



COUNTY CHAMPIONSHIPS 2023

**Held under Swim England Regulations
and under Swim England Open Meet Licensing Criteria**

Licence Numbers: 2ER230017, 2ER230018, 2ER230019

21st, 22nd, 28th and 29th January 2023 and 4th and 5th February 2023

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

MEET CONDITIONS

1) General conditions

- a. The competition is licensed by the Swim England East Region as a level 2 meet.
- b. Any matter not covered by these conditions will be determined by the promoter, lead referee and meet director, subject to Swim England (SE) Regulations.
- c. The promoter of this event is Karen Huckle, on behalf of Swim England Hertfordshire (SEH), promoter@swimherts.org
- d. Any queries regarding the Championships should be directed to the promoter in the first instance.
- e. The pool length is 25m, has 8 lanes, anti-turbulence lane ropes, Swiss Timing electronic timing and an external strobe.
- f. Heats will be swum with all ages combined and seeded on submitted times.
- g. Over the top starts will be used at the discretion of the referee.
- h. All 50m and 100m events shall have finals for each age group.
- i. All 200m events shall have Championship finals only.
- j. 400m, 800m and 1500m events shall be swum as timed finals
- k. A maximum of 10 swimmers will be called for finals - the 8 finalists, plus 2 reserves.
- l. All swimmers must be supervised by their coaches/team managers during warm up and whilst in the poolhall. Team Managers will be responsible for the behaviour of their swimmers at all times.
- m. SEH accept no responsibility for loss or damage to any clothing or other articles.
- n. In accordance with Swim England's Child Safeguarding Policies and Procedures any parents or carers of swimmers under the age of 18, who wish to take photographic or video images, are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms.
- o. No photography/video is permitted in changing village.
- p. Anyone found taking photographic images/video in the changing village will be removed from the competition.
- q. 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 competition.

2) Eligibility

- a. The competition is only open to Swim England (SE) Club Compete 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 applies to both individual and relay events.
- c. Individuals forming relay teams must be SE Club Compete member, but do not have to be swimming in individual events to be able to swim as part of a relay team.
- d. Entry times for events up to and including 400m must be achieved between 29th April 2022 and 11th December 2022 and appear on the British Rankings database.
- e. Entry times for 800m and 1500m events must be achieved between 2nd April 2022 and 11th December 2022 and appear on the British Rankings database.
- 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 (AB) counterparts, seeded on time. See separate Para Conditions at the end of this document and separate Para Qualifying and 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) Age Groups

- a. Individual events
Boys/Girls: 10/11 years, 12 years, 13 years, 14 years, 15 years and 16 years+.
- b. Relay events
Boys/ Girls: 10-13 years, Boys/Girls 10-15 years, Boys/Girls 10 and over
- c. Age as at midnight on 31st December 2023.

4) The Events

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

a. Individual events

Boys/Girls 50m, 100m, 200m, 400m Freestyle
Boys/Girls 100m, 200m Individual Medley
Boys/Girls (12 years and over) 800m and 1500m Freestyle
Boys/Girls 50m, 100m, 200m, Backstroke, Breaststroke and Butterfly
Boys/Girls (12 years and over) 400m Individual Medley

b. Team events

Boys/Girls Age Group (10 to 13) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
Boys/Girls Junior Championship (10 to 15) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
Men/Women Championship (10 years and over) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
** Mixed Relay teams must have 2 male and 2 female swimmers, swimming in any gender order.

5) Entry procedure

Individuals

- a. All entries for individual events must be submitted by the closing date of midnight 15th December 2022, in one application per club. No alternatives or new entries can be submitted after the closing date.
- b. All individual entries must be made using the Sportsystems online entry system.

Relays

- c. All entries for relay teams must be submitted by the closing date of midnight 15th December 2022, in one application per club. No alternatives or new entries can be submitted after the closing date.
- d. All potential relay swimmers must be entered using the Sportsystems online entry system.
- e. The names of the swimmers in the order of swimming in relay events MUST be submitted using the relay event entry system which will be available on the SEH website by 12:00 noon on the Friday immediately prior to the date of the event.
- f. Times must be entered for each relay team submitted.
- g. Any entries failing to submit an entry time will NOT be accepted.
- h. Changes to relay teams will be accepted up to 09:00 on the day of competition.
- i. Changes can only include swimmers whose details have already been submitted before the closing date.
- j. Emergency changes to relay teams may be made beyond this time, but will not be reflected in any meet paperwork.
- k. Any such change can only include swimmers whose details have already been submitted.

General

- l. All clubs must complete and submit an Entry Summary Form including contact details for two club officers to be used during the Championships.
- m. The club secretary will be contacted and given the necessary access details. For issues with the online entry system email entries@swimherts.org.
- n. SEH will acknowledge receipt of entries as soon as possible after receipt.
- o. Receipt of entries does not constitute acceptance.
- p. A list of accepted entries and a list of scratched entries will be published on the SEH website www.swimherts.org as soon as possible after the entry deadline.
- q. Invoices will be issued, for payment of entries and deck pool passes, on or before 6th January 2023. Payment must be received by midnight 13th January, otherwise the club will lose all entries to the competition.
- r. Payment procedure:
 - i. Payment must be made via BACS to the SEH bank account
Account Name: Swim England Hertfordshire
Sort Code: 30-97-24
Account Number: 07128220
Payment to be calculated as follows:
Each Individual entry: £10 per event
Each relay team £20 per entry
Each pool deck pass: £10 per pass.
- s. Personal data will be available for inspection during the meet, on application to the promoter.
- t. Throughout this event SEH will 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 entering the meet.

- u. Under GDPR for data protection, the promoter requires confirmation that entered swimmers (or the swimmers' parents/guardians/carers) have granted consent to personal data (i.e. name, age and swim time) being published in the online programme and the meet results, and being stored in electronic media. This consent will be given via a summary sheet signed by a club official.
- v. 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 limits

- 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 will be accepted for a swim in that event regardless of the limits set out below.
 - ii. Thereafter valid entries with a time equal to or faster than the Consideration Time 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 and 200m	top 16 entrants
	400m	top 8 entrants
12, 13, 14 and 15 year olds	50m and 100m	top 24 entrants
	200m	top 20 entrants
	400m	top 12 entrants
16+ year olds	50m and 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 year olds	top 10 entrants
	15 and 16+ year olds	top 12 entrants
1500m	12 year olds	top 4 entrants
	13 and 14 year olds	top 8 entrants
	15 and 16+ year olds	top 10 entrants
- b. Entries for the Girls 1500m and 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 that 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, and subject to the production of a doctor's certificate, or for any other reason at the promoter's discretion.

7) Relay entry limits

- a. Each club is allowed to enter a maximum of two teams in EACH relay event.

8) Meet administration

- a. Admission to the pool for non-swimmers will only be allowed with a valid deck pass.
 - i. Coaches/team managers/chaperones must apply for a pool deck pass in advance, and must have an up-to-date Disclosure and Barring Service (DBS) check and a valid Safeguarding qualification.
 - ii. The organisers will have a list of accredited staff per club and will validate all staff on entry to the building.

- b. Equipment such as massage benches are not allowed on poolside or in any other area hired by the promoter, this includes poolside, changing rooms, the gallery, the entry desk and medals table areas and the foyer. Any club wishing to bring such equipment to the event must make alternative arrangements with the pool provider.
- c. Corridors must be kept clear at all times – swimmers must not block corridors when stretching.
- d. Sports systems meet administration will be used.
- e. The warm-up protocol will be issued to clubs in advance.
- f. The results will be circulated to clubs, on the SEH website and will be supplied to Rankings for entry into the national ranking database.
- g. Any club requiring a Hy-Tek compatible results file must indicate this on the Club Summary form.

9) Withdrawal process

- a. An online withdrawal system will be in operation for the duration of the competition.
- b. If a swimmer is not going to swim in an event it is the responsibility of the club entering the swimmer to inform the Entries Manager no later than 6pm on the Friday prior to the weekend the heats from that event are scheduled to take place. Clubs may do this by emailing entries@swimherts.org.
- c. After this time the only withdrawals which will be accepted will be for illness.
- d. Any swimmer not present when required to swim will incur a £10 administration fee, unless the recorder had been notified by the deadline, or due to illness.
- e. Swimmers not present will be identified from the results where DNC is recorded against them.
- f. 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 missed swim, and no entries will be accepted from that club for any county swimming events until the fee is paid.
- g. 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 within ten minutes of the announcement being made, or swimmer list being displayed.

11) Awards

- a. **CHAMPIONSHIP**
- b. Championship awards are open to ALL swimmers regardless of age.
 - i. Championship medals will be awarded to those placed overall from the finals in 50m, 100m and 200m swims and from the overall heat results in all other individual events - 1st, 2nd, and 3rd places in each event.
 - ii. Championship medals will be awarded to the relay teams placed 1st, 2nd, and 3rd in the Championship Relay finals.
- c. **JUNIOR CHAMPIONSHIP**
- d. Junior Championship awards are open to all swimmers of 15 years of age and under of age as at 31st December 2023.
 - i. Junior Championship medals will be awarded to those placed 1st, 2nd and 3rd in the finals of the 50m, 100m and 200m events, and those placed 1st, 2nd and 3rd in the overall heat results in all other individual events.
 - ii. Junior Championship medals will be awarded to the relay teams placed 1st, 2nd, and 3rd in the Junior Championship events.
- e. **AGE GROUP**
- f. Age group awards are open to all swimmers according to their age as at 31st December 2023.
 - i. Age group medals will be awarded to those placed 1st, 2nd and 3rd in the finals of the 50m, 100m and 200m events, and those placed 1st, 2nd and 3rd in the overall heat results in all other individual events.
 - ii. Age Group medals will be awarded to the relay teams placed 1st, 2nd, and 3rd in the Age Group events.

- g. The overall top swimmers in each age-group will be acknowledged and rewarded -
- i For 16 year old & over swimmers there will be 5 groups of events, and in order to be placed in the overall awards swimmers MUST compete successfully in each group.

- Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 2 100m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 3 200m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 4 400m, 800m and 1500m Freestyle
- Group 5 100m, 200m and 400m Individual Medley

- ii For 12 - 15 year olds there will be 5 groups of events, and in order to be placed in the overall awards swimmers MUST compete successfully in each group.

- Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 2 100m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 3 200m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 4 400m, 800m and 1500m Freestyle
- Group 5 100m, 200m and 400m Individual Medley

- iii For 10 and 11 year olds and over there will be 4 groups of events, and in order to be placed in the overall awards swimmers MUST compete successfully in each group

- Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 2 100m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 3 200m Backstroke, Breaststroke, Butterfly, Freestyle
- Group 4 100m and 200m Individual Medley

See separate document describing how top 8 awards will be decided.

12) Overall club awards

JUNIOR CHAMPIONSHIP

a) Top Girls' Club

- i. All 15 year old and under girls placing in the top 8 of an event (including relays) will score points for their club.

b) Top Boys' Club

- i. All 15 year old and under boys placing in the top 8 of an event (including relays), will score points for their club.

CHAMPIONSHIP

c) Top Women's Club

- i. All 10 years and over women placing in the top 8 of an event (including relays), will score points for their club.

d) Top Men's Club

- i. All 10 years and over men placing in the top 8 of an event (including relays), will score points for their club.

e) Overall Top Club

- i. All the above scores will be added together to place the teams overall.
- ii. Top club = Top Boys + Top Girls + Top Men + Top Women

14) Para Swimming Conditions

- a. The general conditions for the SEH Championships 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.
- c. 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

- d. Each Para competitor shall be a Swim England Club Compete 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 (WPS) classification, which is held on the British Swimming or World Para Swimming Classification database at the time of entry.
- e. 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
- f. Competitors are advised to bring to the competition a printed copy of their exception codes with them in case there are any queries.
- g. Qualifying times for Para competitors are in a separate document and must have been achieved during the specified qualifying period.
- h. 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.

If there is only one competitor in any one event, the swimmer needs to improve on their entry time in order to medal.