

**EUROPEAN MASTERS  
SHORT COURSE SWIMMING  
CHAMPIONSHIPS  
MADEIRA 2023**



# TEAMS GUIDE



# WELCOME MESSAGE

Dear Friends,

On behalf of the LEN European Masters Swimming Championships 2023 Local Organising Committee, I am delighted to welcome you to Funchal, Madeira, Portugal.

We hope that this document provides you with all the important information to come and participate in one of the world's best and most beautiful venues.

We are happy and very proud to organize this championships. The Organizing committee will do their best and we are sure that the Funchal will welcome you warmly, revealing some of its natural beauty and magic during the week you are spending here.

It's been amazing to see with happiness that Portugal and Madeira are now one of the major stages in the world and so we hope all of you may come to share with us such joy in this event where competition will be at its highest level.

We are all looking forward to meet you in Funchal, Madeira in November!

Best Regards,

A handwritten signature in black ink, appearing to read 'António José Silva', written over a set of horizontal and vertical lines that form a crosshair.

António José Silva,  
President of Portuguese Swimming Federation

# LOC CONTACTS

<b>HOST</b>	Portuguese Swimming Federation
<b>CONTACT DETAILS</b>	<p>Miguel Miranda, LOC Responsible</p> <p>Mariett Matias, Event Manager +351 919 292 476   mariett.matias@fpnatacao.pt</p> <p>Accommodation Manager alojamentos@fpnatacao.pt</p> <p>Pedro DIAS, Transports Manager viagens@fpnatacao.pt</p>



# GENERAL INFORMATION

## CHAMPIONSHIPS DATES

<b>17<sup>TH</sup> &amp; 18<sup>TH</sup> NOVEMBER</b>	Participants Arrivals. The accreditation desk responsible will welcome you after baggage collection (after the door to the right).
<b>19<sup>TH</sup> NOVEMBER</b>	Opening Ceremony
<b>19<sup>TH</sup> TO 25<sup>TH</sup> NOVEMBER</b>	Championships dates
<b>26<sup>TH</sup> NOVEMBER</b>	Participants Departures The Championships programme can be found at the end of this document.

## TRAVELLING TO MADEIRA

Cristiano's Ronaldo International Airport is the designated championships airport and situated 20kms to the east of the city. All journey times are between 20-25 minutes from the airport to Funchal city.

## PASSPORTS AND VISAS

For visits of less than 90 days, a passport valid for at least three months after the end of their stay is necessary.

According to the current Legislation (Visa Code), the citizens of the following nationalities need a Visa: [https://vistos.mne.gov.pt/?option=com\\_content&view=article&id=215%3Anacionalidades-com-obrigatoriedade-de-visto&catid=39&Itemid=94&lang=pt](https://vistos.mne.gov.pt/?option=com_content&view=article&id=215%3Anacionalidades-com-obrigatoriedade-de-visto&catid=39&Itemid=94&lang=pt).

Please contact local Portuguese Embassy or Consulate and let us know if you need any kind of assistance on this matter.

Any official delegation requiring official event invitations from the Portuguese Swimming Federation are requested to submit the request requiring visa to Mariett Matias at [mariett.matias@fpnatacao.pt](mailto:mariett.matias@fpnatacao.pt). This must be done as soon as possible in order for your visa to be processed in time.



## MADEIRA AT A GLANCE

The Autonomous Region of Madeira has about 270,000 inhabitants and a population density of 334.5 inhab./Km<sup>2</sup>. In spite of this population density being higher than the national average, 75% of the population of Madeira dwells in only 35% of the territory, mainly on the south coast. This is where Funchal, capital of Madeira, is located which includes 45% of the population (130,000 inhabitants), with a population of 1,500 inhab./Km<sup>2</sup>. It is here that the majority of the hotels are located.

The archipelago is located in the African Plate in the Atlantic Ocean between latitude 30° and 33°N, basically at the same latitude as Casablanca, 978 km southwest of Lisbon, about 700 km west of the African coast, and 450 km north of the Canary Islands.

This archipelago is formed by the Madeira Island with an area of 740.7 km<sup>2</sup>, Porto Santo with 42.5 km<sup>2</sup>, the Desertas Islands with a total of 14.2 km<sup>2</sup> comprising the three uninhabited islands, and by the Selvagens Islands whose set of 3 islands and sixteen uninhabited islets make up an area of 3.6 km<sup>2</sup>. Of the eight islands, only the two largest (Madeira and Porto Santo) are inhabited and can be accessed via the Madeira Airport in Funchal and Porto Santo Airport.

Funchal, the capital city of Madeira, has access by sea, through a port with a modern station that stands out on the national scene, with regard to cruising. More than half a million passengers disembark here per year. The remaining islands are nature reserves.





## MADEIRA AT A GLANCE

For hundreds of years, Funchal was the only city of the Autonomous Region of Madeira, until 5 other cities gained this status between the end of the twentieth century and the beginning of the next century: Câmara de Lobos, Caniço, Machico, Santana and Vila Baleira.

The island of Madeira has a very rugged terrain, with the highest point being Pico Ruivo (1,862 m), the Pico das Torres (1,851 m) and Pico do Arieiro (1,818 m), respectively the third, fourth and fifth highest points of Portugal. The northern coast is dominated by high cliffs and in the western part of the island you find a plateau region, the Paul da Serra with altitudes between 1,300 and 1,500 m.

## ADDITIONAL INFORMATION

Tap water may be used for drinking as well as general hygiene and domestic purposes.

### ELECTRICAL SUPPLY

The standard voltage throughout Portugal is 230v, 50 Hz, two pin plug.

### LANGUAGE

Portuguese is the official language spoken throughout Portugal.

### CURRENCY

Euro is the accepted currency. Credit cards are widely used.

### DIALLING CODES

To call another country from inside Portugal, first dial 00 then the country code. To call Portugal from outside of the country, first dial your international access code, then the Portugal code 351.

### SMOKING REGULATIONS

In Portugal it is illegal to smoke in any enclosed public place. Funchal Olympic Swimming Pools Complex is strictly a non-smoking venue.

### WANT TO FIND OUT MORE ABOUT FUNCHAL AND MADEIRA ISLANDS?

Go to: <http://www.visitmadeira.pt/en-gb>.



# ACCREDITATION

Two Accreditation Centers are located into the Funchal Airport (primary and mandatory accreditation desk) and in the Funchal Olympic Pool Complex.

**It will be open from the 17th until the 21st November from 08:30h to 23:30h.**

When collecting your Accreditation, you will need to bring your passport or ID card. Personal data of the accreditation card have to be the same as the official document. Otherwise, it will be impossible to deliver the accreditation card.

Every individual must come in person and is not permitted to collect the pass of another. Your Accreditation identifies you and demonstrates you are eligible to take part in the Championships, you should treat it as any secure document and ensure you do not lose it or give it to another person.

**If it is lost you may ask for a replacement but there will be a 30€ fee to pay.**

Your Accreditation serves to control access through the venue perimeter and to gain access to the ground floor. You should always wear it when you are walking around inside the venue. Please be warned that there may be queues for the collection of Athlete Accreditation. We have taken several measures to mitigate this and make it as smoother as possible.

**Please don't forget to bring the Release of Liability (attached to this Guide) and deliver it upon the accreditation.**



# COMPETITION INFORMATION

## COMPETITION SCHEDULE

DAY 1	DAY 2	DAY 3	DAY 4
19 NOVEMBER	20 NOVEMBER	21 NOVEMBER	22 NOVEMBER
14H00	10H00	09H00	09H00
OPENING CEREMONY	OPEN WATER 1,5km	200 breast W	200 im W
14H30	16H30	200 breast M	200 im M
100 im M	200 free W	50 free W	400 free W
100 im W	200 free M	50 free M	400 free M
800 free M	50 breast W	100 back W	4x50 medley MX
800 free W	50 breast M	100 back M	
4x50 free MX	100 fly W		
	100 fly M		

DAY 5	DAY 6	DAY 7
23 NOVEMBER	24 NOVEMBER	25 NOVEMBER
09H00	10H00	09H00
200 back W	OPEN WATER 3km	4x50 free W
200 back M	16H30	4x50 free M
50 fly W	200 fly W	4x50 medley W
50 fly M	200 fly M	4x50 medley M
100 free W	50 back W	
100 free M	50 back M	
	100 breast W	
	100 breast M	

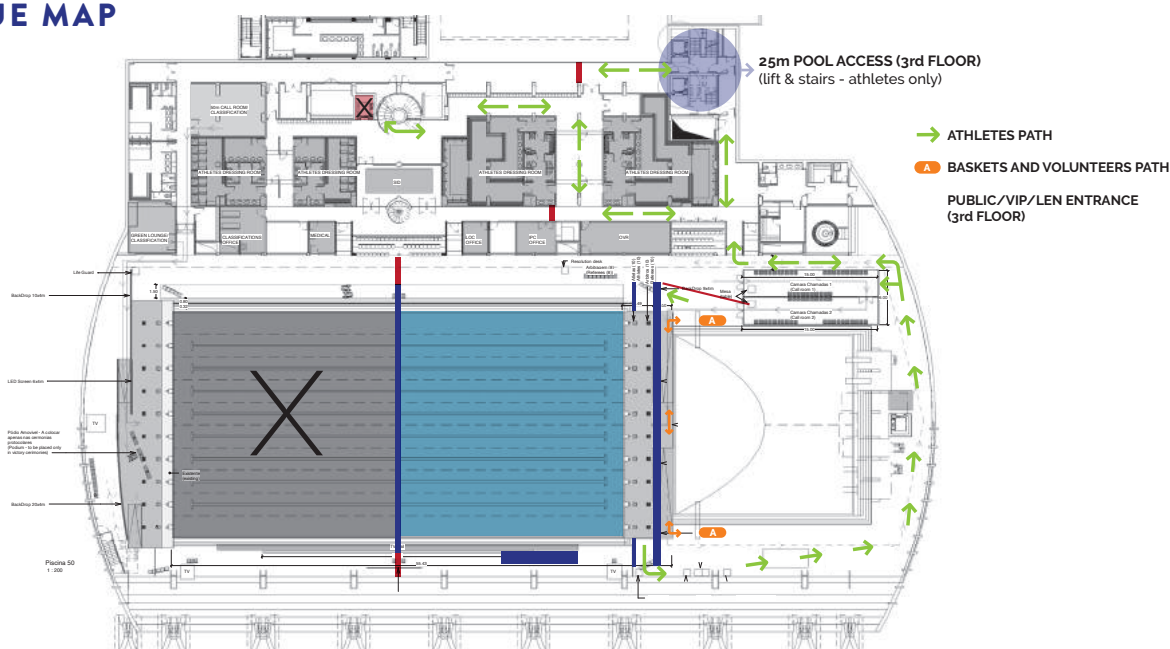




# COMPETITION INFORMATION

## SWIMMING

### VENUE MAP



### RULES

The competitions will be organized and held following the information included in documents that are in force at the time of the Championships; European Aquatics General Rules; European Aquatics European Masters Championships in Swimming and Open Water Rules; World Aquatics Rules and Regulations. All events will be run as a direct final.

### CALL ROOM MANAGEMENT

An accurate wayfinding and signage in all venues will direct participants to the Call Rooms in all venues. Athletes should enter the Call Room “race ready”. They will be checked and then marshaled in race order. It’s up to the athletes to be present at the call rooms at least 15 minutes before the start of the race with their Accreditation Card.

### SEEDING

Events will be pre-seeded using the times entered, slowest to fastest.



# COMPETITION INFORMATION

## SWIMMING

### 400 & 800 FREESTYLE INFORMATION

Competitors participating in 400 m and 800 m races shall confirm their participation to the Organising Committee no later than six o'clock p.m. (18.00 hrs) on the day prior to the event. (according to rule MA-SV 2.1)

They must do this via mail to [tomas@sportsproserv.com](mailto:tomas@sportsproserv.com).

### RELAY INFORMATION

A competitor may only compete in one age group in the same relay event.

All teams entered in the relay events are required to confirm their intention to participate and submit the names of the competitors and the order of swimming.

They must do this via mail to [tomas@sportsproserv.com](mailto:tomas@sportsproserv.com). This must be done no later than 12pm on the day before the event takes place.

### STARTLISTS

Startlist will be published on the event's website. No paper startlists will be printed or distributed to participants.

### RESULTS

Results will be published on the event's website. No paper results will be printed or posted.

### FACILITIES & SERVICES

A Sport Information Desk will be located near the competition pool. The desk will provide a variety of services to all accredited persons, as follows: competition and training information; publication of start lists and results; lost and found; other general information. It will be open throughout all training and competition sessions from 18th November.

**Changing rooms:** Athlete changing rooms are located next to both the competition and training pools. These areas include showers, toilets, lockers, and changing boxes. Bar Service there is a bar open on 1st level where you can find a variety of drinks and cold snacks.



# COMPETITION INFORMATION

## SWIMMING

### WARM UP & RELAX MANAGEMENT

The 25 meters pool on level 3 will be available for warm up before and during the competition and to relax after the races are over we advice to use the diving pool.

### TRAINING INFORMATION

Training will be available in the Funchal Olympic Pool Complex in the follow schedules:

- 18 NOVEMBER - 10h to 12h & 14h to 16h
- 19, 20 & 24 NOVEMBER – 10h to 12h
- 21, 22, 23 NOVEMBER – 14h to 16h

## OPEN WATER



### LOCATION: LIDO BATHING COMPLEX

1,5K MONDAY, NOVEMBER 20TH, 2023

3,0K FRIDAY, NOVEMBER 24TH, 2023

Check in Hours: 08:00h

Final Briefings: 15' before each wave

Start – 10:00h (First wave)

### PARTICIPATION

Swimmers affiliated to Clubs registered with European Aquatics national federations.



# COMPETITION INFORMATION

## OPEN WATER

### CONDITIONS OF PARTICIPATION

By enrolling in this event, the participant, and the club, assumes and accepts that:

- a)** It has prepared properly and that it has the physical robustness necessary to the conclusion of the event, participating at its own risk in this event.
- b)** In case of not meeting the time limit established for the race, the chief referee may collect the swimmer from the water.
- c)** The organization may cancel the event for security reasons, such as storms, bad conditions of the sea, or other situations that manifestly could endanger the physical integrity of the participants, with no refund of the registration fee.
- d)** The swimmer may be photographed and filmed during the event, and these images may be publicly disclosed or used by the Portuguese Swimming Federation/European Aquatics for promotional purposes.
- e)** The swimmer is aware of these Regulations and the conditions of participation in the event.

### GENERAL PROVISIONS

- a)** Security and support during the race shall be the responsibility of the Organization and shall be ensured by several power boats, kayaks and SUP.
- b)** In addition to the support boats referred to in the preceding paragraph, the Organization shall place at the service of the participants the following means: an ambulance; a doctor; A support boat equipped with first aid and paramedics.
- c)** The organization will not be responsible for accidents or damages that the participants suffer or will suffer in the course of the race. Likewise, the organization shall not be liable for damages or accidents that the participants may cause during the course of the race, resulting from sporting misconduct or non-compliance with the rules in force.



# COMPETITION INFORMATION

## OPEN WATER

- d)** The organization reserves the right to prevent participation in the event or to collect, during the course, all individuals who do not have the technical and physical conditions to finish the event safely or who are still in the event after having already been exceeded the limit time.
- e)** It is mandatory to present the Championship Identity Card / Citizen's Card / Passport, if the organization requires it.
- f)** Despite the expected sea water temperature is above 22C°, European Aquatics rules about OWS will be applied.
- h)** Swimmers must wear the swimming caps provided by the organization.

## CLASSIFICATIONS AND LIMIT TIMES

An absolute and gender per Master age group classification will be performed.

## PRIZES

The first 3 swimmers per age group and gender will received a medal.

## SAFETY

Full medical service and appropriate safety assistance will be provided during and at the end of the competition.

**«Only well-prepared and medically fit swimmers may enter this event. Each competitor is responsible for his/her medical examination. The Organizing Committee is not responsible for accidents related to inadequate preparation or health matters.»**

# PROTOCOL

Victory Ceremonies shall take place in the first floor of the venue in a dedicated area outside (there will be signage).

After the end of each event you may go to this area to receive your medal according to your place and age group.

Medals shall be awarded to competitors placed from first to third in each event and age group.

Please note that medals and diplomas will only be given to athletes with their accreditation Card.

This area will be open 30 minutes before the competition starts and will close 30 minutes after competition finishes.

Open Waters medalist need to go to this area in the competition pool to receive their medals (there won't be a protocol zone available in the Open Water Venue).





# MEDICAL INFORMATION

## PROCEDURE IN CASE OF TRAUMA OR SUDDEN ILLNESS

INCIDENT LEVEL	LOCATION	ACTION
LEVEL 1 NON-URGENT	COMPETITION VENUE	Contact the medical support team, if necessary
	HOTEL / TRANSIT / ETC.	Contact the medical support team, if necessary
LEVEL 2 URGENT	COMPETITION VENUE	Contact any member of staff to activate the medical support team.
	HOTEL / TRANSIT / ETC.	Contact any member of staff to activate the medical support team. Consider activating the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible.
LEVEL 3 EMERGENT	COMPETITION VENUE	Attract the attention of any member of the staff to activate the medical support team. Immediately activate the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible
	HOTEL / TRANSIT / ETC.	Immediately activate the Medical Emergency System by calling 112. Try to remain calm and answer any questions as directly as possible. Contact the Chief Medical Officer as soon as possible.

## MEDICAL SERVICES

Water retrieval, first aid and medical services will be available at the competition pool throughout the event. A Medical Treatment Area will be available adjacent to the competition pool, and will be marked adequately. Any participants requiring non-urgent medical services must inform the Chief Medical Officer or the Organizing Committee using the contacts provided bellow (e-mail or WhatsApp). For these services, advance booking is mandatory. A physiotherapist will be available, on demand, at the participants' expense.

**RELEVANT CONTACTS**

<b>ORGANIZING COMMITTEE</b>	Mariett Matias (+351 919 292 476)
<b>LOC CHIEF MEDICAL OFFICER</b>	André Dias (+351 938 756 685)
<b>NATIONAL EMERGENCY NUMBER</b>	112
<b>NEAREST PUBLIC HOSPITAL (EMERGENCY CARE)</b>	Hospital Dr. Nélio Mendonça (+351 291 705 600) Av. Luís de Camões 6180, 9000-177 Funchal
<b>NEAREST PRIVATE HOSPITAL (Payment to be settled directly with the provider)</b>	Hospital Particular da Madeira (+351 291 003 300) Avenida Mário Soares, nº143, 9000-783 Funchal Walk-ins available 24/7
<b>NEAREST PHARMACY</b>	Farmácia Santo António (+351 291 752 410) Caminho de Santo António 238A, 9020-002 Funchal
<b>OUT OF HOURS PHARMACIES</b>	<a href="https://www.farmaciasdeservico.net/localidade/madeira/funchal">https://www.farmaciasdeservico.net/localidade/madeira/funchal</a>
<b>REGIONAL MEDICAL RESCUE SYSTEM</b>	+351 291 700 110 srpc@madeira.gov.pt (non-urgent contact)

**ANNEX 2 - HOW TO ACT IN CASE OF EMERGENCY**

**PLEASE TRY TO REMAIN CALM.**

**THERE ARE EMERGENCY TECHNICIANS AT THE VENUE AT ALL TIMES.**

**ATTRACT THE ATTENTION OF ANY MEMBER OF THE STAFF IMMEDIATELY.**

**DO NOT MOVE THE VICTIM UNLESS YOU ARE TRAINED TO DO SO.**

**CALL THE PORTUGUESE NATIONAL EMERGENCY NUMBER – 112.**

**IT IS IMPORTANT TO LISTEN CAREFULLY AND ANSWER ALL THE QUESTIONS AS DIRECTLY AS POSSIBLE.**

**ADDRESS: COMPLEXO DE PISCINAS DO FUNCHAL  
R. PADRE MANUEL SANCHO DE FREITAS 3, FUNCHAL, PORTUGAL**



# TRANSPORTS

The transport plan is available in the event's website for consulting with all the schedules for swimming and open water events.

# SOCIAL MEDIA TO FOLLOW

WEBSITE	<a href="http://www.len.eu">www.len.eu</a>
FACEBOOK	<a href="http://www.facebook.com/leneuropeanaquatics/">www.facebook.com/leneuropeanaquatics/</a>
INSTAGRAM	<a href="https://www.instagram.com/leneuropeanaquatics">@leneuropeanaquatics</a>
HASHTAG	#LENMasters2023





**SEE YOU IN MADEIRA!**

## Release of Liability

**Surname and Given name:** \_\_\_\_\_

**Club name:** \_\_\_\_\_

**Country:** \_\_\_\_\_

I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by medical practitioner.

I acknowledge that I am aware of the risks inherent in European Short Course Masters Swimming Championships in Madeira in 2023 (training and competition) including possible permanent disability or death, and do assume all risks.

I hereby waive all rights to claims for loss and damages, arising out my participation in European Short Course Masters Swimming Championships in Madeira in 2023 or any activities incidental there to, against the European Aquatics or any individuals participating in Masters Events or supervising such activities as a condition of my participation in European Short Course Masters Swimming Championships in 2023. In addition, I agree to abide by and be governed by the rules of the European Aquatics.

I further declare that I have sufficient health insurance valid in Portugal to cover and medical, pharmaceutical, hospitalization and repatriation expenses that may occur in connection with my stay and participation at the European Short Course Masters Swimming Championships in Madeira in 2023. I understand and agree that the Organizing Committee, European Aquatics or Portuguese authorities may request to submit evidence of such insurance coverage for participation on the event for myself as well as for any friends and/or family members intending to join me for the event. Competitors and accompanying persons in European Short Course Masters Swimming Championships are responsible for their own traveling and personal expenses.

**Signature:** \_\_\_\_\_