

MEMORANDUM

TO: World Aquatics Members in Americas

FROM: World Aquatics Office, Lausanne

DATE: 29 October 2024

**RE: World Aquatics Swimming Development Level 1 Course for
Technical Officials
29 November - 1 December 2024 / Panamá City, Panama (PAN)**

Dear Friends,

We have the pleasure to send you the following information related to the organisation of the **World Aquatics Swimming Development Level 1 Course for Technical Officials** scheduled to be held in Panamá City, Panama on 29 November - 1 December 2024

The purpose of this course is to achieve the following objectives:

- Enlarge the number of swimming officials and enhance the quality of the existing ones;
- Create a uniform pattern of interpretation and application of swimming rules, thus raising the quality of officiating;
- Use the course as an instrument to develop and promote swimming worldwide.

Please note the following information related to the designation & development courses for swimming officials.

- Candidates must be at least 18 years old on 31 December in the calendar year of attendance.
- The course is designed for individuals with basic knowledge and/or prior experience in swimming officiating.
- The course will be delivered in Spanish.

Registration

- Each Member Federation may nominate swimming officials for this course. All participants must be registered by **17 November 2024** in the [GMS](#) using your federation login details.
- Please kindly note that the specific discipline of the course (swimming) must be added to the attendee's GMS profile in order to submit the registration. In addition, the profile must include the following information: personal data, photo, passport copy and the candidate's **personal email address**. Any application without all the above-mentioned information will be rejected.
- World Aquatics will start to approve the registrations once the required number of attendees has been reached (10). The approvals will be done on a first come first served basis, provided that the maximum number of participants (30) has not been reached.
- If you require any assistance with the registration, please contact gms@worldaquatics.com

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

Date:

Arrival: 28 November 2024

Course: 29 November - 1 December 2024

Departure: 1 December 2024 in the evening or 2
December 2024 in the morning.

Important Note: World Aquatics makes a reasonable effort to plan and conduct the courses as described in the present document. However, please note that changes, including postponing or cancellation of the World Aquatics courses might take place.

Insurance:

Please ensure that your participants' health/travel insurance covers the country of the Course.

Place:

Panamá City, Panama

Arrival Airport:**Aeropuerto Internacional de Tocumen (PTY)**

Each Member Federation is responsible for the travel expenses.

Due to the limited number of spots, we kindly ask you to not book any flight tickets until your participants have been approved.

Visa Support:

Please contact the Host Federation (as per contact details below) if you require visa assistance.

Accommodation:

Each Member Federation will cover the accommodation expenses of the nominated swimming officials.

Official Hotels:

Torres del Alba Suites or Hotel Caribe

Single room: 95.- USD per night and includes breakfast

Reservations:

To make a reservation, please contact the Host Federation (as per contact details below).

Local Transport:

Transfers from and to the airport will be provided by the Host Federation for those participants accommodated at the official hotels.

In order to organise the local transportation, please provide the participants' flight arrival and departure details to the Host Federation.

Meeting Venue:

Ciudad del Saber, Panamá or Instituto Panameño de Deportes (Pandeportes)

Programme:

Please find attached the course programme.

Host Federation's**Contact:****Franz Wever Otero****Email:** panamianswimmingfederation@gmail.com**Phone number:** +507-6846-2511

We strongly believe that the World Aquatics Swimming Development Courses for Technical Officials will powerfully contribute to the improvement of our sport.

For any further details please contact the World Aquatics Office in Lausanne:

Contact Person**World Aquatics Development Unit****Marie Gex-Fabry****Email:** marie.gex-fabry@worldaquatics.com**Maha Gouda****Email:** maha.gouda@worldaquatics.com

We look forward to receiving your nominations through the GMS **by no later than**
17 November 2024.

Respectfully yours,

**Morgane Gaultier**

Senior Manager