



**XIV CANA AFRICAN  
JUNIOR/SENIOR SWIMMING  
AND OPEN WATER  
CHAMPIONSHIPS  
11<sup>TH</sup> – 17<sup>TH</sup> OCTOBER, 2021  
ACCRA, GHANA**

**TEAM LEADERS GUIDE**

# TABLE OF CONTENTS

1. INTRODUCTION .....	3
2. LOC CONTACT DETAILS .....	4
3. KEY DATES.....	4
4. ACCOMMODATION & TRANSPORT .....	5
5. PAYMENT FOR ACCOMMODATION AND ENTRIES.....	5
6. ACCREDITATION .....	5
GENERAL RULES .....	8.
PARTICIPANTS .....	6
9. JURY OF APPEAL .....	6
10. COMPETITION RULES AND REGULATIONS .....	6
11. NUMBER OF ATHLETES, EVENTS and ACCOMPANYING OFFICIALS .....	7 & 8
12. ENTRIES .....	9
13. TEAM LEADERS MEETING .....	9
14. TECHNICAL OFFICIALS MEETING .....	9
15. SUBSTITUTION, WITHDRAWAL AND PROTESTS .....	10
16. AWARDS.....	10 & 11
17. MEDICAL AND ANTI-DOPING .....	11
TRAINING POOLS .....	11
19. SWIMWEAR AND ADVERTISING .....	12 & 13
20. COVID-19 GUIDELINES.....	13

## 1. INTRODUCTION

The 14th African Swimming Championships are the African championships in the sport of Swimming. It is organized under the Authority of the African Swimming Confederation or Confederation Africaine de Natation Amateur (CANA) and held biennially. The most recent edition of the Championships was supposed to be held in April, 2020 in Durban, South Africa but it was cancelled due the COVID 19 pandemic.

Year	Championship	Event Location
1974	1st African Swimming Championships	Cairo, Egypt
1977	2nd African Swimming Championships	Tunis, Tunisia
1982	3rd African Swimming Championships	Cairo, Egypt
1990	4th African Swimming Championships	Tunis, Tunisia
1998	5th African Swimming Championships	Nairobi, Kenya
2002	6th African Swimming Championships	Cairo, Egypt
2004	7th African Swimming Championships	Casablanca, Morocco
2006	8th African Swimming Championships	Dakar, Senegal
2008	9th African Swimming Championships	Johannesburg, South Africa
2010	10th African Swimming Championships	Casablanca, Morocco <sup>[1]</sup>
2012	11th African Swimming Championships	Nairobi, Kenya
2016	12th African Swimming Championships	Bloemfontein, south Africa
2018	13th African Swimming Championships	Algiers, Algeria
Year	Championship	Event Location
1988	1st African Junior Swimming Championships	Harare, Zimbabwe
1992	2nd African Junior Swimming Championships	Casablanca, Morocco
1994	3rd African Junior Swimming Championships	Cairo, Egypt
1996	4th African Junior Swimming Championships	Beau-Bassin, Mauritius
1998	5th African Junior Swimming Championships	Germiston, South Africa
2003	6th African Junior Swimming Championships	Casablanca, Morocco
2005	7th African Junior Swimming Championships	Beau-Bassin, Mauritius
2009	8th African Junior Swimming Championships	Beau-Bassin, Mauritius

2011	9th African Junior Swimming Championships	Harcourt, Nigeria
2013	10th African Junior Swimming Championships	Lusaka, Zambia
2015	11th African Junior Swimming Championships	Cairo, Egypt
2017	12th African Junior Swimming Championships	Cairo, Egypt
2019	13th African Junior Swimming Championships	Tunis, Tunisia

## 2. LOC CONTACT DETAILS

2.1. ALL forms / confirmation, enquiries etc should be sent to:

2.1.1. [swimmingghana@gmail.com](mailto:swimmingghana@gmail.com) copy to [canasecretariat@yahoo.com](mailto:canasecretariat@yahoo.com)

## 3. KEY DATES

3.1. The 2021 CANA African Swimming Championships will be held in Accra, Ghana from 11<sup>th</sup> to 17<sup>th</sup> October, 2021

3.2. The Key Dates Deadlines are as follows:

<b>Intention to Participate</b>		<b>30th June, 2021</b>
<b>Preliminary Entries</b>		<b>20<sup>th</sup> July, 2021</b>
<b>Entries by Name</b>		<b>10<sup>th</sup> August, 2021</b>
<b>Confirmation of Accommodation</b>		<b>25<sup>th</sup> August, 2021</b>
<b>Sports Entries</b>		<b>5<sup>th</sup> September, 2021</b>
<b>Submission of Photos for Accreditation</b>		<b>15<sup>th</sup> September, 2021</b>
<b>Flight Itinerary</b>		<b>3<sup>rd</sup> October, 2021</b>
<b>Arrival</b>		<b>9<sup>th</sup> or 10<sup>th</sup> October, 2021</b>
<b>Team Leaders Meeting</b>		<b>10<sup>th</sup> October, 2021</b>
<b>Opening Ceremony</b>		<b>11<sup>th</sup> October, 2021</b>
<b>Swimming Competition</b>		<b>11<sup>th</sup> – 16<sup>th</sup> October, 2021</b>
<b>Open Water Swimming</b>		<b>17<sup>th</sup> October, 2021</b>
<b>Departure</b>		<b>17<sup>th</sup> or 18<sup>th</sup> October, 2021</b>

## 4. ACCOMMODATION & TRANSPORT

4.1. Accommodation will be provided for teams at a Four Star Hotel, the **Best Western Premier Hotel and the ALISA Hotel** about 15mins drive from the competition venue.

4.2 Accommodation, full board, airport transfers, transport between hotel and swimming pool and open water venue:

4.3. Single - - - - US\$ 130.00 per day:

Double - - - - US\$ 110.00 per person per day:

4.4. HOTEL: Four Star Hotels - Best Western Premier Hotel and ALISA Hotel.

## 5. PAYMENT FOR ACCOMMODATION AND ENTRIES

5.1. A 50% deposit for accommodation must be paid by not later than 15<sup>th</sup> September, 2021

5.2. Full Payments must be made by not later than 4<sup>th</sup> October, 2021

5.3 For any countries late with payments, the LOC will NOT be able to GUARANTEE accommodation.

5.4 Bank Details

Payments shall be made by bank or wire transfer to –

Account Name: Ghana Swimming Association

Bank: CAL Bank

Branch: Tema, Community 20

Account Number: 1400005014338

Swift Code: ACCCGHAC

5.5 ALL TRANSFERS MUST INDICATE THE COUNTRY'S NAME and all remittances should include banking charges to be paid for by the sender when they process the transfer. Please email a scanned copy of the payment instructions and confirmation to [swimmingghana@gmail.com](mailto:swimmingghana@gmail.com) copy to [canasecretariat@yahoo.com](mailto:canasecretariat@yahoo.com)

## 6. ACCREDITATION

6.1. All entry to Swimming pool will be by an accreditation card ONLY.

6.2. Kindly send an electronic passport size photograph for each participant, with the participant's full name and surname as the name for the picture file, indicating SW – athlete; OWS – Open Water Swimming or TM – team management, e.g. SW Jonathan (please make sure it is in jpeg format, MAXIMUM size 400 x 525 pixels)

6.3. Please send these with your FINAL ENTRY FORMS on the 15<sup>th</sup> September, 2021

## 7. GENERAL RULES

7.1. The competition is held under the control of the Confederation Africaine de Natation Zone (CANA), Regulations of CANA and the Technical Rules of the Federation Internationale de Natation (FINA) respectively.

7.2. In cases of conflict in interpreting the rules, the English text shall prevail.

7.3. The working language of CANA is English and where there is a difference in the translation, the English version shall prevail.

7.4. In cases where CANA does not provide for the rules, FINA Rules will apply.

7.5. The CANA Bureau shall have complete control of all swimming events at the CANA Swimming Championships.

## **8. PARTICIPANTS**

- 8.1. All competitors must be citizens of a CANA member country and must represent such member country of which the athlete is a citizen.
- 8.2. All athletes shall present to the CANA Technical Committee at the Team Leader's meeting their individual passports issued by the Authorities of their respective countries to ascertain their nationalities.
- 8.3. The member country, which the athlete represents, must be a fully paid-up bona fide member of CANA.
- 8.4. Member countries which are not fully paid-up bona fide members of CANA, shall not be allowed to enter athletes for any competitions held by CANA.
- 8.5. Where a member country fails to pay its subscription fee, such member country will be automatically suspended, until fees have been paid in accordance with the rules and regulations of CANA.
- 8.6. If the fees are not paid before the commencement of the Swimming competitions, such defaulting member country will not be affiliated to CANA any longer; and will therefore, not be able to enter athletes for the swimming competition.

## **9. JURY OF APPEAL**

- 9.1. The CANA Bureau acts as the Jury of Appeal on all swimming matters during CANA Competitions.

## **10. COMPETITION RULES AND REGULATIONS**

- 10.1. CANA is responsible for the technical organization of the competition, and the management of the competitions shall be under the sole control of the CANA Bureau ("Management Committee").
- 10.2. The CANA Bureau through its Technical Committee shall perform the following functions:
- 10.3. Arrange the programme of events
- 10.4. Take charge of the entire management of the competition.
- 10.5. The CANA Bureau shall also appoint officials in conjunction with the host member federation and the Organising Committee. The Bureau shall appoint judges and referees that will officiate at CANA competitions, including members of the Technical Committee and officials from member federations.
- 10.6. Where an athlete or an official has, in the opinion of the CANA delegate or the referee, committed an act of misconduct, this shall be reported to the Secretary General of CANA, who shall in turn report it to the Bureau, the Bureau shall decide the appropriate action to be taken, including a report to the member federation of the offender.

## **11. NUMBER OF ATHLETES, EVENTS and ACCOMPANYING OFFICIALS**

- 11.1. The number of entries for the Swimming Competition and the number of accompanying officials are as follows:

### **11.2. Athletes:**

- 11.2.1. In individual events, a maximum of two athletes per country in each event. In the Relay events, only one team per country per event for both Juniors and Seniors category.
- 11.2.2. All athletes entered may be used in Relays and the composition may be changed between heats and finals.

### **11.3. Team Officials:**

11.3.1. In relation to athletes entered, a member federation may receive accreditation for Team Officials as follows:

11.3.2. 1 (one) official for 1 to 2 athletes

11.3.3. 2 (two) officials for 3 to 5 athletes

11.3.4. 4 (four) officials for up to 14 athletes

11.3.5. 5 (five) officials for up to 20 athletes

11.3.6. 6 (six) officials for over 20 athletes

11.4. The order of the programme, as well as the order of competitions, shall be determined by the Bureau after consultation with the Technical Committee and the Organizing Federation.

11.5. There shall be heats and finals for all swimming events, except 800m and 1500m Freestyle. These events will be swum as Timed Finals for the Senior category. All swimming events in the Junior category will be swum as Timed Finals.

11.6. Individual athletes and Relay Teams shall be seeded for the heats in accordance with the times submitted on the official entry form. A draw will be held for those with individual times but athletes who do not submit times shall be placed at the end lanes, in alphabetical order.

11.7. Athletes shall advance to the finals on the basis of their placement in the heats. If there is a dead heat for the 8th place, a swim-off shall take place to determine who advances to the 8th place, and this will take place at least a half after the conclusion of the heats session or as determined by the Technical Director.

#### **11.8. Lane Assignments**

11.8.1. Assignment of lanes in heats and finals shall be as follows:

Lane 4 –fastest time

Lane 5 – second fastest time

Lane 3 –third fastest time

Lane 6 – fourth fastest time

Lane 2 – fifth fastest time

Lane7 – sixth fastest time

Lane 1 – seventh fastest time

Lane 8 – eighth fastest time

#### **11.9. Programme of Events**

11.9.1. Event for **OPEN WATER 1-**

##### **Catégories :**

- Juniors : G1 : 14 -15 (**2006-2007**)  
G2 : 16-17. (**2004-2005**)

- Seniors :18 and above

2-

- Juniors : 5 Km
- Seniors : 5 km

3- **Engagement**

- Juniors : 2 swimmers per country
- Seniors : 2 swimmers per country. The host country can enter a higher number but only the first 2 swimmers per country will be classified.

4- **Ranking**

- Juniors : 5 Km (G1)
- Juniors : 5 Km (G2)
- Seniors : 5 Km

☐

### 11.9.2. EVENTS FOR SWIMMING

#### Age Category

Juniors: Boys- 15-18 (2003-2006)

Girls- 14-17 (2004-2007)

Seniors: 14 and above

#### **MEN:**

Freestyle: 50m, 100m, 200m, 400m, 800m, 1500m

Backstroke: 50m, 100m, 200m

Breaststroke: 50m, 100m, 200m,

Butterfly: 50m, 100m, 200m,

Individual Medley: 200m, 400m

Freestyle Relay: 4x100m, 4x200m

Medley Relay: 4x100m

#### 11.9.3. **WOMEN:**

Freestyle: 50m, 100m, 200m, 400m, 800m, 1500m

Backstroke: 50m, 100m, 200m

Breaststroke: 50m, 100m, 200m,

Butterfly: 50m, 100m, 200m,

Individual Medley: 200m, 400m

Freestyle Relay: 4x100m, 4x200m

Medley Relay: 4x100m

#### 11.9.4. **MIXED**

Freestyle Relay: 4x100m

Medley Relay: 4x100m



## **12. ENTRIES**

- 12.1. Member countries of CANA wishing to take part in the CANA Swimming Championships shall send Intention to Participate Forms to the Organizing Committee no later than the 30th June, 2021. A copy of the entry shall be sent simultaneously to CANA.
- 12.2. Preliminary Entry indicating the number of athletes, coaches and officials should be received by the Organizing Committee and copy sent simultaneously to CANA by 20<sup>th</sup> July, 2021.
- 12.3. In the swimming event; Junior category will comprise of swimmers born in 2003 – 2006.
- 12.3. The final list of entries with the names of the athletes in the various events shall be received by the **30<sup>th</sup> August, 2021** by the Organizing Committee and the Secretary General of CANA.
- 12.4. In the swimming events, Each member country of CANA may enter two athletes in each individual event and one team in each relay event in both junior and senior categories. There will be no time standards.
- 12.5. Only athletes entered in swimming events or as Relay only athletes for the championships, may be used in Relay teams. The composition of a Relay Team may be changed between the heats and finals of an event, provided that it is made up from the list of athletes entered by the member country.
- 12.6. The Names of Athletes in the relay must be submitted on the official relay entry form in the correct order and in the medley relay, the stroke must be specified, at least one hour before the start of the session in which the relay will be swum.
- 12.7. The maximum number of participating athletes from each country is 24 men and 24 women.
- 12.8. The minimum number of athletes participating in an individual event shall be five.
- 12.9. The minimum number of teams participating in a Relay Events shall be four teams.
- 12.10. If the above conditions are not fulfilled the said event may be cancelled at the discretion of the CANA Bureau.
- 12.11. Open Water Swimming;  
Countries may enter more than Four (4), (2 Juniors & 2 Seniors) swimmers for the 5km OWS event, however only the first two swimmers per country will be ranked.

## **13. TEAM LEADERS MEETING**

- 13.1. The Team Leaders Meeting will be held on the 10<sup>th</sup> October, 2021 at 16:00.

## **14. TECHNICAL OFFICIALS MEETING**

- 14.1. All CANA Affiliates participating at the Championships may forward the name of at least one qualified Technical Official (preferably on either FINA Swimming List No 20 or List No 21).
- 14.2. National Federations will be responsible for the cost of their Technical Officials Flight and Accommodation.
- 14.3. Technical Officials meeting, will be held on the 10<sup>th</sup> October, 2021 at 14:00.

## **15. SUBSTITUTION, WITHDRAWAL AND PROTESTS**

### **15.1. Substitution**

- 15.1.1. Any entered competitor may be substituted by another entered competitor at the Team Leaders Meeting.
- 15.1.2. It is mandatory for the Team Leaders of all the Countries entered to be present at the Team Leaders Meeting (GR7.1)

## **15.2. Withdrawal**

- 15.2.1. Athletes or relay teams not wishing to take part in a final, in which, qualification was achieved shall withdraw within thirty (30) minutes following the preliminaries of the event in which qualification took place.
- 15.2.2. The Member Federation of any competitor who withdraws from the heats/preliminary rounds after the Team Leaders Meeting or from the final more than thirty (30) minutes after the preliminaries of the event in which qualification was earned, shall pay to the Honorary Treasurer the sum of one hundred (100) Swiss Francs, in the case of a relay, the sum shall be two hundred (200) Swiss Francs

## **15.3. Protests**

- 15.3.1. Protests are possible (GR 9.2.1):
  - 15.3.1.1. If the rules and regulations for the conduct of the competition are not observed
  - 15.3.1.2. If other conditions endanger the competitions and /or competitors, or
  - 15.3.1.3. Against decisions of the referee; however, no protest shall be allowed against decisions of fact
- 15.3.2. Protest must be submitted (GR 9.2.2)
  - 15.3.2.1. To the referee
  - 15.3.2.2. In writing on CANA Forms
  - 15.3.2.3. By the responsible team leader
  - 15.3.2.4. Together with a deposit of 100 Swiss Francs or its equivalent and
  - 15.3.2.5. Within 30 minutes following the announcement or publication of the disqualification.
- 15.3.3. If conditions causing a potential protest are noted prior to the event, a protest must be lodged before the signal to start is given.

## **16. AWARDS**

### **16.1. Medals**

- 16.1.1. Medals shall be awarded to the athletes in each individual and each Relay Event as follows:
  - First – Gold Medal and Diploma
  - Second – Silver Medal and Diploma
  - Third – Bronze Medal and Diploma
  - Fourth to eighth Place – Diplomas Only
- 16.1.2. In the case of equal times, medals shall be awarded as follows:
  - 1st place: 2 gold – no silver, 1 bronze
  - 2nd place: 1 gold, 2 silver – no bronze
  - 3rd place: 1 gold, 1 silver, 2 bronze
- 16.1.3. In the case of 3 equal times, medals shall be awarded as follows (GR9.11.1)
  - 1st place: 3 gold - no silver, no bronze
  - 2nd place: 1 gold, 3 silver – no bronze
  - 3rd place: 1 gold, 1 silver, 3 bronze

## **16.2. Trophies**

- |         |                  |                                    |
|---------|------------------|------------------------------------|
| 16.2.1. | Best Team        | Gold Medal Count (Male and Female) |
| 16.2.2. | Best male Team   | Gold Medal count                   |
| 16.2.3. | Best female Team | Gold Medal Count                   |

16.3. Where there is a tie in the number of gold medals, the number of silver medals will be used, likewise if a tie persists then the number of bronze will be used to determine the winner

- |         |                                                            |
|---------|------------------------------------------------------------|
| 16.3.1. | Best Female Athlete – FINA Points table – best performance |
| 16.3.2. | Best Male Athlete – FINA Points table – best performance   |

## **17. MEDICAL AND ANTI-DOPING**

17.1. A medical officer who shall be present throughout the competition, will be provided by the Organizing Committee.

17.2. Facilities for doping control will be provided, in accordance with FINA Rules.

17.3. CANA, in recognition that the use of substances or practices which artificially enhance an athlete's performance is illegal, and in recognition that there is a necessity to fight this malpractice, shall implement random testing during in competition according to the decision of the CANA Bureau.

17.4. The banned substances and practices are those contained in the FINA list.

17.5. The doping control shall also be carried out according to FINA Rules and the tests shall be made at laboratories appearing in the international Olympic Committee approved list.

17.6. The number of tests to be carried out at any CANA event shall be decided by the CANA Bureau in collaboration with the Organizing Committee.

17.7. Where an athlete tests positive, the said athlete shall be sanctioned by the CANA Bureau in accordance with FINA Rules.

## **18. TRAINING AND COMPETITION POOL**

18.1. A time-table will be provided and distributed to all participating member countries, on or before the commencement of training for the competition. The swimming pool is a 50-meter 10 lane facility with electronic timing system.

## **19. SWIMWEAR AND ADVERTISING**

### **19.1. Swimwear**

19.1.1. The swimwear (swimsuit, cap and goggles) of all competitors shall be in good moral taste and suitable for the individual sports disciplines and not to carry any symbol which may be considered offensive (GR5.1)

19.1.2. All swimsuits shall be non-transparent It is permissible to wear two (2) caps. (GR5.2)

19.1.3. The referee of a competition has the authority to exclude any competitor whose swimwear or body symbols do not comply with this Rule (GR5.3)

19.1.4. In swimming competitions, the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands, or leg bands shall be regarded as parts of a swimsuit (BL8.2)

19.1.5. No strapping will be permitted

19.1.6. Swimwear for men shall not extend above the navel or below the knee.

19.1.7. Swimwear for women, shall not cover the neck, extend past the shoulder, nor shall extend below the knee. All swimsuits shall be made from textile materials (BL 8.3)

## **19.2. Advertising**

### **19.2.1. Swimsuits (BL 7.1.1)**

19.2.1.1. One (1) manufacturer's logo of a maximum size of 30 square centimetres when worn.

19.2.1.2. Where one-piece body suits are used, two (2) logos of the manufacturer shall be permitted, one above the waist and one below the waist of a maximum size of 30 square centimetres each when worn.

19.2.1.3. These two (2) logos of the manufacturer shall not be placed immediately adjacent to each other.

19.2.1.4. Where two-piece body suits are used, the two (2) logos of the manufacturer shall be placed on one part each

19.2.1.5. One (1) flag and one (1) country name or code of a maximum of 50 square centimetres when worn

19.2.1.6. One (1) sponsor's logo of a maximum of 30 square centimetres when worn

### **19.2.2. Caps**

19.2.2.1. One (1) manufacturer's logo of a maximum size of 20 square centimetres on the front.

19.2.2.2. One (1) Partner's logo of the size decided by CANA from case to case.

19.2.2.3. One (1) flag and or country name (code) of the size of 32 square centimetres. The side on which the flag and the country name (code) shall be printed will be advised by CANA

19.2.2.4. Athlete's name, 20 square centimetre, shall be printed on the same side as the flag and country name (code).

### **19.2.3. Goggles (BL 7.1.4)**

19.2.3.1. Two (2) manufacturer logos of maximum 6 square centimetres are allowed on the goggles, but only on the spectacle frame or band

### **19.2.4. General**

19.2.4.1. Towels and bags may carry two advertisements. Track suits and officials' uniforms may carry two advertisements, one on the top and two on trousers or skirts.

19.2.4.2. A manufacturer's or sponsor's logo may be repeated but the same name may only be used once in each article or garment.

19.2.4.3. Advertising for tobacco or alcohol is prohibited

19.3. Smoking shall not be permitted in any area designated for athletes, either prior to or during competitions.

**20.** All athletes and officials will be required to go through **FINA COVID-19 Guidelines** and COVID-19 protocols as specified by the Ministry of Health and the Ghana Health Service. Guidelines shall be sent to all participating member Federations.