

COUNTY SWIMMING CHAMPIONSHIPS AND AGE GROUP COMPETITIONS

Held under ASA Laws and Regulations and ASA Technical Rules of Racing

Licence Numbers: 2ER190025, 2ER190026, 2ER190027

19th/20th January; 26th/27th January; 2nd/3rd February 2019

The Venue, Elstree Way, Borehamwood, Hertfordshire WD6 1JY

MEET CONDITIONS

1) General conditions

- a. The competition is held under ASA Laws & Regulations and ASA Technical Rules of Racing and is licensed by the Swim England East Region as a level 2 meet.
- b. These conditions and the attached schedule of qualifying times form the entire agreement whereas the attached covering letter and schedule of events are for information only and are subject to change. In the event of an inconsistency between the conditions and the schedule, the conditions shall have priority.
- c. Any matter not covered by these conditions will be determined by the promoter and lead referee, subject to ASA Laws, Regulations and the ASA Technical Rules of Racing.
- d. The promoter is Karen Huckle on behalf of Swim England Hertfordshire (SEH) promoter@hertsasa.org.uk. Any queries regarding the Championships should be directed to the promoter in the first instance.

2) Eligibility

- a. The competition is only open to SE Category 2 members of swimming clubs in the county of Hertfordshire or the equivalent membership with the other home countries.
- b. A competitor must be a registered member of the club in whose name he or she is entered at the date of making the entry. Where swimmers are members of multiple clubs they must opt to compete in the name of one club only throughout the Championships – this refers to both individual and relay events.
- c. Individuals forming relay teams must be SE Category 2 members but do not have to be swimming in individual events to be able to swim as part of a relay team.
- d. All Entry Times must be achieved between 1st June 2018 and 9th December 2018 and appear on the British Rankings database.
- e. Entry to the female 1500m is by achieving the 400m Freestyle qualifying time within the qualifying period.
- f. Entry to the male 800m is by achieving the 400m Freestyle qualifying time within the qualifying period.
- g. The female 1500m and male 800m will be seeded according to 400m freestyle times.
- h. Swimmers must have achieved at least the Event Consideration Time (see below).

- i. Swimmers or their agents must have submitted a valid entry with correct data and complying with eligibility requirements
- g. Disability Qualifying Times have been set and disability swimmers will compete alongside their able bodied (AB) counterparts seeded on time. See separate Para Conditions at the end of this document and separate Para Qualifying & Consideration Times.
- h. Entry times may be swum in either 25m or 50m pools. If an entry time is swum in a 50m pool it will automatically be converted within the Entry Management software.

3) The events

Entry into an individual event automatically, without further cost, include entry into the Junior Championships for 15 and under and in the Championships for all ages

a. Individual events

Boys/Girls 50m, 100m, 200m, 400m Freestyle

Boys/Girls 100m, 200m Individual Medley

Boys/Girls (12 and over) 800m and 1500m Freestyle

Boys/Girls 50m, 100m, 200m, Backstroke, Breaststroke and Butterfly

Boys/Girls (12 and over) 400m Individual Medley

b. Team events

Boys/Girls Junior Championship (15 and under) 4 x 50m Freestyle, 4 x 50m Medley

Men/Women Championship (10 and over) 4 x 50m Freestyle, 4 x 50m Medley

4) Age groups

a. Individual events

Boys/Girls: 10/11, 12, 13, 14, 15 and 16+.

b. Team events

Boys/Girls: 13 and under 4 x 50m Freestyle, 4 x 50m Medley

c. Age as at midnight on 31st December 2019.

5) General entry procedure

- a. All entries for both individual and relay events should be submitted by the closing date of midnight 13th December 2018 in one application per club. No alternatives or new entries can be submitted after the closing date.
- b. Entry file must contain all possible relay team swimmers whether or not they have qualified and are entered into individual events at the counties 2019 competitions. Swimmer names, date of birth and SE Category 2 membership numbers MUST be submitted in the electronic entry file.
- c. All entries must be made using the SPORTSYSTEMS Online Entry System, the club secretary will be contacted and given the necessary access details, any issues with the online entry system email entries@hertsasa.org.uk SEH will acknowledge receipt of entries as soon as possible after receipt. Receipt of entries does not constitute acceptance.
- d. An accepted list of entries and a list of scratched entries will be published on the SEH website as soon as possible after the entry deadline.
- e. Invoices will be issued for payment of entries and deck pool passes on or before 3rd January 2019. Payment must be received by midnight 10th January otherwise the club will lose all entries to the competition.

f. Payment procedure:

- i. A payment sent by BACS to the SEH bank account Account Name Swim England Hertfordshire, Sort Code 30-97-24, Account Number 07128220 and calculated as follows:

Each 50m, 100m, and 200m individual entry - £7 per entry

Each 400m entry - £8 per entry

Each 800 and 1500m entry - £10 per entry

Each relay team - £15 per entry

Each pool deck pass - £75 per pass.

- g. Personal data will be available for inspection during the meet on application to the promoter.
- h. Throughout this event SEH may have a number of authorised media partners taking static photographs and video footage. These images are intended solely for the purposes of promotion and celebration of the activities and will include live streaming on the internet. Images will be made available via our website and our social network sites. Consent is deemed to be granted by signed confirmation from each club.
- i. Under the new GDPR rules governing data protection the Promoter requires confirmation that any entrant your swimmers (or swimmers' parents/guardians/carers) have granted consent to personal data (i.e. name, age and swim time) being published in the online programme, meet results and to be stored in electronic media. This consent will be given via a summary sheet signed by a club official.
- j. SEH may record the competition events and general images of swimmers for the purposes of education, training, swimmer analysis, performance, development and event promotion. SEH may hold this information on file for the use of promotion, general information and marketing. This information will not be passed on to third party media partners

6) Individual entry procedure

a. Individual entries will be accepted on the following basis:

- i All valid entries to an event with times equal to or faster than the Qualifying Time for that event (see below) will be accepted for a swim in that event
- ii Thereafter entries will be accepted on the basis of the fastest times submitted up to the following maximum number of swimmers (including swimmers with Qualifying Times)

10/11 year olds	50m, 100m & 200m	top 16 entrants
	400m	top 8 entrants
12, 13, 14 & 15 year olds	50m & 100m	top 24 entrants
	200m	top 20 entrants
	400m	top 12 entrants
16+ year olds	50m & 100m	top 32 entrants
	200m	top 20 entrants
	400m	top 16 entrants
800m	12 year olds	top 6 entrants
	13 year olds	top 8 entrants
	14 yr olds	top 10 entrants
	15 & 16+ year olds	top 12 entrants
1500m	12 year olds	top 4 entrants
	13 & 14 year olds	top 8 entrants
	15 & 16+ year olds	top 10 entrants

- b. Entries for the Girls 1500m & Boys 800m will be limited to 2 heats and 3 heats respectively. If these events are oversubscribed the promoter reserves the right to reject entries as necessary. Entries will be rejected to ensure all age groups with entries still have representation. The decision on rejections will be made by the promoter and will be final.
- c. There will be no refunds for late arrivals or withdrawals after the closing date other than for medical conditions or injuries subject to the production of a doctor's certificate or for any other reason at the Promoter's discretion.

7) Relay Entry procedure

- a. Each club is allowed to enter a maximum of two teams in ALL Relay events.
- b. Swimmer names and the order of swimming in relay events MUST be submitted using the relay event entry file which can be downloaded from the SEH website by 12:00 noon on 2nd February 2019.
- c. Times must be entered for each relay team to allow better seeding within heats. Clubs failing to enter a time will NOT be accepted.
- d. Changes to Relay Teams will be accepted up to 11:00am Sunday 3rd February 2019
- e. Emergency Changes to relay teams may be made beyond this time but will not be reflected in any meet paperwork.

8) Meet administration

- a. Admission to the pool for non-swimmers will only be allowed with a valid pass.
 - i. Coaches/team managers/chaperones must apply for a pool deck pass in advance and have an up to date Disclosure and Barring Service (DBS) check and safeguarding qualification. The pass must be visible at all times whilst on poolside.
 - ii. Event staff will be issued with a valid pass on arrival at the pool
- b. Equipment such as massage benches are not allowed on poolside or in any other area hired by the Promoters, this includes poolside, changing rooms, the gallery, the entry desk/medals table area and the foyer. Any club wishing to bring such equipment to the event must make alternative arrangements with the Pool Provider.
- c. Swiss Timing AOE equipment will be used.
- d. Sportsystems meet administration will be used.
- e. The warm-up protocol will be issued to clubs in advance.
- f. The pool is 8 lane 25m with anti-wave devices in place.
- g. The results will be posted on the wall on poolside and on touch screen monitors in the public area they, will also appear on the SEH website and will be supplied to Rankings for entry into the national ranking database.

9) Meet procedure

- a. Heats will be swum as mixed age with swimmers seeded by entry times, slowest to fastest.
- b. All 50m and 100m events shall have finals for each age group, all other events shall be swum as timed finals.
- c. Over the top starts may be used at the referee's discretion.
- d. A maximum of 10 swimmers will be called for finals, the 8 finalists plus 2 reserves.

10) Withdrawal process

- a. Once an individual entry has been accepted a competitor shall swim or give notice of withdrawal. Notice of withdrawals shall only be accepted from a representative of the club with whom the swimmer is registered and must be reported to the meet recorders by the specified time (some sessions will not have split warm ups therefore not have 45 minutes before racing starts)
 - i. Any swimmer not present when required to swim will incur a £10 administrative fee unless the recorder had been notified, prior to the race, of medical grounds that prevented the swimmer taking part. Swimmers not present will be identified from the results where “DNC” is recorded for them unless the recorder has been notified as above.
 - ii. After the championships the club, in whose name the competitor has entered the competition, will be invoiced for the administrative fee and will have 28 days in which to make the payment. If the payment is not made within the 28 days the fee will be increased to £20 per DNC and no entries will be accepted from that club for county swimming events until the fee is paid.
- b. Finalists and reserves, not wishing to swim shall notify the promoter of their intention to withdraw within the timescale announced on the day, but usually ten minutes after the announcement is made or swimmer list is displayed.

11) Awards

- a. Awards will be determined by placings in finals for 50m and 100m events and by the placings in heats for all other events.
- b. Medals will be awarded to the 1st, 2nd, and 3rd placed swimmers for all individual and relay age group swimmers on day of competition.
- c. Championship awards are open to ALL swimmers regardless of age and will be presented at the presentation evening.
 - i. Championship medals will be awarded to those placed overall from the finals in 50m and 100m swims and from the heat results in all other individual events. 1st, 2nd, and 3rd places in each event
 - ii. Championship medals will be awarded to the relay team in each Championship event in 1st, 2nd, and 3rd places
- d. Junior Championship awards are open to all swimmers 15 years and under of age as at 31st December 2019 and will be presented at the presentation evening.
 - i. Junior Championship medals will be awarded to those placed 1st, 2nd and 3rd from the finals in the 50m and 100m swims and from the heat results in all other individual events.
 - ii. Junior Championship medals will be awarded to the relay team in junior Championship event in 1st, 2nd, and 3rd places
- e. The overall top swimmers in each age group will be acknowledged and rewarded as follows.
 - i. For 12 year olds and over there will be 4 groups of events and in order to be placed in the overall award swimmers MUST score in each group
 - Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
 - Group 2 100m Backstroke, Breaststroke, Butterfly, Freestyle and Individual Medley
 - Group 3 200m Backstroke, Breaststroke, Butterfly, Freestyle and Individual Medley
 - Group 4 400m, 800m and 1500m Freestyle and 400m Individual Medley

- ii For 10 & 11 year olds and over there will be 3 groups of events and in order to be placed in the overall award swimmers MUST score in each group
 - Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
 - Group 2 100m Backstroke, Breaststroke, Butterfly, Freestyle and Individual Medley
 - Group 3 200m Backstroke, Breaststroke, Butterfly, Freestyle and Individual Medley
- iii A swimmers highest scoring event in each of the groups will count towards their overall position in their age group. Points will only be awarded for places in finals where swum – or from the heats where no finals are swum – as follows:
 - 1st 15 points
 - 2nd 12 points
 - 3rd 10 points
 - 4th 7 points
 - 5th 5 points
 - 6th 4 points
 - 7th 3 points
 - 8th 2 points
 - any other place 1 point
- iv In the event of a draw, bonus points will be awarded as follows:
 - Improving time from entry time to heat time and not improving from heat time to final time +5 points
 - Improving entry time from heat time to final time but not improving entry time from entry time to heat time +5 points
 - Improving successive times from entry time to heat time AND from heat time to final time +12 points
- v Based on the aggregate points awarded the top 8 swimmers in each age group will be given an award subject to having scored in each 'group'.

12) Overall Team Awards

- a) Top Girls Team
 - i. All 15 and under Girls placing in the top 8 of an event will score points for their club as follows:
 - 1st 15 points
 - 2nd 12 points
 - 3rd 10 points
 - 4th 7 points
 - 5th 5 points
 - 6th 4 points
 - 7th 3 points
 - 8th 2 points

b) Top Boys Team

- i. All 15 and under Boys placing in the top 8 of an event will score points for their club as follows:
 - 1st 15 points
 - 2nd 12 points
 - 3rd 10 points
 - 4th 7 points
 - 5th 5 points
 - 6th 4 points
 - 7th 3 points
 - 8th 2 points

c) Top Womens Team

- i. All 10 & over Women placing in the top 8 of an event will score points for their club as follows:
 - 1st 15 points
 - 2nd 12 points
 - 3rd 10 points
 - 4th 7 points
 - 5th 5 points
 - 6th 4 points
 - 7th 3 points
 - 8th 2 points

d) Top Mens Team

- i. All 10 & over Men placing in the top 8 of an event will score points for their club as follows:
 - 1st 15 points
 - 2nd 12 points
 - 3rd 10 points
 - 4th 7 points
 - 5th 5 points
 - 6th 4 points
 - 7th 3 points
 - 8th 2 points

e) Overall Top Teams

- i. All of the above scores will be added together to place the teams overall. That is Top Boys + Top Girls + Top Men + Top Women

13) Other matters

- a. Anyone attending the gala wishing to use camera, video or digital image-capturing devices (including mobile phones and tablet devices) may do so without the need to register their details with the Promoter.
- b. Participants and spectators are requested to follow the SE guidelines for photography and use of photographs on social media. The SE Child Safeguarding Policy and Procedures, Wavepower 2016-19 Section 2 provides guidance on the use of social networking (page 72-75) and guidance on photography (page 76–77). <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>. Both sets of guidance apply if social media platforms are being used to share images or recordings either after the meet or during live streaming of the event.
- c. No photography/video is permitted in changing rooms. Anyone found taking photographic images/video will be removed from the competition.

- d. All participants must observe the safety precautions in operation at The Venue. Neither the Promoter nor SEH will be responsible for any loss or damage occurring during this meet.

14) Para Swimming Conditions

- a. The general conditions for the SEH Championships and Age Group Competitions shall apply to Para competitors except where varied by any of the following conditions.
- b. Para swimmers who have not achieved the SEH County Championship consideration standard in any event are invited to enter. Swimmers with the indicated classifications will be accepted for the following events only:

50m, 100m	Freestyle	S1 – S14
200m	Freestyle	S1 – S5, S14
400m	Freestyle	S1 – S14
50m	Backstroke	S1 – S5
100m	Backstroke	S1 – S2, S6 – S14
50m	Breaststroke	SB1 – SB3
100m	Breaststroke	SB4 – SB14
50m	Butterfly	S1 – S7
100m	Butterfly	S8 – S14
200m	Individual Medley	SM5 – SM14

- c. Each Para competitor shall be a Swim England Category 2 member or an equivalent member of Swim Scotland or Swim Wales whose membership record shows a S1-15, SB1-SB14 or SM1-SM14 World Para Swimming classification, which is held on the British Swimming or World Para Swimming Classification database at the time of entry.
- d. Competitors should indicate on their entry their relevant:
- I. WPS classification or British Swimming classification
 - II. UKSA or INAS classification (accompanied by the relevant number)
 - III. British Blind Sport classification
 - IV. UK Deaf Sport classification
 - V. Exception codes
- e. Competitors are advised to bring to the competition a printed copy of their exception codes with them in case there are any queries.
- f. Qualifying times for Para competitors are in a separate document and must have been achieved during the specified qualifying period.
- g. Personal Care Attendants and Coaches will be permitted for swimmers in the following classes: S1, S2, S3, S4 and S11. All coaches, chaperones and personal care attendants must conform with the Swim England Child Protection procedures.

15) Competition Format

- a. The competition format will be based on disability inclusion within the able-bodied format.
- b. All swimmers will be seeded in the heats according to their entry times.
- c. Para competitors will be included within the results for their age group.

16) Awards

- a. Medals will be awarded to Para swimmers on a multi-classification timed basis based on British Disability points regardless of age.
- b. If there are fewer than 4 competitors in an event the minus one rule shall apply.
- c. If there is only one competitor in any one event, the swimmer needs to improve on their entry time in order to medal.

17) Qualification & Consideration times – See attached schedule

18) Para Consideration times – See attached schedule

19) Schedule of events – See attached schedule