



**All there is to know  
about Galas  
and more...**



- Types of galas
- What galas get you into?
- Club Champs, Awards and Presentation Night
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# Gala Types

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Galas are categorised as followed:

- Closed meets:
  - those are limited to Bromley swimmers only (Club Champs - Level 4) and in special cases open to a limited number of other clubs (aka our Jan dual meet with 1-2 external clubs)
  - Unlicensed – usually internal galas for lower squads, or dual meets with 1-5 external clubs
- Open Meets – Level 3 (SC), Level 3 (LC), Level 2 & Level 1 galas
- Championships
  - Kent (County champs and Development Meet)
  - London Regionals (winter and summer)
  - English (winter and summer), British (winter and summer) – by invitation only
  - Exception: Welsh Nationals. Unless you have registered your swimmer as being Welsh before the published deadline, this is treated as a Level 1 Open
- Leagues (swimmers selected by the coaches)
  - Kent Junior League – run in 3 rounds, for 9-13y old swimmers only. *This is an unlicensed meet*
  - White Horse League – run in 4 rounds
  - Arena League – This is the most prestigious of all leagues. 3 Rounds, and a potential National Final in March. Our club has got 2 teams.
    - A Team – Premier League
    - B Team – Division 1



# What galas get you into?

## And the importance of the Promoter's conditions...

This is where each gala type and level is key as they don't all get you into the next level up or more

For example, time achieved at our club champs cannot be used to enter the London Region galas.

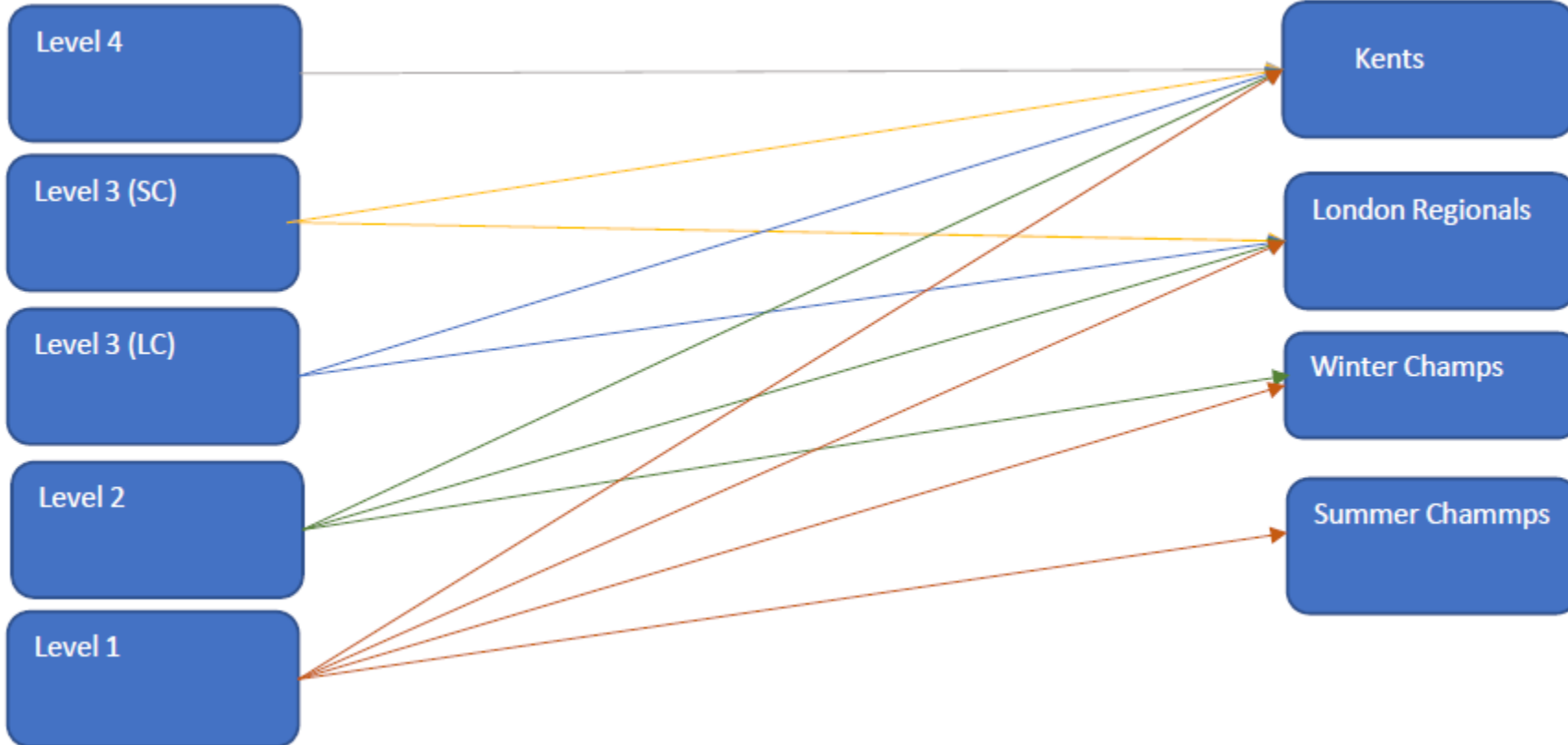
Promoters conditions are important and must be read prior to entering any gala, whether you are a newbie or an experienced swimmer as they change from year to year, gala to gala.

Gala Level	Gets your swimmer into
Club Champs	Kents + L3 Open Meets and some L2 Open
Level 4	Kents + L3 Open Meets and some L2 Open
Level 3 (SC)	Kents, Regionals + L4, L3, some L2&1 Open - read promoters conditions
Level 3 (LC)	Kents, Regionals + L4, L3, some L2&1 Open - read promoters conditions
L2	Kents, Regionals, Country (Winter) + L4, L3, some L2&1 Open - read promoters conditions
L1	Kents, Regionals, Country + L4, L3, L2,L1 Open
Unlicensed	N/A

# What galas get you into?



In pictures



# Club Champs, Awards and Presentation Night

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Our Club Championships are important for the following reasons

- They allow our younger swimmers to compete for the first time
- Our older swimmers can showcase what hard work and commitment to the sport achieves, to which most swimmers should aspire to
- Awards are based on Club Champs attendance and results
- Presentation Night is all about rewarding swimmers based on their results but also on their progress throughout the year
- The Club Champs are split in 2: Age Groups and Distance
- The scoring for the age groups and distance : 1st 11 points, 2nd 10, 3rd 9...11<sup>th</sup> onwards get 1 point
- Full details on how Awards points are calculated to follow
- See Club Champs Age Groups/Events details below, page 3

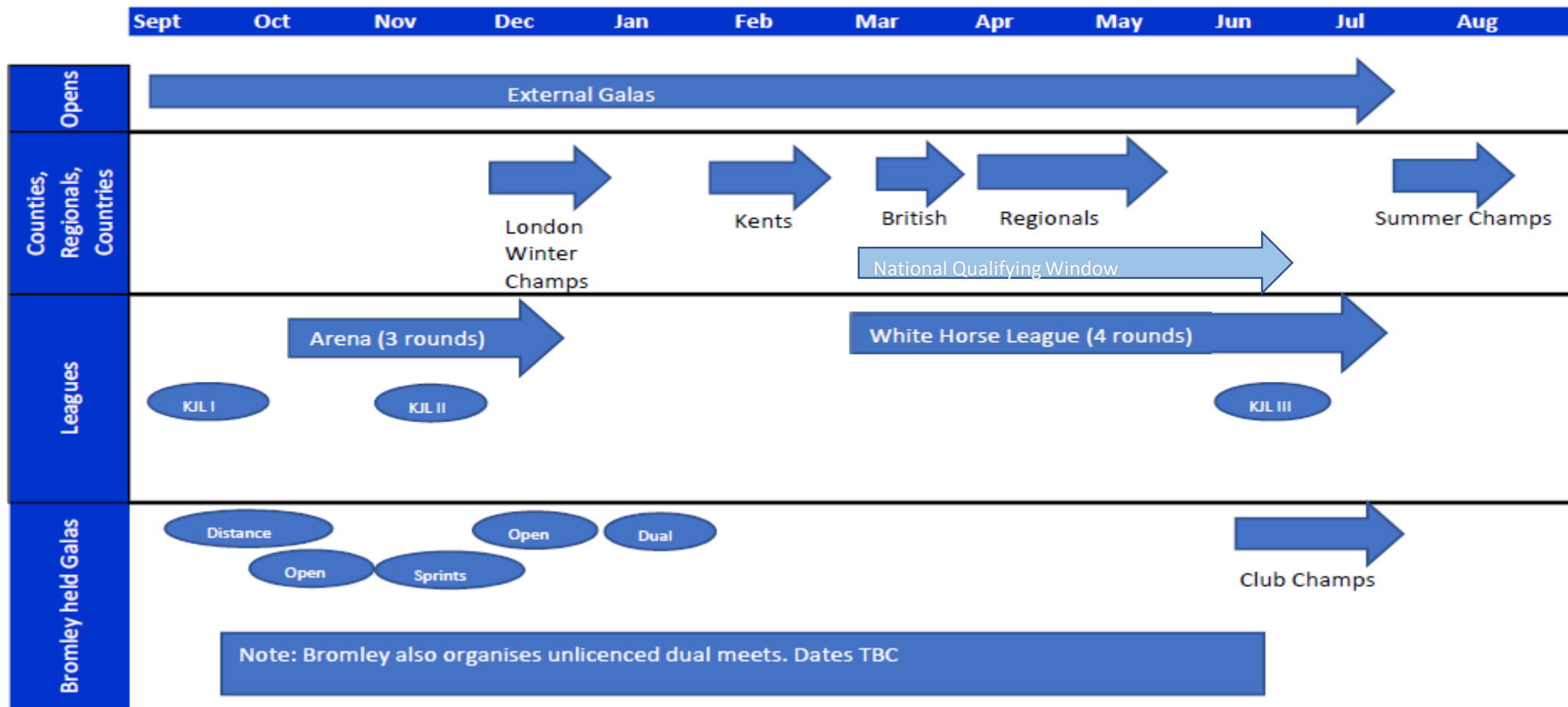


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# Competitions Calendar



- The swimming season is divided in 2 parts:
  - Winter (SC) Sept-Dec - except for particular years (aka last year, the Winter champs were run Long Course as they were in the qualifying window for the Commonwealth games)
  - Summer (LC) Jan-Aug



# Volunteering

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Swimming is an amateur sport that relies mainly on volunteers (except for Coaches/Teachers of course, who are getting paid), so help from parents is absolute paramount. Here are the various areas in which parent help is necessary:

- Committee – they run the club: deal with HR, pool schedule, treasury, welfare, etc.
- Support Team (non-Committee roles) – they organise league events, our own Open Meets, gala entries and much more
- Officials – they run the races at any given gala. Without them, galas wouldn't be licensed. (Please contact Jason Meers if you are interested in training as an Official)
- Parents at galas – they support the coaches by overseeing the children while not in the water and send them to the marshalling area





# Gala Entries – Softwares in Use

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Galas are managed by the promoters using one of the following application

- Hytek (Meet Manager, Team manager)
- SportSys
- TeamUnify

Whenever a gala is organised, the promoter creates an electronic Entry file that all clubs can use to enter kids in bulk

Hytek files can be imported in TU, allowing a simple Entry setup with little or no manual input from us, ready to use via OnDeck or online

SportSys are not compatible, so the Bromley Entry resources have to manually set up a gala in TU, add all Events, dates, and Qualifying Times ready for the Bromley Parents to use.

Once everyone has entered their swimmers in TU, then the entry person has to enter manually the times into SportSys

This applies to Kents and London galas mainly, but also a few Level 3 competitions

# Gala Entries - procedure

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Read the promoter's conditions, they will cover important information as laid out by the Host of the gala

- Age groups
- As-at-date age, End of Year Age
- Deadline for entries (please note the internal deadline will differ from the gala real deadline. This allows us to process all entries prior to submission)
- First-come-first-served vs hard deadline – this is really important. If a gala is on a first-come-first-served basis, the promoter can close entries early
- Qualifying Times. Please be aware that for the Kents/Regionals the Consideration Times do not assure you a place at those galas. Auto Times do, unless specified in the promoters conditions (usually for distance events, races can be limited to 2-3 heats)
- If your swimmer doesn't have a time for a particular event, speak to your coach to see if he/she could give you a time or time you at training (only to be used towards L4/3 galas entries)
- Sign-in / Warm-up times & Events schedule
- Sign-in vs Sign-out. For the latter please make sure you withdraw by the advertised time or you will face a fine (Kents/Regionals)
- When on a first-come-first-served basis, usually all entries are accepted, but if it isn't on that basis then expect Rejections.
- Fees have to be paid at time of Entry, except for Kents and Regionals where we wait for the list of Accepted/Rejected to be published
- Fees to pay in the Gala Account: **40-46-20 Account Number 61407791**
- Once the internal deadline has passed, late entries cannot be accepted by Bromley as we are usually running on tight deadlines, especially for the Kents/Regionals, so it is important to stick to the deadlines advertised in TU
- Check if Time Trials are accepted on the day, should your child decide to swim more events post Entry Deadline. Speak to the coach on the day.
- Check our website the day before the event in case of timings changes

Note: Gala Entries are split between a few volunteers as follows.(If emails are sent to the wrong person, they might not be acted upon, or too late)

- Kent Junior League , Arena – Liz Lander
- Club Champs, Bromley Open meets, Dual Meets (licensed) - Emma Billings, Fran Seller
- Dual Meets (Unlicensed) - Carol Van Selm
- White Horse League - Lucy Follis
- All other External Galas - Servane Chou

# Gala Entries – Qualifying Times & Accepted/Rejected entries

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Read the promoter's conditions, they will cover important information as laid out by the Host of the gala

- Some galas have Upper and Lower Qualifying time, meaning you cannot be faster or slower than the given bracket
- Some galas accept faster/slower times but usually on a Time Trial basis only: this means the swimmer won't be eligible for an award
- For galas with a Hard Deadline (not first-come-First-Served), should the gala be oversubscribed, the slowest swimmers will be rejected per age group
- Auto Times – Those times get you an automatic acceptance to specific galas, unless otherwise in the promoters' conditions.
  - Examples: Distance events tend to be limited in number of heats
  - British Champs in march 2018 were combined with the Edinburgh International Meet so there were rejections
- Qualifying Times for any given gala change each year, so do not think that a 2017 QT will get your child in this year
- Qualifying times are usually based on results the previous year, or recent results for a particular age group. Each year is different.
- Some galas have a qualifying window. Aka for the Kent champs, only times achieved on or after the 1<sup>st</sup> of January of the previous year can be used to enter a swimmer
- If your child has achieved a Consideration Time, please enter your child for this event. Some years o-one got in on a CT time, some other years everyone or most got it. You never know!
- You will get a refund for all Rejections
- If you withdraw your child after the Internal Entry deadline has come and gone, you will not get a refund unless you have a Doctor's note/certificate

# Gala - On the Day

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- Check our website the day before the event in case of timings changes.
- Enquire about parking facilities
- If running late, ask someone you know to sign you in where applicable.

**Important Note: it is crucial that you sign-in on time. If you arrive late or forget to sign-in, it causes all sorts of problems as the meet manager is very busy entering all signed-in swimmers and allocating lanes accordingly.**

**Bromley will no longer accept late sign-ins going forward as this is causing severe delays in running galas, and can incur charges by the pool operator for overrunning.**

- Find your coach/parent helper on poolside and make yourself known to them.
- Follow their instructions
- Go to the marshalling area well on time. Listen to the parent helper/coaches but also to the announcements. Adults on poolside will not be held responsible if you miss your event. If you arrive too late for your event, even if not started but all swimmers got called, you will not be allowed to swim.
- For older swimmers (not just club captains), help the younger kids, show a good example.
- Check if Time Trials are allowed on the day, should you wish to swim more events.
- Stretch before your warm-up and each of your races. There is nothing worse than being injured because you didn't do the exercises.
- If a warm-down pool is available, take advantage of it! But no messing around of you will be excluded from using it.
- *Behave throughout the event*
- Parents – keep an eye on your child from the spectators area.

Note: We have been told off last season on a couple of occasions due to bad behaviour of some of our swimmers. **Coaches/Helpers are not babysitters** so disrupting children will not be tolerated. Coaches/Helpers will send swimmer to their parents should they misbehave on poolside

You all have signed a code of conduct when you joined this club, so please ensure your swimmer abides by it.

This also goes to parents: at a recent league gala which had to be cancelled unexpectedly, a few parents have been particularly rude to the volunteers refunding their money. This is not acceptable.

Why not join the team of volunteers and help make things better instead? We are always in need of volunteers: without them, swimming wouldn't exist.

# Gala - On the Day - Disqualifications

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- Disqualifications (DQs) are there for a reason, so don't feel frustrated, don't take it on the coaches/helpers/officials if your child got disqualified but you felt it was wrong
- DQs are there to make sure all swimmers are all treated the same and swimming according to the rules on a fair level
- DQs are there to teach swimmers to follow those rules
- If you have a video of your child swimming and you feel the DQ was unfair or incorrect, **videos are not accepted in any case as evidence**. The Referee's decision is based on facts and cannot be overturned, unless there were mitigating circumstances like noise at the start, a swimmer interrupting another swimmer's race by swimming out in front of him/her, object in the pool, etc.
- In any case, please get in touch with your coach, within 30 minutes of the event taking place to raise if you wish to raise a protest. Still get in touch with your coach anyway to discuss what happened and what to do to fix it
- Always go to your coach to get feedback immediately after your race, even if the coach doesn't know you, they have years of experience so take any advice they give you.

# Gala Results

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At the end of any gala, the meet manager has to send the results to the ASA for them to load into the Rankings. There can be issues raised by the ASA or identified by the meet manager, which explains why the results are not instantly showing in the rankings.

Generally speaking, results are loaded within 2 days, but not always.

Hytek and TU do not have an agreement with the ASA to be able to download the times directly from the Rankings (although TU are developing a solution as we speak), so we rely entirely on the promoters sending us the results in Hytek format.

This means that if you are going to a gala on your own, aka without club support, it is important that you request the results to be emailed to you in Hytek format, and then send those over to the Bromley External Galas entry email.

That person will load them into TU

Important Notes:

- we load the results of unlicensed meets we run, however remember those times cannot be used to enter into Level 1 & 2 Galas.

# Appendix I – Glossary of Terms

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Term	Definition	Link
SC	Short Course - 25m pool	
LC	Long Course - 50m pool	
ASA	Amateur Swimming Association	
IOS	Institute of Swimming	
TK	Timekeeper	
J1	Judge 1	
J2	Judge 2	
J2S	Starter	

# Appendix II – Useful Links & Tools



	Link
Licensed Meets Calendar	<a href="https://www.swimmingresults.org/licensed_meets/">https://www.swimmingresults.org/licensed_meets/</a>
British Swimming	<a href="http://www.swimming.org">www.swimming.org</a>
ASA Rankings - for all your Times achieved at licensed galas	<a href="https://www.swimmingresults.org/individualbest/">https://www.swimmingresults.org/individualbest/</a>
OnDeck – to view your PBs, Events, Attendance	Download from AppStore of Google Play
MeetMobile – near Real Time Live Gala results (not all promoters use it though)	Download from AppStore of Google Play
Kent ASA	<a href="http://www.kentswimming.org">www.kentswimming.org</a>
London Swimming	<a href="http://www.londonswimming.org">www.londonswimming.org</a>



# Appendix III – Age Groups



Competition	Age By End of Gala of By End of Year	Age Groups
Kents	End of Year	Relays: 12&U, 13-14, 16&U, Open Ind: 10/11, 12, 13, 14, 15, 16, 17+
London Regionals - Winter		16&U, 17+
London Regionals - Summer	End of Year	Relays: 14-16, 17+ Ind: 11/12, 13, 14, 15, 16, 17+
Swim England - Winter	End of Year	15&U, 16+
Swim England - Summer	End of Year	Males; 13/14 years, 15 years, 16 years, 17 years & 18+ years Females; 12/13 years, 14 years, 15 years, 16 years & 17+ years
British Champs	End of Year	Relays: 14-16, 17+ Ind: 13/14years, 15years, 16years, 17/18years, 19years+
Swim Wales Nationals, Irish Nationals, Scottish Nationals	End of Year	See relevant websites
Open Meets	See promoters conditions.	9+
Club Champs		Must be in a competitive squad
Arena League	End of Year	Relays: 9-11, 13&U,15&U,Open Ind: 10/11, 13&U, 15&U, Open
Kent Junior League	By the last round (TBC)	9-10, 11&U, 12&U, 13&U