

MEMORANDUM

2021-2025

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TO: AII FINA MEMBER FEDERATIONS

FROM: FINA Office, Lausanne

DATE: 7th September 2021

**RE: FINA Swimming Webinar for Officials
24-26 September 2021 / Host Federation: JAM**

NUMBER OF PAGES INCLUDING THIS ONE: 3

Dear Friends,

I have the pleasure to send you the following information concerning the organisation of the **FINA Swimming Webinar for Officials** (Host Federation: Jamaica - JAM).

Please note the following information related to the webinars for swimming officials:

Course description

- The webinar takes place through the [FINA Learning Platform](#), using the [Zoom](#) video conference tool.
- It is only accessible to those candidates approved through the FINA GMS.
- The webinar consists of three half-day sessions. Only those participants attending all the sessions will receive a certificate of participation.
- The official working language for the FINA Swimming Webinars is English.

Registration

- Each FINA Swimming Webinar requires a minimum of 10 and may have a maximum of 100 participants.
- Candidates must be registered through the FINA GMS by the established deadline. Their profiles must include the following information: personal data, photo and the candidate's personal email address. Any application without all the above-mentioned information will be rejected.

Approvals

- FINA will start to approve the registrations once the required number of participants has been reached (10).

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- The approvals will be done on a first come first served basis, provided that the maximum number of participants (100) has not been reached.

Webinar access

- Each approved participant will receive access to the [FINA Learning Platform](#) after the registration deadline.
- The login details and the webinar's instructions will be sent to the candidate's email address as submitted in the registration.

Please find below the details related to the organisation of this course:

DATES:

- **Session 1:** 24th September / 05.00 pm – 08.30 pm (EST)
- **Session 2:** 25th September / 09.00 am – 12.30 pm (EST)
- **Session 3:** 26th September / 09.00 am – 12.00 pm (EST)

PARTICIPANTS:

Each National Member Federation may nominate swimming officials for this course.

REGISTRATION:

All participants must be registered by the 20th September 2021 in the [FINA GMS](#) using your federation login details.

Please be advised that the registration will be closed once the maximum number of participants (100) has been reached.

If you require any assistance with the registration, please contact aquaticsdb@fina.org

PROGRAMME:

Please find attached the webinar programme.

MATERIALS:

The instructions and any necessary documents to undertake the course will be sent to the candidate's email address as submitted in the registration.

TECHNOLOGY REQUIREMENTS:

Each participant must have access to the following in order to participate in the webinar:

- Good internet connection
- Computer, laptop or tablet
- Use preferably Google Chrome as a

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web browser

- Have the [Zoom](#) video conference tool (available for free) installed on the device that will be used
- Webcam or device equipped with a built-in camera
- Headphones or speakers
- Microphone or integrated microphone

TECHNICAL ISSUES: In case of technical issues, please contact elearning@fina.org

We strongly believe that the FINA Swimming Webinars for Officials will powerfully contribute to the improvement of our sport.

For any further details please contact the FINA Office in Lausanne:

CONTACT PERSON

Melissa Caballero
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Chemin de Bellevue 24a/24b
1005 Lausanne, Switzerland
Tel: +41 21 310 47 10
Email: schools@fina.org

We look forward to receiving your nominations through the FINA GMS ***by no later than the 20th September 2021.***

Yours sincerely,



Pere Miró
Head of FINA Development Department

PMS/mc