Sussex County ASA

Conditions for Relay Championships 2027

1. General conditions

1.1 Sussex County ASA (SCasa) will hold a Relay Championships on Saturday 30th January 2027.

1.2 All events shall be conducted in accordance with Swim England Laws and Technical Rules of Swimming. This competition will run over long course (50m) but will not be licensed.

1.2.1 The Sussex County Relay Championships are planned to be held long course, however if a 50m pool is not available it will be transferred to a short course (25m) competition.

1.2.2 Back-stroke ledges will be provided. Backstroke ledges will not be available if the event is moved to the 25m pool at K2 Crawley.

1.2.3 A secondary strobe will be available at this meet. Any S15 or otherwise hearing impaired swimmers requiring this facility must inform the referee before the start of the session.

1.3 The programme of events shall include competitions over the following distances:

1.4 There shall be relay events for females, open/male and mixed events in the following age groups:

Freestyle	Open age group female & open/male	4 x 100m
	Junior age group female & open/male	4 x 50m
Medley	Open age group female & open/male	4 x 100m
	Junior age group female & open/male	4 x 50m
	Open age group Mixed teams	4 x 100m
	Junior age group Mixed teams	4 x 50m

10/11yrs, 12yrs/13yrs, u17yrs (Junior Championship) and Open Championship.

1.3.1 The Female category is for birth sex females in accordance with **Swim England's Transgender and Non-Binary Competition Policy.** By entering the 'Female' category clubs are confirming that the birth sex of a swimmer is female.

1.3.2 A mixed relay team will consist of 2 females and 2 open/male swimmers.

1.3.3 Swimmers ages shall be as on 31st December in the year of the competition as directed by Swim England.

1.5 The Promoter, Event Manager and/or Swimming Manager and Principal Referee 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.

1.6 Any matter arising not specifically covered by these conditions shall be dealt with by the SCasa SC. The Promoter or Swimming Manager and Principal Referee, after consulting appropriate Sussex County ASA representatives, may act for the SCasa SC in this respect, during a competition.

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2. Championships

2.1 There will be Junior and Open Champions.

2.1.1 The Junior Champions will be the fastest team in the u17yrs Junior Championship final.

2.1.2 The Open Champions will be the fastest team in the Open Championship final.

2.2 In the event that finals cannot be swum, champions will be decided by the fastest swims in the heats.

3 Eligibility for entry

3.1 Entry to Sussex County ASA events shall be open to eligible competitors who are members of Sussex clubs affiliated to Swim England South East.

3.1.1 To be eligible to compete in Sussex County Long Course individual and Relay Championships each athlete shall:

i. Be eligible under Swim England regulations.

ii. Be registered with SE as a member of a club affiliated to the Association that they wish to compete for at least 30 days prior to the first day of the competition, and.

iii. Not have competed in the Championships of another county in the same year.

3.2 All competitors must be Club Compete registered as a member of the club they are representing at the closing date for entries.

3.2.1 Competitors who are members of more than one club may only compete under the name of one of those clubs in any one competition.

3.2.2 Swimmers may only swim for one team per event.

3.2.3 Swimmers may only compete for the same club in both the Relay Gala and County Championships.

3.2.4 Any swimmer who represented a team in a heat may not be a member of another team in a final.

3.3 All affiliated clubs are eligible to enter three teams into all relay events subject to prevailing conditions as set out in Conditions 3 and 4.

3.4 Relay teams may be selected from any of the eligible names entered on the electronic entry system before the closing date. Changes in team members or swimming order can be made up to the published time on the day. Team order changes can also be made between heats and finals but only the same 4 swimmers may be used.

3.4.1 Emergency changes agreed with the Principal Referee or Event Manager during the day will also be accepted.

4. Entry Management

4.1 The entry fee shall be £13.00 per team per event.

4.2 Entries for all competitions must be made by an affiliated club using the electronic entry system provided and be sent to galaentries@sussexswimming.org by the declared closing date. No entries will be accepted after the published gala closing date.

4.2.1 All information requested by the electronic entry system must be supplied. The SCasa SC reserves the right to alter incorrect details or, if necessary, remove any swimmer whose Swim England registration cannot be confirmed.

4.3 The capacity of the competition is governed by the maximum number of swimmers that are allowed in the centre (not just in the pool hall). This number will be agreed with the pool operator is an absolute limit and will depend on:

- Prevailing restrictions imposed by the UK Government.
- Any restrictions imposed by the pool operator

4.4 All entries must be received by midday on Wednesday 20th January 2027 to be eligible for consideration into the competition.

4.5 All entries will be confirmed as soon as possible after the closing date by the distribution to clubs of a schedule of accepted entries. A period of 48hrs will be allowed for clubs to email galaentries@sussexswimming.org with notice of correction. At the end of this period the list of entries will be published, and no further changes will be made.

4.6 Full payment for all entries must be made by clubs using BACS and received at the Association's bank by midday on Friday 29th January 2027. No entries are valid until payment has been received and teams may be removed from the competition if payment is late.

4.6.1 Payment should be made to the Association's Bank account:
Account Name: The Sussex County Amateur Swimming Assn
Sort Code: 30 – 94 - 38
Account Number: 00704402

5. Meet procedures

5.1 A withdrawal system will be in operation. Club representatives are expected to withdraw any individual teams/swimmers as early as possible. All withdrawals must follow the published procedure and be completed by the published closing time for each session. All withdrawals are final.

5.1.1 Team changes or withdrawals from finals must be made within 10 minutes of the commencement of the warm up for that final's session.

5.1.2 Where a reserve team is brought in because of a withdrawal then the final shall be re-seeded if time permits otherwise the reserve will occupy the empty lane.

5.2 All events with finals shall be determined by the fastest time in the final. All events without finals shall be determined by heat times and places. (Heat Declared Winner system).

5.2.1 Clubs may only be represented by a maximum of two eligible teams in finals.

5.3 All competitors must present themselves to the marshals in the designated area when called. Swimmers must conform to the published marshalling instructions Failure to do so will result in exclusion from the race.

5.4 All results will be published on the poolside. Live and accumulated results will be published electronically via Hy-tek Meet mobile during the competition and on the Sussex County ASA website after the competition.

6. Awards

6.1 Championship medals will be awarded to 1st, 2nd & 3rd placed teams who complete Championship events without disqualification (HDW or finals).

6.2 Medals will be awarded to 1st, 2nd & 3rd placed teams in non-Championships events who complete the events without disqualification (HDW or finals).

- Medals will be presented during the gala. It is the responsibility of each club to collect their awards at the end of each session. Awards not collected may not be retained.

6.3 Winners of all Championship events shall be presented with commemorative awards. Awards may not be presented on the day of competition.

6.4 Relay competition points will be awarded to the clubs whose teams make a final. Points will be awarded from all results (HDW or finals) as 8 points for 1st place reducing to 1 point for 8th place.

6.4.1 Overall category points will be added to points awarded to clubs during the County Championships.

6.4.2 The club with the highest number of points achieved during the relay gala shall be presented with a commemorative award. Awards may not be presented on the day of competition.

7. Management of the pool

7.1 Access to the pool deck is restricted to swimmers competing in the session, coaches and team managers in possession of the recognised poolside accreditation, officials working during the session and assigned volunteers.

7.1.1 Poolside accreditation must be purchased ahead of the competition through the Swim England Member Options portal. Poolside accreditation must be worn and be visible at all times.

7.1.2 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.

7.2 Swimmers are only permitted to enter the pool area when invited to do so by designated marshals for the purpose of warm-up or competing in their event.

7.3 For warm-up, each club will be directed to a specific lane. Clubs must warm-up in their designated lane and be supervised by their club coach or team manager.

7.4 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.

7.5 In the event that a venue must be evacuated coaches and team managers are responsible for following the evacuation procedures determined by the operator and ensuring that athletes are taken to the designated meeting point without endangering their own lives or the lives of others. Coaches and team managers should always maintain a register of all swimmers in their care.

7.6 All participants in the competition shall abide by the **Swim England Wavepower** policies and guidelines at all times.

7.6.1 Any use of a mobile phone or device in a changing area during Swim England regulated activity is prohibited.

7.6.2 Anyone found using a mobile phone or device in the changing area may be asked to leave the competition.

7.6.3 All coaches and team managers shall have completed appropriate training in accordance with these policies and guidelines.

7.6.4 Clubs shall ensure that they comply with **Swim England supervision ratio guidance**.

7.7 It is the duty of coaches and team managers to ensure that swimmers in their charge are in good health and are not likely to pose a risk to others. Swimmers who are unwell should be removed from the pool deck as soon as possible.

7.7.1 It is the responsibility of clubs to ensure they are aware of any of their swimmers with neurodiversity and that appropriate support, in line with Swim England guidance, is provided by the club for these swimmers.

7.8 Glass containers are not permitted on the pool deck under any circumstances. Coaches/team managers will be held responsible for ensuring that this regulation is enforced. Anyone found with glass containers will be asked to leave the pool deck.

7.9 No outside footwear will be allowed on the pool deck. Swimmers must wear appropriate footwear when leaving the pool deck and entering the common parts of the building.

7.10 The number of bags, chairs and equipment allowed on the pool deck is limited to support the health and safety of everyone. The following measures are designed to allow as much space as possible on poolside at this gala.

- Swimmers are permitted one small ‘string pull’ bag or similar that can hold essential medicines, refreshments and some personal items.
- Clubs are permitted a maximum of 2 chairs for use by coaches and Team Managers.
- Where a club provides benches, these must be positioned against the wall and must not cause an obstruction.
- Swimmers may be asked to leave the poolside if they do not comply with this condition.
- All loose kit, including fins, rollers and slam balls, are banned from the pool deck during competition.

7.11 Each club is expected to leave the area they occupy during competition in a clean and tidy state at the end of the day.

7.12 Local regulations applied by the venue will apply to all competitions. Clubs should always abide by these.

8. Data Management and photographic permission

8.1 By submitting an entry, clubs are accepting that entries will be processed using a computer system. Clubs may request that details are not displayed on the web site but need to be aware that entry confirmation and results are not made available in any other form.

8.2 By submitting an entry, club are accepting that photographs may be taken and used to promote the sport by Sussex County ASA, and/or made available for download and purchase. All photography will conform to the "Swim England Photography and Photographing Swimmers Policy". Swimmers or parents of swimmers under 18 years of age on the day of competition have the right to withhold consent, by completing a form to be made available for download before the closing date of the competition.

9. Expenses policy

9.1 Sussex County ASA offer expenses to all appointed volunteers supporting this competition in accordance with the published expenses policy. The policy governing expenses is published on the county website at https://www.sussexswimming.org/get-involved/expenses/