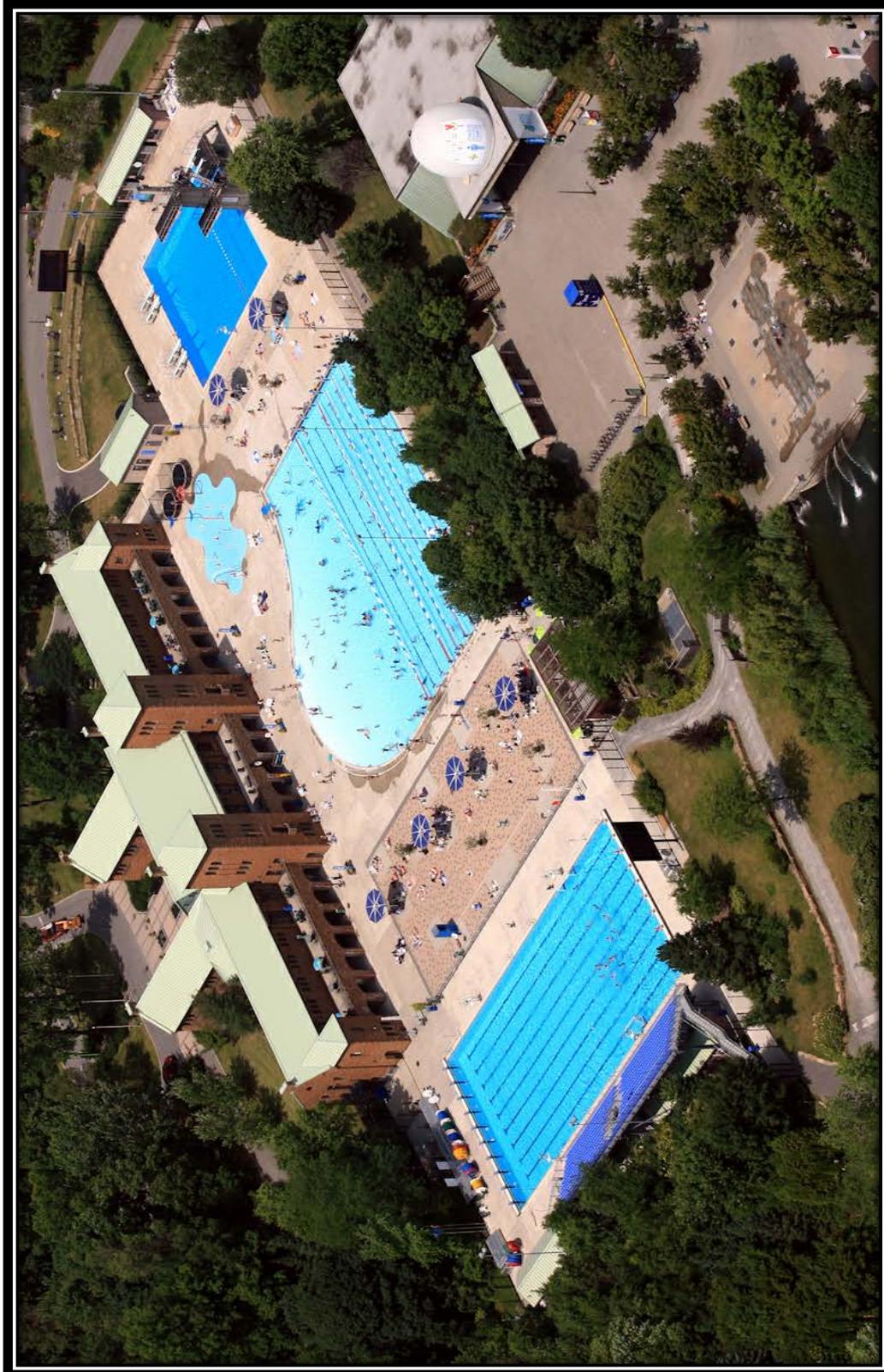


APPENDIX 5: ÎLE SAINTE-HÉLÈNE MAP

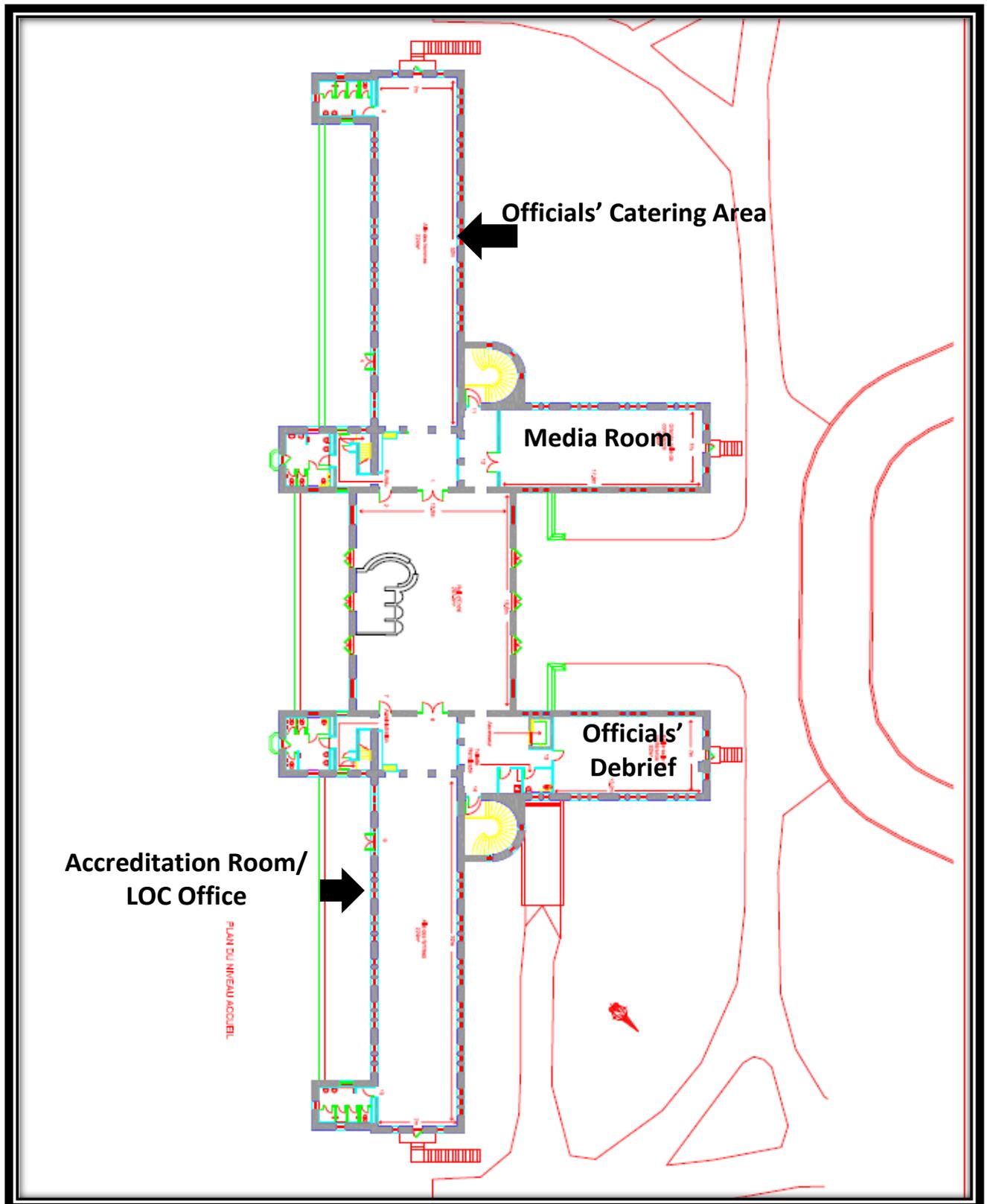




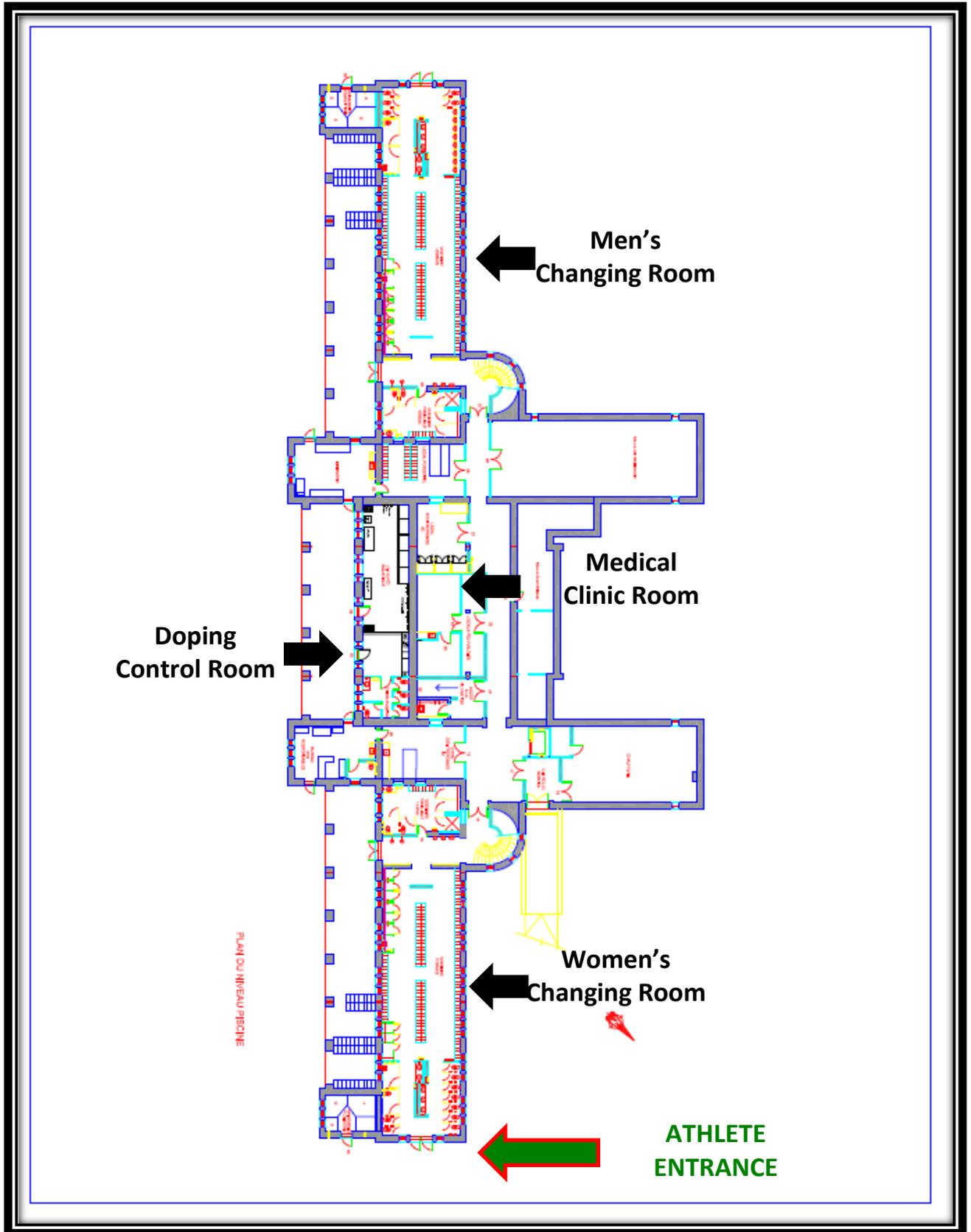
APPENDIX 7: PARC JEAN-DRAPEAU



**APPENDIX 8: BUILDING MAIN FLOOR PLAN**



**APPENDIX 9: BUILDING POOL DECK LEVEL PLAN**



APPENDIX 10: POOL DECK PLAN



