

COUNTY CHAMPIONSHIPS 2020

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

Licence Numbers: 2ER200118, 2ER200119, 2ER200120, 2ER200121, 2ER200122

11th, 12th, 14th, 18th, 19th, 21st, 25th and 26th January 2020

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. These conditions and the attached qualifying times form the entire agreement, whereas the attached schedule of events is for information only and is 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 Swim England (SE) Regulations.
- d. The promoter is Karen Huckle, on behalf of Swim England Hertfordshire (SEH), promoter@swimherts.org.
- e. Any queries regarding the Championships should be directed to the promoter in the first instance.

2) Eligibility

- a. The competition is only open to Swim England (SE) Category 2 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 Category 2 member, 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 2019 and 8th December 2019 and appear on the British Rankings database.
- e. Swimmers, or their agents must have submitted a valid entry with correct data and complying with eligibility requirements
- f. 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.
- g. 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, 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 Junior Championship (15 years and under) 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.

4) Age groups

a. Individual events

Boys/Girls: 10/11 years, 12 years, 13 years, 14 years, 15 years and 16 years+.

b. Team events

Boys/Girls: 13 years and under 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 boy and 2 girl swimmers.

c. Age as at midnight on 31st December 2020.

5) Individual entry procedure

a. All entries for individual events must be submitted by the closing date of midnight 12th December 2019, in one application per club. No alternatives or new entries can be submitted after the closing date.

b. All entries must be made using the Sportsystes online entry system. The club secretary will be contacted and given the necessary access details. If you have any issues with the online entry system email entries@swimherts.org. SEH will acknowledge receipt of entries as soon as possible after receipt. Receipt of entries does not constitute acceptance.

c. 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.

d. Invoices will be issued, for payment of entries and deck pool passes, on or before 2nd January 2020. Payment must be received by midnight 9th January, otherwise the club will lose all entries to the competitor.

e. Payment procedure:

i. A payment, sent by BACS to the SEH bank account

Account Name Swim England Hertfordshire

Sort Code 30-97-24

Account Number 07128220, and calculated as follows:

Each Individual entry: £8.50 per event

Each relay team: £35 per entry

Each pool deck pass: £85 per pass.

f. Personal data will be available for inspection during the meet, on application to the promoter.

- g. 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 signed confirmation from each club.
- h. 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.
- i. 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 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 and 200m 400m	top 16 entrants top 8 entrants
12, 13, 14 and 15 year olds	50m and 100m 200m 400m	top 24 entrants top 20 entrants top 12 entrants
16+ year olds	50m and 100m 200m 400m	top 32 entrants top 20 entrants top 16 entrants
800m	12 year olds 13 year olds 14 year olds 15 and 16+ year olds	top 6 entrants top 8 entrants top 10 entrants top 12 entrants
1500m	12 year olds 13 and 14 year olds 15 and 16+ year olds	top 4 entrants top 8 entrants 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 procedure

- a. All entries for relay events must be submitted by the closing date of midnight on 12th December 2019, in one application per club.
- b. No alternatives or new entries can be submitted after the closing date.
- c. All potential relay swimmers must be entered using the Sportsystems online entry system. The club secretary will be contacted and given the necessary access details. If there are any issues with the online entry system please email entries@hertsasa.org.uk.

- d. Please note that the names of the actual team, and the order of the swim will be required later, as in 7h below.
- e. SEH will acknowledge receipt of entries as soon as possible after receipt.
- f. Receipt of entries does not constitute acceptance.
- g. Each club is allowed to enter a maximum of two teams in EACH relay event.
- h. The name sof 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 25th January 2020.
- i. Times must be entered for each relay team to allow better seeding within heats.
- j. The entries for clubs failing to enter a time will NOT be accepted.
- k. Changes to relay teams will be accepted up to 10:00am Sunday 26th January 2020.
- l. Any changes can only include swimmers whos details have already been submitted before the closing date.
- m. Emergency changes to relay teams may be made beyond this time, but will not be reflected in any meet paperwork.
- n. Any such change can only include swimmers whos details have already been submitted.

8) Meet administration

- a. Admission to the pool for non-swimmers will only be allowed with a valid 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. Once issued, 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 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. Swiss Timing AOE equipment will be used.
- d. Sportsystems meet administration will be used.
- e. The warm-up protocol will be issued to clubs in advance.
- f. The pool is 8 lane 25m with anti-wave devices in place, a secondary strobe is available.
- g. FINIS Backstroke wedges will be available.
- h. The results will be posted on the wall on poolside and on touch-screen monitors in the public area. They, will also appear on the SEH website and will be supplied to Rankings for entry into the national ranking database.
- i. Hy-Tek compatible results files will be produced each weekend and posted on the SEH website.

9) Meet procedure

- a. Heats will be swum as mixed age, with swimmers seeded by entry times.
- b. All 50m and 100m events shall have finals for each age group.
- c. All events over 100m shall be swum as timed finals.
- d. Over-the-top starts may be used at the referee's discretion.
- e. 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 will 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 have split warm ups and therefore not have 45 minutes before racing starts). Withdrawal times will be announced at the start of each warm-up.
 - i. Any swimmer not present when required to swim will incur a £10 administration fee, unless the recorder had been notified, prior to the race, of medical grounds that prevent the swimmer

from 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 missed swim, and no entries will be accepted from that club for any 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 within ten minutes of the announcement being made, or swimmer list being displayed.

11) Awards

- a. Awards will be determined by placings in finals for 50m and 100m events and by the placings in the overall heat results for all other events.
- b. Medals will be awarded to the 1st, 2nd, and 3rd placed swimmers for all individual and age-group relay swimmers on day of competition.
- c. Championship awards are open to ALL swimmers regardless of age, and will be presented at the presentation evening.
 - i. Championship medals will be awarded to those placed overall from the finals in 50m and 100m 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 team in each Championship event finishing in 1st, 2nd, and 3rd places
- d. Junior Championship awards are open to all swimmers of 15 years of age and under of age as at 31st December 2020, and will be presented at the presentation evening.
 - i. Junior Championship medals will be awarded to those placed 1st, 2nd and 3rd in the finals of the 50m and 100m 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. The overall top swimmers in each age-group will be acknowledged and rewarded as follows:-
 - i. For 12 year olds and over there will be 4 groups of events, and in order to be placed in the overall awards 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. For 10 and 11 year olds and over there will be 3 groups of events, and in order to be placed in the overall awards 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
 - iii. 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

iv In the event of a draw, bonus points will be awarded as follows:

Improving time from entry time to heat time and not improving from heat time to final time +5 points

Improving entry time from heat time to final time, but not improving entry time from entry time to heat time +5 points

Improving successive times from entry time to heat time AND from heat time to final time +12 points

v 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) Overall club awards

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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 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

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 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

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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 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

d) Top Mens Club

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

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

13) Other matters

- a. Anyone attending the gala and 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 promoter.
- b. Participants and spectators are requested to follow the SE guidelines for photography and use of photographs on social media. The SE 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/video is permitted in changing village. Anyone found taking photographic images/video in the changing village will be removed from the competition.
- d. 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 meet.

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

- c. Each Para competitor shall be a Swim England Category 2 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 classification, which is held on the British Swimming or World Para Swimming Classification database at the time of entry.
- d. 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
- e. Competitors are advised to bring to the competition a printed copy of their exception codes with them in case there are any queries.
- f. Qualifying times for Para competitors are in a separate document and must have been achieved during the specified qualifying period.
- g. 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.
- c. If there is only one competitor in any one event, the swimmer needs to improve on their entry time in order to medal.

17) Qualification & Consideration times – See attached schedule

18) Para Consideration times – See attached schedule

19) Schedule of events – See attached schedule

