

Swimming Competition Conditions

Compliant with Swim England (ASA) and Sussex County ASA Rules and Regulations.

1. General conditions

- 1.1 The Sussex County Amateur Swimming Association Swimming Committee (SCASA SC) is responsible for arranging various competitions throughout the year that will always include the Sussex County Championships.
- 1.2 Although other events will be held on dates which may vary to suit the County requirements, the Championships will be competed for annually in the time period as laid out in the ASA meet planning calendar.
- 1.3 The Sussex County Championships are planned to be held long course, however if a 50m pool is not available it will be transferred to a 25m venue. SCASA SC shall arrange the programmes, qualifying criteria and venues for all competitions.
- 1.4 Any competition organised by SCASA SC, shall be open to eligible competitors who are members of Sussex clubs affiliated to Swim England South East.
- 1.5 All Junior Championships shall be open to eligible competitors under 16 years of age on the last day of the Championships.
- 1.6 Entries are always subject to compliance with Rule 21 of the County Association Rules. Competitors at all events organised by SCASA SC must be registered as category 2 members of the ASA. Age qualification dates for any competition will be published on the documents relating to that particular competition.
- 1.7 Full details of each competition organised by SCASA SC will be advertised on the Sussex County ASA website www.sussexswimming.org at least 8 weeks in advance of the competition.
- 1.8 SCASA SC will review the programme of events for all competitions annually.
- 1.9 The fees for all county events shall be reviewed annually by the SCASA Management Committee. All relevant fees must be paid as directed and must be received before the start of the competition or those club's entries may be deleted.

2. Entry Management

- 2.1 All competitors must be category 2 registered as a member of the club they are representing at the closure date for entries
- 2.2 Competitors who are members of more than one club may only compete under the name of one of those clubs in any one competition.
- 2.3 Entries for all competitions must be made by an affiliated club on the electronic entry system provided and be sent to the person nominated to receive them by the declared closing date. No entries will be accepted after the published gala closing date.
- 2.4 The names, dates of birth, gender and category 2 ASA registration numbers of all swimmers must be declared on the electronic entry system. The SCASA SC reserves the right to alter incorrect details or, if necessary, remove any swimmer whose ASA registration cannot be confirmed.
- 2.5 Entry times for County events (Level 1 or 2) must be short course times that have been achieved at an ASA licensed meet held during the qualifying period published for that competition where the venue and date may be required.
- 2.6 Entries for individual events will be restricted to competitors who have achieved the entry qualification times published by the SCASA SC. The venue and date of achievement may be required.
- 2.7 Times for 800m & 1500m Freestyle events need to be from licensed meets or from times in previous year's Long Distance Championship.

- 2.8 All entry times will be checked against the national rankings and any entry time that cannot be verified will be deleted. No entry fee will be refunded for any ineligible time deleted for this reason.
- 2.9 Long Course to Short Course conversions are permitted using the ASA Equivalent Performance Tables.
- 2.10 Team entries are exempt from any licensed time requirements but times must be provided for seeding purposes.
- 2.11 Competitors with disabilities may enter any event provided they meet the eligibility requirements agreed by Sussex County ASA. Full details of their disability exceptions must be provided with the entry.
 - i) **Para Swimmers are expected to provide a print out of their Home Membership Check, which includes their exceptions, to the Referee before the start of the gala.**
- 2.12 All events shall be seeded from the submitted times and heats will be swum in descending time order. The last three heats of events with finals shall be cyclical seeded.
- 2.13 Coaches/team managers are required to withdraw any individual swimmers or teams who are not present or will not be competing. This can be done prior to the gala or on the day. Withdrawals must be on an official withdrawal form and completed by the published closing time for each session.
- 2.14 Once withdrawals have closed, all entrants shown on the "Heat Start Sheets" are expected to swim in all events they are declared as entered for. If a withdrawal is necessary and should a swimmer/team not present themselves for an event then the meet organisers will withdraw that swimmer/team from all heats and finals for that day. The Event Manager or Swimming Manager and Lead Referee may, at their discretion, be allowed to waive this condition should they decide that circumstances warrant this.
- 2.15 All events shall be seeded from the submitted times and heats will be swum in descending time order. Team entries must always have an entry time for seeding purposes.
- 2.16 All affiliated clubs are eligible to enter two teams into relay events.
- 2.17 Relay teams may be selected from any of the eligible names entered on the electronic entry system before the closing date. Team members and swimming order can be changed up to the night before the gala. Teams must then swim in the order shown on the heat start sheets or be disqualified. Only emergency changes will be accepted on the day.
- 2.18 Swimmers may only swim for one team per event.
- 2.19 Any swimmer who represented a team in a heat may not be a member of another team in a final.
- 2.20 If any competition is oversubscribed and is expected to run beyond the allowable session time swimmers closest to the qualifying times will be removed equally by age and event until the running time of the competition is inside of the allowable session timing. Para swimmers entries are exempt from this condition.

3. Events

3.1 Championships shall be held for the following events:

i) Individual events:

Freestyle	50m	100m	200m	400m	800m	1500m
Backstroke	50m	100m	200m			
Breaststroke	50m	100m	200m			
Butterfly	50m	100m	200m			
Individual medley		100m	200m	400m		

ii) Team events:

Freestyle	Senior Women/Men	4 x 100m
	Junior Girls/Boys	4 x 50m
Medley	Senior Women/Men	4 x 100m
	Junior Girls/Boys	4 x 50m

4. Finals

- 4.1 Where the number of finalists exceeds the number of available lanes by reason of a dead heat or equal times in separate heats, the Event Manager or Swimming Manager and Principal Referee reserve the right to select a lesser number of finalists than there are lanes in the pool or arrange a swim-off.
- 4.2 Withdrawals from finals should be made on the official withdrawal form and must be received at least 30 minutes prior to the start of the finals session they are due to compete in. If the last event of a qualifying session has a final, then withdrawals from that final must be made within 10 minutes of the end of the session. Any reserves announced must also withdraw if they do not wish to be considered for a place in the final.
- 4.3 Where a reserve is brought in as a result of a withdrawal then the final shall be re-seeded if time permits otherwise the reserve will occupy the empty lane.

5. Awards

- 5.1 Awards will be made during the galas and it is the swimmers responsibility to collect their awards as soon as possible before the end of the session. Awards not collected may not be retained.
- 5.2 Championship medals will be awarded for 1st, 2nd & 3rd places in all events. These medals will be awarded from the results of finals where swum or from HDW results if no finals are swum.
- 5.3 The Junior Champion shall be the fastest swimmer from the Age Group finals. 1st, 2nd & 3rd places will receive Championship medals.
- 5.4 Age Group medals will be awarded for 1st, 2nd & 3rd places for published age groups in all competitions.

6. Trophies

- 6.1 A Championship winner shall, upon providing a satisfactory guarantee to the Sussex County ASA Trophy Manager, be permitted to hold the perpetual trophy until requested by the appropriate officer to return it.
- 6.2 Clubs winning team trophies will be responsible for their safekeeping and will be permitted to hold a perpetual trophy until requested by the appropriate officer to return it.

7. Records

- 7.1 There shall be separate l/c and s/c records for men and women, and for Senior, Junior and U/14 classification. A junior record will be recognised only if it is made by a swimmer who is under sixteen years of age on the date the record is made.
- 7.2 Records will only be recognised if they are made by eligible competitors who are members of Sussex clubs affiliated to the ASA. Entry is subject to compliance with Rule 21 of Sussex County ASA Rules.
- 7.3 A record achieved in any licensed event in a certified pool will be automatically accepted and recorded. This does not preclude a swimmer from claiming a record at an appropriate event.

- 7.4 The pool shall be 25 metres in length for s/c records and 50m for l/c records. For all records the start and finish shall be at an end of the pool. Conversions from l/c to s/c or vice-versa are not acceptable for records
- 7.5 County relay records will only be recognised if all swimmers in the team are members of the club with which the unbroken period of such membership is longer than that of any other club to which the swimmers may belong.
- 7.6 Records will normally only be recognised at competitions recorded with full AOE. Should the AOE fail and a meet continues with manual timing, then unless the current ASA regulations for recording with manual timing are in place, swims will not be officially recognised for record purposes.
- 7.7 Only the following distances will be recognised for County Records:

i) Individual events:

Freestyle	50m	100m	200m	400m	800m	1500m
Backstroke	50m	100m	200m			
Breaststroke	50m	100m	200m			
Butterfly	50m	100m	200m			
Individual medley		100m	200m	400m		

ii) Team events:

Freestyle	Senior Women/Men	4 x 100m
	Junior Girls/Boys	4 x 50m
Medley	Senior Women/Men	4 x 100m
	Junior Girls/Boys	4 x 50m

8. Championships & Age Group Competition

- 8.1 The Championships & Age Group Competition shall be open to eligible competitors who are members of Sussex clubs affiliated to Swim England South East. Entry is subject to compliance with Rule 21 of the County Association Rules. Competitors must be registered with the ASA as category 2.
- 8.2 Para swimmers may enter any event provided they meet the eligibility requirements above and any disability consideration standard set by the Sussex County ASA. Full details of their disability exceptions must be provided with the entry.
- i) **Para Swimmers are also expected to provide a print out of their Home Membership Check, which includes their exceptions, to the Referee before the start of the gala.**
- 8.3 There shall be the following age groups for boys and girls:
10/11yr, 12yr, 13yr, 14yr, 15yr, 16yr and 17& over.
Swimmers ages shall be as on 31st December in the year of the competition as directed by British Swimming.
- 8.4 Individual awards will be made during the galas and it is the swimmers responsibility to collect their awards as soon as possible by the end of the session. Individual awards not collected may not be retained.
- Individual awards:
- i) Medals (not of Championship standard) will be awarded for first, second and third places.
- ii) Rosettes will be presented to fourth to eighth places.
- 8.5 Clubs awards:
- i) The 20th Century Trophy for Girls will be awarded to the club with the most points in the girls' events.
- ii) The 20th Century Trophy for Boys will be awarded to the club with the most points in the boys' events.
- iii) The Parents' and Supporters' Rose Bowl will be awarded to the club with the highest aggregate points for the girls' and boys' events.

9. Relay Gala (incorporating Team Championships)

- 9.1 The Relay Gala Championships & Age Group Competition shall be open to all clubs affiliated to Swim England South East.
- 9.2 Age groups for this competition are 10/11 years, 12/13 years, Junior (U17yrs) and Open (Championship)
Swimmers ages shall be as on 31st December in the year of the competition as directed by Swim England.
- 9.3 All affiliated clubs are eligible to enter two teams into relay events.
- 9.4 Entries for all competitions must be made by an affiliated club on the electronic file provided which must be completed in full.
- 9.5 Events for all age groups will be 4 x 50m Junior freestyle & medley and 4 x 100m Open freestyle & medley (Championship).
- 9.6 Relay teams may be selected from any of the eligible names entered on the electronic entry system before the closing date. Team members and swimming order can be changed up to the night before the gala. Teams must then swim in the order shown on the heat start sheets or be disqualified. Only emergency changes will be accepted on the day.
- 9.7 Swimmers may only compete for one team per event and must be category 2 registered as a member of the club they are representing at the closing date for entries.
- 9.8 Any swimmer who represented a team in a heat may not be a member of another team in a final.
- 9.9 Finals will be swum and medals (not of Championship standard) will be awarded to the first three teams in each age group final and Championship medals will be awarded to the first three teams in each Championship final.
- 9.10 Awards will be made during the galas and it is the swimmers responsibility to collect their awards as soon as possible before the end of the session. Awards not collected may not be retained.
- 9.11 A Top Club trophy will be awarded to the club with the highest total points combined.

10. Winter Short Course Competitions (incorporating 100m IM Championship)

- 10.1 The Age Group Competition shall be open to eligible competitors who are members of Sussex clubs affiliated to Swim England South East. Entry is subject to compliance with Rule 21 of the County Association Rules. Competitors must be registered with the ASA as category 2.
- 10.2 Competitors with disabilities may enter any event provided they meet the eligibility requirements above and any disability consideration standard set by the Sussex County ASA. Full details of their disability exceptions must be provided with the entry.
 - i) **Para Swimmers are also expected to provide a print out of their Home Membership Check, which includes their exceptions, to the Referee before the start of the gala.**
- 10.3 There shall be the following age groups for boys and girls:
10yrs 11yrs 12yrs 13yrs 14yrs 15yrs 16yrs 17yrs+
Swimmers ages shall be as on 31st December in the year of the competition as directed by Swim England.
- 10.4 The 400m F/S & 400m IM will consist of 2 heats only, for 12+ yrs for both boys and girls. There will be one qualifying time for each event.
- 10.5 There will be a final for both boys & girls senior age groups in the 100m IM.
- 10.6 Awards will be made during the galas and it is the swimmers responsibility to collect their awards as soon as possible before the end of the session. Awards not collected may not be retained.

- i) Medals (not of Championship standard) will be awarded for 1st, 2nd and 3rd places.
- ii) Championships medals will be awarded for 1st, 2nd and 3rd places in the 100m IM only.
- iii) Trophies will be awarded for the winners of the 100m IM Championships.
- iv) A Top Club trophy will be awarded

11. Poolside accreditation

- 11.1 Clubs shall ensure that all their athletes are appropriately supervised from the time they arrive at the venue until the time they leave the venue.
- 11.2 All club representatives supervising athletes shall abide by the Swim England Wavepower policies and guidelines at all times and shall have completed appropriate training in accordance with these policies and guidelines.
 - 11.2.1 The ratio of athletes to supervision shall be in accordance with Swim England guidelines.
 - 11.2.2 There shall be no limit to the number of poolside accreditations each club may purchase.
- 11.3 All club representatives supervising athletes shall clearly display poolside accreditation at all times throughout the competition.
 - 11.3.1 It is incumbent on clubs to ensure that only club members who have received appropriate training shall be issued with poolside accreditation and entrusted to supervise athletes.
- 11.4 Club representatives shall not be allowed onto the pool deck without poolside accreditation. In special circumstances an exception may be made at the discretion of the Event Manager or their Deputy.

12. Management of competitions

- 12.1 The SCASA SC shall appoint an Event Manager for each approved competition as soon as possible after the competition has been sanctioned.
- 12.2 The Event Manager, who shall act as promoter of the competition, shall be responsible for ensuring the efficient delivery of all aspects of the competition including:
 - a) Compliance with FINA, Swim England (ASA) and Sussex County ASA Rules & regulations;
 - b) Budgetary management;
 - c) Ensuring appropriate conditions for the competition are in place;
 - d) Applying for licenses and ensuring that the competition conforms to the licensing regulations;
 - e) Booking venues;
 - f) Publication of approved entry qualification times and programme;
 - g) Entry management and processing, and;
 - h) Ensuring compliance with the venues appropriate risk assessment and operating procedures.
- 12.2.1 At the end of the competition the Event Manager shall present a comprehensive report for consideration to the SCASA SC. This report shall be provided to the Management Committee for review.
- 12.2.2 The Event Manager shall appoint a Deputy and a Lead Referee at least 60 days before the competition.
- 12.2.3 The Event Manager shall appoint a Non-technical Manager at least 14 days before the competition. The Non-technical Manager shall work alongside the Event Manager and/or their Deputy to ensure the efficient delivery of non-technical services throughout the competition.
- 12.2.4 The Event Manager or their Deputy shall be responsible for the recruitment of all technical officials and non-technical volunteers for the competition. The Event Manager or their Deputy shall appoint a Principal Referee for each session of the competition.
- 12.2.5 The Event Manager or their Deputy shall ensure an appropriately skilled technical support team is appointed and that all necessary equipment is available.

- 12.2.6 The Event Manager or their Deputy shall appoint an announcer for the competition.
- 12.2.7 The Event Manager or their Deputy shall report regularly to the SCASA SC by any appropriate means.
- 12.2.8 The Event Manager or their Deputy shall ensure that procedures are approved and in place to inform all competitors, coaches, officials and volunteers in the event that the competition has to be cancelled.
- 12.3 The Event Manager or Deputy, Principal Referee and the Non-technical Manager shall form an Emergency Committee for the duration of each session of each competition. The emergency Committee, in consultation with the pool operator, shall be responsible for the safe delivery of all aspects of the competition.
- 12.4 The Principle Referee shall be responsible for the appointment of all technical officials.
- 12.5 Each participating club shall be encouraged to recruit club members to be non-technical volunteers for the competition. Non-technical volunteers should have a DBS check completed by their club. Non-technical volunteers shall work to the direction of the Non-Technical Manager.
- 12.6 The Sussex County ASA Charter will apply to all competitions promoted by Sussex County ASA.
- 12.7 All volunteers, coaches, athletes and supporters shall follow the Swim England Wavepower policy and guidelines throughout the competition.
- 12.8 Any matter arising not specifically covered by these conditions shall be dealt with by the SCASA SC. The Event Manager or Swimming Manager and Principle Referee, after consulting appropriate Sussex County ASA representatives, may act for the SCASA SC in this respect, during a competition.

13. Competitions running alongside other competitions.

There are a number of different competitions running alongside each other within the County Calendar and all entrants to any County Gala are automatically included in any competition held that they are eligible for. These include but are not limited to:

13.1 **Age Group Points competition**

All points in this competition are awarded from the results of Heats.

Finals do not count for this competition.

Points are calculated on a nationally recognised scale relating to time achieved, as 8 points for 1st to 1 point for 8th.

These results are also used to help select the County Development squad.

13.2 **Champion Club Competition**

The Champion club competition is run throughout the County Championships and points are awarded to the clubs represented by the top 8 swimmers in both the Senior & Junior categories in every event, as 8 points for 1st to 1 point for 8th.

These points are awarded from Senior finals or from HDW events where no finals are swum.

13.4 **Age Group top club Competition**

The Age group Top Club competition is run throughout the County championships and points are awarded to the club's represented by the top 8 swimmers from each age group. *Not all events are available for every age group, please refer to the Qualifying times sheet for further details on which age groups are swum in which event.*

These points are awarded from age group finals or from HDW events where no finals are swum, as 8 points for 1st to 1 point for 8th.

13.5 **Other competitions**

Various other points competitions may also be added to any county meet as decided by the SCASA SC. These competitions will be advertised with the entry information for each

Gala at the time of publication.

To help ensure that all our competitions are as enjoyable as possible for everyone the following Charter will apply at all Sussex County ASA competitions:

We will:

- Organise competitions that are appropriate.
- Apply the rules and laws of the sport openly, equally and within the spirit of the sport.
- Comply with the ASA Code of Conduct.
- Respect all competitors, coaches, spectators and officials.
- Comply with health and safety requirements.
- Ensure that all competitions are in line with regional and national structures.

We expect you to:

- Comply with the ASA Code of Conduct.
- Ensure you and your club's competitors respect each other and compete in the spirit of the sport.
- Respect all competitors, coaches, spectators and officials.
- Ensure information provided about competitors is accurate.
- Ensure competitors comply with the rules and laws of the sport.
- Ensure an appropriate person accompanies junior competitors on poolside.
- Ensure that your actions and the actions of others do not hinder the smooth running of any activity or jeopardise the safety of others.
- Ensure you and others are dressed appropriately.
- Ensure everyone complies with health and safety requirements.

Management of the poolside

Space is at a premium at all venues. To make the most of the available space and to give swimmers as much comfort as possible on poolside, the number and size of bags able to be brought onto poolside is limited.

Regulations

1. All large kit bags and loose kit is banned from the poolside during competition.
2. **Only one bag per swimmer** will be allowed on poolside and this will be restricted to a small "string pull" bag that can hold essential medicines, refreshments and some personal items. Coaches will be allowed a kit bag.
3. Swimmers are not allowed to bring chairs onto poolside.
4. Coaches and team managers may bring a folding chair for their personal use. One chair only per team will be permitted.

Health and safety on pool

The health and safety of everyone on poolside is central to the enjoyment of competitions. These regulations will help ensure a safe environment.

Regulations

1. No glass containers or hot drinks are allowed on poolside. Coaches /team managers will be held responsible for ensuring that this regulation is enforced. Anyone found with glass containers or hot drinks will be asked to leave the poolside.

2. No outside footwear will be allowed on poolside. This applies equally to swimmers, coaches and volunteers.