

Swim England South East Swimming Championship Conditions 2023

1. The 2023 Swim England South East Region Swimming Championships shall be conducted on
 - 22nd/23rd April 2023 at Winchester Leisure Centre
 - 28th April – 1st May 2023 at Wycombe Leisure Centre
 - 13th/14th May 2023 at Winchester Leisure Centre

As mandated by Swim England, these championships will be licensed as a level 1 long course competition.

2. Swimming Championships shall be conducted in accordance with Swim England Laws and Technical Rules of Swimming and shall fully conform to the Swim England Guidance for Running Safe Events.
3. Backstroke starting ledges and a supplementary starting strobe will be provided.

4. ELIGIBILITY FOR ENTRY

4.1 General

- 4.1.1 The Championships shall be open to eligible swimmers, as defined by Swim England, who, on the date of submission of entry, are members of clubs affiliated to Swim England South East Region and who shall not have competed in the championships of another Region since January 1st 2023.
- 4.1.2 A swimmer must have been a Swim England registered member of the club in whose name they are entered at least 30 days prior to the first day of the Championships.
- 4.1.3 For all events a swimmer's age shall be determined as at midnight on 31st December 2023.

4.2 Team Championships

- 4.2.1 Team Championships shall be open to all clubs affiliated to the Region.
- 4.2.2 All teams shall consist of four members.
- 4.2.3 A swimmer entered in the name of one club, (or dual clubs), in the individual events may not compete in the name of another club (or dual clubs), in the team events.
- 4.2.4 Clubs may enter up to three teams, but members shall swim for one team only. If a club wishes to enter 3 teams, ALL swimmers competing in team events must be of regional standard; they must have achieved a region base (consideration) qualifying time, in a level 1, 2 or 3 licensed meet, in at least one individual event 400m or shorter in the same swimming year (1st September to 31st August).

5. PROGRAMME OF EVENTS

5.1 Individual Events

Girls/Women Ages 11/12, 13, 14, 15, 16, 17/Over Boys/Men Ages 11/12, 13, 14, 15, 16, 17, 18/Over	
50m	Backstroke, Breaststroke, Butterfly, Freestyle
100m	Backstroke, Breaststroke, Butterfly, Freestyle
200m	Backstroke, Breaststroke, Butterfly, Freestyle, Ind Medley
400m	Freestyle, Ind Medley
800m	Freestyle
1500m	Freestyle

5.2 Team Events

Ages 14-16, 17/Over	
4 x 100m	Freestyle, Medley
4 x 200m	Freestyle

6. ENTRIES

- 6.1 The entry fees for this competition are
Individual events: £7 per event
Team events: £14 per event
- 6.2 All entries shall be submitted via the online entry portal on the Swim Manager web site. A link to the entry system will be provided via the competition web site:
<https://www.southeastswimming.org/swimming/summer-championships-2023/>
- 6.3 All clubs are expected to familiarise themselves with the entry system including the submission of test entries well in advance of the closing date. Any issues with the entry system should be reported to the competition organisers¹ as soon as they occur.
- 6.4 Clubs may submit files of entries in .SD3, .CL2 or .HY3 format. The meet files for this competition will be available, in .EV3 and .HYV format, from the competition web site before the entry system is opened. Clubs may submit short course or long course times for each event. Times submitted must be actual times swum and recorded in rankings, not converted times.
- 6.5 All entries to this competition must be club entries made by a designated club officer. Individual entries are not accepted². By submitting an entry file via the entry portal, the club accepts liability to pay the appropriate entry fee.
- 6.6 All entries must be submitted on or before 8pm on Tuesday 4th April 2023.
- 6.7 Clubs may resubmit entry files to correct errors or to add/remove entries, **but any such resubmission shall replace all previous entries from that club** (other than entries for the multi-classification competition).

¹ You can contact the competition organisers via links on the competition web site.

² It is necessary for entries for the disability competition only to be submitted individually but must form part of the club entry and be included on the club entry declaration sheet. Full details will be published on the competition web page.

- 6.8 Shortly after publication of the list of accepted entries, clubs will be invoiced by e-mail for the fees for accepted entries. Payment must be received within 7 days of the issue of the invoice. The invoice will be sent to the person who submitted the entry file.
- 6.9 Late entries will not normally be accepted for this competition. If truly exceptional circumstances apply, then a late entry may be considered if a request is submitted in writing setting out why such a request should be granted. Any request will be considered in confidence. Problems with the entry system or swimmer illness will not be considered a valid reason. Late entries for team events will not be considered.
- 6.10 For all individual events, the Swim England South East Region Swimming Group shall set base level qualifying times. Both short course and long course times shall be published. Swimmers must submit a time for each entry which has been achieved on or after 1st June 2022.

Submitted times may be either short or long course. All short course (25m) times will be automatically converted by the entry portal, using the Swim England (ASA) Equivalent Performance Tables for the purpose of accepting entries.

All times must be set in competitions licences at level 1, 2 or 3.

First leg relay split times are NOT acceptable.

Converted times are NOT acceptable. All times submitted must be times recorded on Swim England Rankings.

Times set in Masters competitions and appearing only in Masters Rankings are not acceptable.

- 6.11 All times will be checked against Swim England rankings on entry. Any time that cannot be validated against rankings will be rejected as an invalid entry. Entries may be amended up to the closing date. Subsequent improved times will not be accepted.
- 6.12 Swim England South East shall determine the limit on the number of swimmers to be accepted for each event. The fastest entries for each event shall be accepted up to that limit, providing that the time is equal to or faster than the base qualifying time. The initial target number of swimmers for each event is as follows:

Distance	Age 11/12	Age 13	Age 14	Age 15	Age 16 Female	Age 17/Over Female	Age 16 Male	Age 17 Male	Age 18/Over Male
50m	34	34	34	34	34	34	24	24	24
100m	26	26	26	26	26	26	18	18	18
200m	20	20	20	20	20	20	14	14	14
200m FLY	18	18	18	18	18	18	14	14	14
400m	16	16	16	16	16	16	11	11	11
800m	8	10	10	12	12	12	10	10	10
1500m	8	10	10	10	10	10	10	10	10

Once all entries have been processed, the promoter³ may increase the number of swimmers to be accepted for any event, if time is available.

- 6.13 Notwithstanding condition 6.12, in the interests of safety and to ensure the smooth running of the Championships, Swim England South East Region reserves the right to restrict the number of entries in any event, in which case, the swimmers with the fastest submitted times shall take preference.
- 6.14 This is a long course competition. For the purposes of determining acceptance and seeding, submitted long course and converted short course files will be used⁴.
- 6.15 Any invalid entry shall be rejected⁵.
- 6.16 No entry fee is payable for any entry not accepted as a result of limiting the number of entries.
- 6.17 By submitting an entry, entrants are accepting that entries will be processed using IT systems. Entrants may request that details are not displayed on the web site, but need to be aware that entry confirmation and results are not made available in any other form.
- 6.18 By submitting an entry, entrants are accepting that their photographs may be taken and used to promote the sport by Swim England South East Region, and/or made available for download and purchase. All photography will conform to the "Swim England Photography and Photographing Swimmers Policy". Swimmers or parents of swimmers under 18 years of age on the day of competition have the right to withhold consent, by completing a form to be made available for download before the closing date of the competition.
- 6.19 Swim England South East Region plans to provide a live video stream of this competition. It is not practical to exclude individual swimmers from that coverage, but swimmers or parents of swimmers under 18 years of age on the day of competition have the right to request that no close-up image be shown by completing a form to be made available for download before the closing date of the competition.
- 6.20 Refund of fees. Once entries have been confirmed, entry fees will only be refunded if the swimmer is unable to swim on medical grounds. A request for refund of fees, must be submitted no later than 4 days after the date of swim.
- 6.21 All team entries must include a team declaration listing team members and the order of swimming. Team declarations may be amended up to the start of warm-up for the session in which the race is swum⁶. If it is not possible to update the Meet Management system with all changes to team declarations, names of swimmers in team events shall not be displayed on the scoreboard.

³ The Promoter for this competition is Swim England South East Region; The Promoter's representative is the designated Event Director.

⁴Short course times will be converted to long course using the Swim England (ASA) conversion tables.

⁵The following shall be reasons for an entry to be deemed invalid: Name cannot be matched against the Swim England Membership System, Incorrect entry time.

⁶ The mechanism for submitting and amending team declarations will be published on the competition web page before the entry system is opened to accept entries.

7. CONFIRMATION OF ENTRY

- 7.1 All entries will be confirmed by e-mail to the person who submitted the entry, and a list of accepted entries will be made available as soon as possible after the closing date. The list will first be sent to the person who submitted the entries and published on the competition web page 48 hours later.
- 7.2 Entries may be corrected at any time up to the closing date. Subsequent to this date, only errors introduced by Swim England South East Region may be corrected.

8. MEET PROCEDURE

- 8.1 There shall be separate events for males and females.
- 8.2 A withdrawal system will be in operation. Club representatives are expected to withdraw swimmers who are not intending to swim no later than the start of warm-up for the session in which the event is scheduled. Withdrawals must be made using the link on the competition web site. Notification of withdrawals by phone or e-mail will not be accepted. A fine of £10 may be levied in respect of each competitor who fails to withdraw and does not present themselves at the start of the event (except in the case of genuine illness or a proven emergency).
- 8.3 Withdrawals are final. Requests to reinstate a swimmer who has been withdrawn will not be accepted.

8.4 Heats and Finals

- 8.4.1 Finals shall be held for all 50m, 100m and 200m events. 400m, 800m and 1500m events shall be decided on heat times and places (heat declared winner). Under exceptional circumstances, the promoter shall have the right to declare additional events to be heat declared winner.
- 8.4.2 Events may be combined for the purpose of heats and heat declared winner events. Heats shall be held for all events.
- 8.4.3 Swimmers shall be seeded according to their entry time, slowest to fastest. The last 3 heats in all events with finals shall be cyclically seeded. All other events in heats shall be spearheaded; all finals shall be spearheaded based on times recorded in heats.
- 8.4.4 In finals, the maximum number of places practicable shall be allocated. A maximum of four reserves shall be declared for each final.
- 8.4.5 If an additional swimmer is allowed to swim in a final⁷ after finalists have been announced, and no other finalist withdraws, that final will be swum as two timed heats.
- 8.4.6 The names of finalists and reserves shall be announced as soon as practicable after completion of the heats. Announced finalists and reserves not intending to swim shall withdraw using the link on the competition web page.
- 8.4.7 All withdrawals from finals must be submitted no later than 5 minutes after the announcement of finalists from the last heat in the session of heats.

⁷ For example: as a result of a successful protest or a foul by another swimmer)

- 8.4.8 Swim-offs will not be held. If there are equal times for the slowest place in the final, if sufficient swimmers with equal times do not choose to withdraw, neither (none) of the swimmers with equal times will be allocated a place in the final, that lane or lanes remaining empty. If there is a withdrawal or withdrawals from the final, both (all) of the swimmers with equal times will be allocated a place in the final.
- 8.4.9 All finalists who have not withdrawn, including reserves, are expected to present themselves to the competitors' stewards for the final.
- 8.4.10 A fine of £10 may be levied in respect of any competitor or team withdrawing from a final after the time allowed (except in the case of genuine illness or a proven emergency).
- 8.4.11 If a finalist withdraws within the time allowed, the final shall be reseeded. Where a reserve is brought in after this period, the reserve shall occupy the vacant lane and there shall be no changes made to the allocation of other lanes.
- 8.4.12 A final may not start earlier than 15 minutes after all of the swimmers involved have completed their heat swim for that event.
- 8.5 Time Trials will not be permitted during the Championships.
- 8.6 Competitors are responsible for presenting themselves to the clerks of the course in time for their race. There will be no call for missing competitors. If a swimmer does not present themselves for a final, the highest ranked reserve who presents themselves for the final shall swim in the vacant lane.
- 8.7 For some or all events, swimmers may be instructed to report to the clerks of the course at the starting blocks.
- 8.8 All penalties for failing to withdraw from an event in accordance with 8.2 and 8.4.10 are payable by the competitor's club.
- 8.9 Start lists for heats and finals will be published via the Meet Mobile application.

9. ACCESS TO POOLSIDE

- 9.1 Access to poolside is restricted to swimmers competing in the session, coaches, team managers and chaperones in possession of poolside passes, accredited officials and volunteers. With the exception of swimmers and officials, everyone on poolside must wear a visible poolside pass, which will be available for purchase by coaches and team managers in advance of the competition⁸. Volunteers', officials' and chaperones' poolside passes are complimentary.
- 9.2 All supervising coaches and team managers must abide by Swim England Wavepower policies and guidelines and shall have completed appropriate training in accordance with those policies and guidelines.
- 9.3 To manage space on poolside and to comply with conditions of hire of the pool used for the competition:
- swimmers are not allowed to carry a bag larger than a small draw string bag onto poolside
 - coaches and team managers are allowed a single kit bag on poolside

⁸ The process for submitting and amending team declarations will be published on the competition web page before the competition closing date.

- only 1 folding chair per club is permitted on poolside
- any loose kit, such as fins, rollers and slam balls are banned from poolside during the competition

9.4 Anyone who deliberately contravenes any health and safety or safeguarding requirement (see 13.1) may be expelled from poolside, may have their poolside pass withdrawn and may be denied poolside passes for future events.⁹

10. SPECTATORS

10.1 A limited number of spectators may be allowed in the spectator gallery. The number of spectators will be determined based on the promoter's risk assessment, local conditions introduced by the operator, guidance from Swim England and NHS advice. Entrance will be by ticket purchased in advance¹⁰.

11. AWARDS/RESULTS

11.1 The first, second and third placed swimmers or teams in each individual and team event shall be awarded medals.

11.2 There will be no presentations. Awards may be collected from the medals table in the foyer shortly after the results of the event have been announced.

11.3 Medals must be collected by the competitor or their representative during the competition. Unclaimed medals will NOT be posted on after the competition.

11.4 There shall be an award to the top club in the "Age Group¹¹" and the "Youth¹²" competitions, based on the total points scored. 8 points will be awarded for each 1st place, 7 points for 2nd, down to 1 point for 8th (excluding disability events).

11.5 Results will be published via the "Meet Mobile" application.
A full set of results for each day will be published in PDF on the competition web page. Detailed results from the Meet Management system in the form of an Excel spreadsheet will be available for download from the competition web page at the conclusion of the competition.

12. DISPUTES/CHANGES TO CONDITIONS

12.1 Any dispute related to a matter not covered in these conditions shall be determined by the Promoter. Any individual who is not satisfied with such determination has the right to invoke Swim England Judicial processes.

12.2 Whenever possible, a Jury of Appeal shall be appointed¹³.

⁹ Examples of such contraventions include (but are not restricted to) inappropriate contact with children or vulnerable adults and taking prohibited items, such as hot drinks onto poolside.

¹⁰ Full details of the number of spectators to be accepted, the date when tickets will go on sale and the procedure for purchasing tickets will be published on the web site before the competition closing date.

¹¹ The "Age Group" competition includes the following age groups: 11/12 years, 13 years, 14 years

¹² The "Youth" competition includes the following age groups: 15 years, 16 years, 17/over ladies, 17 years boys, 18/over men

¹³ It is unusual to be able to appoint a Jury of Appeal for Region Championships.

- 12.3 If it is not possible to configure the pool for a long course competition, the competition shall run as a short course competition.
- 12.4 Once the license has been granted for this competition, no changes to conditions are permitted without the explicit approval of the Swim England South East Region Licensing Panel.

13. HEALTH AND SAFETY

- 13.1 Every individual participating in this competition in any capacity shall conform to any specific health and safety or safeguarding requirements imposed by the Pool Operator, Swim England or Swim England South East Region. These requirements will be published on the competition web site at least 3 days before the start of the competition.

14. SUPPLEMENTARY DISABILITY SWIMMING CONDITIONS

- 14.1 The general conditions for Swim England South East Region Swimming Championships shall apply to the Disability Swimming events except where they vary by any of the following conditions.

14.2 Events (Men and Women)

Multi-classification events will conform to guidelines provided by Swim England:

- 50m and 100m Freestyle S1-S14
- 200m Freestyle S1-S5, S14
- 400m Freestyle, S6-14
- 50m Backstroke S1-S5
- 100m Backstroke S1, S2 (male only), S6-S14
- 50m Butterfly S1- S7
- 100m Butterfly S8-S14
- 50m Breaststroke SB1-SB3
- 100m Breaststroke SB4-SB14
- 150m Individual Medley SM1-SM4 (without butterfly)
- 200m Individual Medley SM5-SM14

14.3 Eligibility

- 14.3.1 All swimmers must have an authorised Para Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or Para Swimming classification database at the time of entry.
- 14.3.2 Qualifying standards shall apply and all swimmers may qualify with either a Long Course or Short Course entry time. Entry times must have been achieved in the twelve months immediately preceding the closing date for the Championships.

14.4 Competition Format

- 14.4.1 The competition format will be based on disability inclusion within the able-bodied programme in their own age group. Swimmers will be integrated on a time-banded basis in all events with the exception of the 150m Individual Medley.
- 14.4.2 Placing shall be determined by the three swimmers who either achieve a time better than or is closest to the equivalent British Long Course record relevant to their own classification (using the version of the Disability Points Calculator available from British Swimming on the date of

the competition).

- 14.4.3 The organizers may swim the male and female SM1-SM4 150m Individual Medley events together dependent upon the number of entries.
- 14.4.4 All events shall be calculated from heat times, even if swimmers qualify for and swim in a final in the able-bodied competition.
- 14.4.5 The competition shall be run to Swim England rules with exceptions as per the World Para Swimming (IPC) Rules and Regulations (January 2018).
- 14.5 **Awards**
- 14.5.1 Awards shall be determined on a multi disability basis to 1st, 2nd and 3rd place in each event across all ages.
- 14.5.2 Swims will also be placed within the able-bodied programme, and swimmers are eligible to received medals or compete in finals.