



**CROYDON BOROUGH SWIMMING ASSOCIATION  
ANNUAL CHAMPIONSHIPS & AGE GROUP COMPETITIONS 2019  
Closed Championship Galas (Level 4 License – 4LR190475,476 & 477)**

## **PROMOTERS CONDITIONS OF ENTRY**

### **GENERAL CONDITIONS**

1. The Annual Championships & Age Group Competitions shall be run under ASA Laws and ASA Technical Rules.
2. The age of each competitor shall be determined as at the close of the meet, namely as at Sunday 14<sup>th</sup> April 2019.
3. To be eligible for entry, competitors;
  - a. must be a member of a club affiliated to CBSA, or
  - b. must be a member of a club affiliated to Swim England **and** must be resident in the Borough of Croydon on the first day of the meet, namely Saturday 9<sup>th</sup> March 2019. In this second circumstance, the competitor must include their full postal address at the time of entry and, by submitting an entry, will be deemed to have attested to the accuracy of the data supplied.
4. A Swim England registration number must be included with each entry.
5. Questions and queries may be directed by email to the Meet Promoter, Nick Hallam, at [admin@croydonboroughsa.org](mailto:admin@croydonboroughsa.org)
6. The Croydon Borough Swimming Association Committee shall decide any matter not provided for in these conditions and will determine the appropriate action against those concerned if any of these conditions are contravened.

### **HOW TO ENTER**

7. The closing date for entry to all events is Saturday 2<sup>nd</sup> March 2019.
8. The entry fee for individual events is £3.50 per event for members of a CBSA-affiliated club and £4.50 per event for all other qualifying swimmers.
9. The entry fee for team events is £4.00 per entry for each CBSA-affiliated club team and £7.00 per entry for each club team not affiliated with CBSA.
10. Entries may be submitted electronically, using a HY-TEK Team Manager/TeamUnify/Swim Manager Entry file, via e-mail to Nick Hallam at [admin@croydonboroughsa.org](mailto:admin@croydonboroughsa.org) and will be processed electronically using the HY-TEK Meet Manager software application.
11. A HY-TEK Event file for use with the HY-TEK Team Manager software application and TeamUnify/Swim Manager websites will be available for distribution by email and will be published online.
12. Individual and Team entries may also be submitted by post using the official manual entry form accompanied by the correct fee. Manual entries should be posted to the Meet Promoter, Nick Hallam at 34 Kingswood Avenue, South Croydon, Surrey. CR2 9DQ.
13. Full payment must be made in the form of a cheque made payable to "CBSA" or else by direct bank transfer to; 60-50-01, 10307265, Croydon Borough Swimming Association; with the payment reference being CBSA plus SURNAME or SHORT CLUB NAME i.e. CBSA HALLAM. Payment must be received no later than Monday 4<sup>th</sup> March 2019.
14. Disability entries are welcomed and are subject to the general conditions and the multi-classification entries conditions below.
15. If the meet is over-subscribed, the promoters reserve the right to reject entries based on the submitted entry times. The fastest swimmers in each age group will be given priority. Clubs will be informed as soon as possible after the closing date of any swimmers whose entries have had to be rejected, and entry fees for rejected swimmers will be returned in full.

## DATA PROTECTION

16. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 1998, to the holding of personal information.
17. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event.
18. This data will be shared by form of results with Swim England (Rankings) and the clubs who have entered the meet.
19. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies; Please ensure that you review their privacy policies before any data is submitted.
20. If any persons want to exercise their right to erasure or processing of their personal data, they will need to make a written request to the promoter.
21. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.

## MEET PROGRAMME

22. The competition takes place over three weekends:

Gala Number	Date	Venue
1	Saturday 9 <sup>th</sup> March 2019	Whitgift School (25m x 8 lanes)
2	Saturday 16 <sup>th</sup> March 2019	Whitgift School (25m x 8 lanes)
3	Saturday 13 <sup>th</sup> April 2019	Whitgift School (25m x 8 lanes)
4	Sunday 14 <sup>th</sup> April 2019	Whitgift School (25m x 8 lanes)

23. Whitgift School is located off Nottingham Road, Haling Park, South Croydon, Surrey CR2 6YT and off-street parking is available on all gala dates.
24. Event age groups will be as follows:

Event(s)	Age Group(s)
400m Freestyle	Open
400m Individual Medley	10 & Over
200m (All Events)	Open
100m Individual Medley	Open
100m Butterfly	Open, 15/16yrs, 13/14yrs.
100m Freestyle, Breaststroke & Backstroke	Open, 15/16yrs, 13/14yrs, 11/12yrs
50m Freestyle	Open, 9/10yrs
50m Butterfly	11/12yrs, 9/10yrs
50m Backstroke & Breaststroke	9/10yrs
4 x 50m Medley Team	Open, Under 17, Under 14
4 x 50m Freestyle Team	Open, Under 17
6 x 50m Medley Team (Mixed)	Under 14
6 x 50m Freestyle Team (Mixed)	Under 14

25. The age group "Open" is defined as encompassing all qualifying competitors regardless of age.
26. Events will swim in the same order as laid out on the Official Entry Form.
27. All events will be placed on a Heat Declared Winner (HDW) basis.
28. No time-trials or exhibition swims will be permitted during the competition regardless of the availability of vacant lanes in any given heat.
29. Clubs may enter a maximum of THREE teams for team events in any single age group.
30. Swim-ups are not permitted in team events.

## SEEDING

31. All events will be seeded in the standard manner with all heats “spearheaded”.

## TECHNICAL AND NON-TECHNICAL OFFICIALS

32. This competition cannot run without people to fill both technical and non-technical roles on the day. With this in mind, clubs are expected to provide volunteers, both qualified officials and people to fill technical and non-technical roles such as programmes, marshalling, and electronic timing operation and so on.

## ENTRY TIMES

33. For all 400m and 200m individual events, and for the 100m Butterfly individual event, entry times must be equal to, or faster than, the qualifying times supplied as part of these conditions.
34. The qualifying times published below are given as short course times. Swimmers may enter if they have achieved the time in a short-course or a long-course pool. Long-course times will be automatically converted upon receipt of entry. Please clearly indicate where long-course qualifying times have been used on your entry form.
35. For all 400m and 200m individual events only, entry times will be accepted from club/coach-certified time trials or any other licensed meet.
36. For all 400m and 200m individual events, no “no time” entries will be accepted.
37. By submitting entries to the meet administrator, club representatives are declaring that entry times submitted meet the required criteria.
38. For all events with lower qualifying times, swimmers must equal or beat the qualifying time to be placed in the final results. No medal or ribbon will be awarded if this condition is not met.
39. The qualifying times for this competition are:

Gala Number	Event Number(s)	Distance	Stroke	Qualifying Time
1	101 & 102	200m	Freestyle	03:30.00
1	109 & 110	100m	Butterfly	01:40.00
1	115	400m	Individual Medley	05:30.00
2	201 & 202	400m	Freestyle	05:30.00
2	213 & 214	200m	Breaststroke	04:30.00
3	301 & 302	200m	Individual Medley	04:00.00
3	313 & 314	200m	Backstroke	04:00.00
3	315	400m	Individual Medley	05:30.00
4	401 & 402	200m	Butterfly	03:45:00

## MEDALS, TROPHIES AND AWARDS

42. Trophies, medals and awards shall be presented on the night as follows:

### Individual events:

Trophy – 1<sup>st</sup> place – for selected events/age-groups for historic reasons.

Medals - 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places.

Ribbons – 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> places.

### Team events:

Trophy – 1<sup>st</sup> place.

Medals – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> places.

43. Trophy winners will be expected to represent Croydon in Inter-borough competitions if selected.

## **REGISTRATION AND MARSHALLING**

44. Competitors must sign in for each event in which they wish to take part.
45. Competitors may not be signed in if they are not present at the venue.
46. Sign-in closes 45 minutes before the start of each session.
47. Late arrivals or accidental omissions found after sign-in has closed will be considered as scratched entries and will be removed from the competition. No refund will be given for late-arrivals, non-attendance or mid-gala withdrawals.
48. All withdrawals after sign-in must be notified to the control desk as soon as possible.
49. Heat lists will be provided to officials, race marshals/whips and club coaches/team managers on the day.
50. It is the responsibility of competitors to check with the heat lists and their coaches/team managers and be at the marshalling area on time for their event as instructed.

## **POOLSIDE ACCESS, PROGRAMMES & RESULTS**

51. The cost of access to each of the galas is £2.00 per adult. Children are admitted at no cost. Payment made to access the gala does not guarantee the payer to a seat due to facility restrictions.
52. Programmes will be available for download from the CBSA website once published but will not be available on the day of each gala.
53. Psych Sheets, Heat Sheets, and Live Results will be available via the MeetMobile App which may be downloaded onto your smart device from the appropriate AppStore. There may be a small annual subscription payable to access the full functionality of the App – CBSA does not receive any part of the subscriptions paid to the App developer.
54. Results will be published on the CBSA website shortly after the end of each meet for download/reference.

## **POOLSIDE SUPERVISION, CHALLENGES AND BEHAVIOUR**

55. All competitors must be supervised on poolside. Clubs must ensure there are a sufficient number of adults on poolside to provide adequate supervision of their competitors.
56. Should a parent/guardian of a competitor wish to challenge/question a recorded time, a disqualification or other swimming-related matter, they should calmly bring the matter to the attention of their Club Coach or Team Manager who will be able to advise as to the validity of the challenge. If the challenge is deemed to be valid, the Club Coach or Team Manager will escalate it for the attention of the Principal Referee once the meet has been completed. The matter shall be resolved at the time of registration of the challenge.
57. Should any attendee wish to register a grievance about a perceived welfare matter, they should calmly bring the matter to the attention of the Principal Referee once the meet has been completed. The grievance will then be officially recorded and subsequently, appropriate investigation and action will be taken by the CBSA committee. The matter will not be resolved at the time of registration of the grievance.
58. Under no circumstances should a spectator enter the poolside area or cause disruption to the meet by causing officials to cease their duties unless in the case of an emergency.
59. The CBSA committee request that all meet attendees respect the privacy and wishes of other users of the facilities.
60. The promoter reserves the right to request any person to leave poolside without having to give a reason.
61. In the circumstance that the actions/behaviour of any attendee of a CBSA Championship meet be deemed to have been abusive or unacceptable, the CBSA committee will raise an official grievance with the Club to which the attendee is affiliated/associated and will ask that the matter be assessed as a breach of the Swim England Code of Ethics and/or the specific Club Code of Conduct that may apply. Should the CBSA committee consider that insufficient action be taken as a result of the grievance process, it shall reserve the right to apply an appropriate and proportionate sanction.
62. Where such action/behaviour is reported to the CBSA by the Facility Owners/Management, in addition to the action taken in Section 62 (above), the Normal Operating Procedure of the Facility shall apply and will be fully supported by the CBSA Committee.
63. Wherever such action/behaviour be considered unlawful, the Police will be informed and the CBSA committee will fully support the outcome of any subsequent investigation and/or action.

## PHOTOGRAPHY

64. The permitted use of devices which capture still or moving images is no longer dependent upon pre-registration.
65. Flash photography remains prohibited at all times.
66. All persons who attend a CBSA Championship meet must have a clear understanding of their responsibilities and obligations as detailed in the Photography Guidance section of Wavepower 2016-19 (the current Swim England Child Safeguarding Policies and Procedures publication). Your adherence to the guidelines and vigilance during the event will assist in our efforts to avoid the misuse of such equipment and the images/videos produced
67. In the circumstance that an infraction is identified by CBSA officials and/or volunteers, the actions detailed in Sections 62 and 64 (above) shall apply.
68. In the circumstance that an infraction is identified by or reported to the Facility Management, the actions detailed in Sections 62, 63 & 64 (above) shall apply.
69. Still/Moving images of the meet may be taken by representatives of the promoters of the event and may be used for promotional purposes i.e. publication/distribution online/in social media and/or in local press articles. Entry into the competition implies acceptance of this condition.

## MULTI-CLASSIFICATION PARA-SWIMMING INCLUSIVE EVENTS

70. These Championships shall be conducted under Swim England Technical Rules and the relevant IPC Swimming Rules.
71. The Promoters Conditions for these Championships shall apply to the Multi-Classification Para-Swimming events except where specifically varied by any of the following conditions.
72. The Championships shall be run with multi-classification para-swimming inclusive events.
73. The CBSA committee have made a maximum provision of one heat of each of the following events, which shall be swum as the first heat, in which para-swimming competitors may swim;

Stroke/Distance	Classification (Male & Female)
Freestyle – 50m & 100m	S1 - S14 (inclusive)
Freestyle – 200m	S1 - S5 (inclusive) & S14
Freestyle – 400m	S6 – S14 (inclusive)
Backstroke – 50m	S1 – S5 (inclusive)
Backstroke – 100m	S1, S2 & S6 – S14 (inclusive)
Breaststroke – 50m	SB1 – SB3 (inclusive)
Breaststroke – 100m	SB4 – SB9 (inclusive) & SB11 – SB14 (inclusive)
Butterfly – 50m	S1 – S7 (inclusive)
Butterfly – 100m	S8 – S14 (inclusive)
Individual Medley – 200m	SM5 – SM14 (inclusive)

74. All competitors must be a minimum of 11 years old, determined on Sunday 14<sup>th</sup> April 2019.
75. All competitors have an authorised IPC Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or IPC Swimming classification database at the time of entry.
76. If the number of entries received from para-swimmers for an event is greater than the number of lanes available for the single heat provided, then only the competitors with the most British Para-Swimming points will be accepted.
77. Personal care attendants are only permitted for competitors in the following classes: S1, S2, S3, S4, S5 and S11. A para-swimming competitor in any of these classes may have both a coach and a personal care attendant present.
78. All classes of competitors will swim together (multi-classification).
79. Final positions will be determined by the number of British Para-Swimming points attained by each competitor in their heat. British Para-Swimming points are awarded to each competitor in relation to how close they are to their classifications world record in each event respectively. In the event of a dead-heat of equal British Para-Swimming points for a specific classification, there will be no swim-off and both competitors will be awarded the same position.

## **MULTI-CLASSIFICATION PARA-SWIMMING INCLUSIVE EVENTS (CONTINUED)**

80. Para-swimming competitors will be included but not placed within the results for the appropriate age category in the able-bodied competition. Para-swimming competitors will also be included in the multi-classification results and placed within those results according to their attainment of British Para-Swimming points.
81. Medals will be awarded, on a multi-classification basis, to the first three places in each event which will be allocated to the top three British Para-Swimming points scorers.
82. If there are less than four para-swimming competitors in any one event, then the “minus 1” rule will be applied to award medals;
  1. where there are only three competitors in an event, only the top two placed competitors will receive medals.
  2. where there are only two competitors in an event, only the winner will receive a medal.
83. If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.