

HERTFORDSHIRE ASA COUNTY CHAMPIONSHIPS AND AGE GROUP COMPETITIONS

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

Licence 2ERxxxxxxxx, 2ERxxxxxxxx2ERxxxxxxxx – t.b.a.

20th/21st January; 27th/28th January; 3rd/4th February 2018

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 ASA 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 Hertfordshire ASA (HASA) 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 ASA Category 2 members of swimming clubs in the county of Hertfordshire, or the equivalent category if members of Swim Wales or Swim Scotland.
- 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 comply with eligibility to swim conditions 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 2017 and 10th December 2017 and appear on British Rankings.
- e) Swimmers must have achieved at least the Event Consideration Time (see below).
- f) 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 counterparts seeded on time. See separate disability conditions.
- 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 under 16 years and in the Championships for all ages

a. Individual events

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

800m Freestyle (girls 12 and over) and 1500 freestyle (boys 12 and over)

Boys/girls 50m, 100m, 200, backstroke, breaststroke and butterfly

Boys/girls 200m and 400m individual medley (boys/girls 12 and over)

b. Team events

Boys/girls Junior Championship (15 & under) 4 x 50m freestyle, 4 x 50m medley

Men/Women Championship (10 & 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: under 14 years 4 x 50m freestyle, 4 x 50m medley

c. Age as at midnight on 31st December 2018.

5) General entry procedure

a. All entries for both individual and relay events should be submitted by the closing date of midnight 15th December 2017 in one application per club to entries@hertsasa.org.uk. No alternatives or new entries can be submitted after the closing date.

b. All entries must be made using SPORTSYSTEMS Entry Manager. The event entry file can be downloaded from the HASA website. SPORTSYSTEMS Entry Manager is available to download from http://www.sportsys.co.uk/?page_id=112 Instructions for the use of SPORTSYSTEMS Entry Manager are included in the entry pack.

c. Entries are to be accompanied by payment which must be received by midnight 19th December 2017

- i. A payment sent by BACS to the Herts ASA bank account 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 coach pass - £75 per pass.

Failure to submit entries and the full amount of entry fees by the specified dates will mean the rejection of all entries for the club.

- d. HASA will acknowledge receipt of entries as soon as possible after receipt. Receipt of entries does not constitute acceptance.
- e. An accepted list of entries and a list of scratched entries will be published on the HASA website as soon as possible after the entry deadline.
- f. A refund for scratched entries by way of a single payment to each club will be processed by HASA as soon as practical after the accepted entries are published, but not before 4th January 2018.
- g. Entries to the meet will be held on a computer and consent, as required by the Data Protection Act 1998 to the holding of personal information on computer, will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the meet on application to the promoter.
- h. Throughout this event HASA 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 will be deemed to have been given by the submission of the entry.
- i. All parents, competitors, coaches and volunteers are deemed to have acknowledged that this is a public event upon entering the swimming arena which may result in the recording and publication of their images.
- j. HASA may record the competition events and general images of swimmers for the purposes of education, training, swimmer analysis, performance, development and event promotion. Swim England 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. 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. All possible Relay team swimmer names, date of birth and ASA membership numbers MUST be submitted in the electronic entry file whether or not they have qualified and are entered into Individual events at the Counties 2018 competitions
- 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.

8) Meet administration

- a. Admission to the pool for non-swimmers will only be allowed with a valid pass.
 - i. Coaches and team managers must apply for a pass in advance and 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 on the day to accommodate the number of swimmers per session.
- f. The pool is 25m with anti-wave devices in place.
- g. The results will be posted on the wall or on touch screen monitors, both on the poolside and in the public area they, will also appear on the HASA 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 or displayed.
- c. Swimmer names and the order of swimming in relay events MUST be submitted on a hard copy relay declaration form by 12:00 noon on 3rd February.
- d. Medical Changes to relay teams will only be accepted up to 45 minutes prior to the start of the session on 4th February, other than emergencies.

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 in each event in each age group.
- c. Each swimmer in a relay team placed 1st, 2nd, or 3rd will receive a medal.
- d. Championship awards are open to ALL swimmers regardless of age.
 - iii 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

- iv Championship medals will be awarded to the relay team in each Championship event in 1st, 2nd, and 3rd places
- e. Junior Championship awards are open to all swimmers under 16 years of age as at 31st December 2018
 - 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
- f. The overall top swimmers in each age group will be acknowledged and rewarded as follows.
 - i. 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. A swimmer's 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
 - iii. In the event of a draw, bonus points will be awarded as follows:
 - Recording a PB from entry time to heat time +5 points
 - Recording a PB from heat time to final time +5 points
 - Recording a PB from entry time to heat time AND from heat time to final time +12 points

- iv 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) 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 meet organiser.
- b. Participants and spectators are requested to follow the ASA guidelines for photography and use of photographs on social media. The ASA 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 is permitted in changing rooms.
- d. All participants must observe the safety precautions in operation at The Venue. Neither the Promoter nor Hertfordshire ASA will be responsible for any loss or damage occurring during this meet.

13) Consideration times – See attached schedule

14) Qualification times – See attached schedule

15) Schedule of events – See attached schedule