

Swim England South East Summer Championships 2023

Club Communication Record

This document contains a record of all communications sent to everyone who has asked to be included on the distribution list for entry and other information related to the 2023 Swimming Championships. Unless otherwise noted, all communications are from Mike Lambert, the Promoter and Meet Director

COMMUNICATION #1 – 5th MARCH 2023

This email announces the availability of information about the entry process for the 2023 Swim England Swimming Championships.

Full details of the Championships may be found on the web page for the competition:

<https://www.southeastswimming.org/swimming/summer-championships-2023/>

This year we will once again be using the Swim Manager entry portal for the submission of entries. The entry process is described in detail in a document that can be found at:

https://www.southeastswimming.org/wp-content/uploads/2023/03/entry_process.pdf

If you are planning to submit entries for your club, you will need to be familiar with the process, and you do need to read the conditions at:

https://www.southeastswimming.org/wp-content/uploads/2023/03/2023_conditions.pdf

I know the conditions are quite long-winded, but:

1. They are intended to be a comprehensive statement of the rules applying to this competition and
2. There are some significant changes from 2022

Over the weeks leading up to the competition, I will be producing some summaries of how the entry conditions apply to specific areas of the event and circulating that information by email.

There are some significant dates that you need to be aware of

1. The entry system will be open for business on Wednesday 8th March 2023.
2. The closing date for entries is Tuesday 4th April 2023 (at 8pm)
3. The qualifying period for these championships is from 1st June 2022 to the closing date

Please don't wait until the last minute to familiarise yourself with the entry process. I recommend that you try to use the entry portal as soon as possible. You can make as many submissions as you want; each submission supersedes all previous submissions.

The first thing you will need to do is to download the Meet Event Files so that you can configure whatever system you are using within your club to select qualifying entries. This is available now from:

<https://www.southeastswimming.org/wp-content/uploads/2023/03/Meet-Events-Swim-England-South-East-Summer-Champs-2023-22Apr2023-001.zip>

At this early stage, there are two important things that you need to be aware of:

1. We will NOT be accepting individual entries this year. All entries must be club entries submitted by a designated office of the club. [The only exception to this is entries for the multi-classification para-swimming events].

2. We will be accepting the final file submitted for your club only. You can amend your file and resubmit as many times as you like, but the final submission overwrites all previous entries from your club (other than individual entries from para-swimmers).

If you have any questions about the entry process, please submit them to entryportal@southeastswimming.org

Please don't send questions to my personal email address. It is likely that they will not be responded to.

Before submitting a question, please check whether it is answered in either the competition conditions or the Frequently Asked Questions list at

<https://www.southeastswimming.org/wp-content/uploads/2023/02/FAQ.pdf>

COMMUNICATION #2 – 8th MARCH 2023

I am pleased to say that at least one club has used the entry portal successfully since it opened today.

There is one aspect of the process that you need to be aware of:

The portal returns messages received from ranking when validating times. If the name on the entry is not EXACTLY the same as on Swim England Registration, rankings returns the message NAME MISMATCH. However, if the name is recognisably similar the entry may have been successfully validated.

If you get the message NAME MISMATCH, check your list of entries produced by the portal. The entry may well show as accepted, in which case is well.

My apologies, in message #1, I missed a . out of the email address for the questions.

If you do have any questions about the entry process, please submit them to entry.portal@southeastswimming.org.

I would also like to reinforce the following request:

Before submitting a question, please check whether it is answered in either the competition conditions or the Frequently Asked Questions list at

<https://www.southeastswimming.org/wp-content/uploads/2023/02/FAQ.pdf>

I have already had several questions which were covered in these two documents. To date, I have resisted the temptation to send a stock reply "READ THE CONDITIONS AND FAQ", but I may be forced to do that if the volume of questions increases.

COMMUNICATION #3 – 13th MARCH 2023

The full competition conditions document is a bit daunting to read. Today, I want to summarise the conditions that relate to entries for the Championships. I will follow this up with summaries of other elements of the event.

Who is eligible to enter?

- Any "Club Compete" registered member of a club affiliated to Swim England South East Region.
- Who has NOT competed in the championships of any other region since 1st January 2023.

Consideration Times?

- The region has set LC and SC consideration times for this competition.
- Any swimmer who has equalled or bettered the consideration time may submit an entry, but this does not guarantee that the entry will be accepted.
- Entry times must have been set in a Level 1, 2 or 3 licensed meet on or after June 1st 2022.
- Entry times must appear on rankings.
- Times from the following are NOT acceptable:
 - First leg relay split times
 - Times set in Masters events and appearing only in Masters rankings
 - Converted times

Acceptance/Rejection of Entries

- There is no “first come first served” policy for these championships.
- All entries which meet the consideration time by the closing date (8pm Tuesday 4th April) will be considered.
- There is a limit on the number of entries per event. The entries with the fastest submitted times up to that limit will be accepted.
- The list of accepted and rejected entries will be made available to clubs as soon as possible after the closing date and published via the web site 48 hours later.

Entry fees (£7 per individual event; £14 per team event)

- The entry portal does not publish or calculate entry fees.
- Clubs will be invoiced, for accepted entries only, within about 1 week of the publication of the list of accepted entries.
- After the closing date refunds will be issued in respect of any withdrawal for illness or injury. We reserve the right to request additional evidence of illness or injury, but that does not have to be provided unless asked for.

COMMUNICATION #4 – 15th MARCH 2023

Preparing Entry Files using a Club Team Management System

Many clubs now use a Team Management System to manage swimmers personal swimming history and to prepare entry files for a competition to select times that meet the qualification requirements:

- Times must be equal or faster than the consideration time for the event.
- Times must have been recorded in the “qualification window”, which for the Swim England South East Championships is on or after 1st June 2022.
- Times must appear on rankings at level 1, 2 or 3.

The Region does not provide support for any specific Team Management System, but we are able to share guidance from clubs who use them. We are happy to improve this guidance and/or add guidance for other Team Management Systems. If you have any hints that would be useful to other clubs, please let us know to entryportal@southeastswimming.org

These are the guidelines that are currently able to offer:

- a. **Team Unify.** Set the entry criteria to **convert all times to LCM** instead of “multi-cut course LSY”. This converts all SC times to LC using the US conversion standards which may result in a rejection if the original SC time is outside the SC qualifying time. However, this should ensure all properly qualifying entries are included in the file to be submitted to the entry portal. When you create your meet entry file for upload,

check the box **Export entry times as unconverted** before you create your extended SD3 file.

- b. **Swim Manager.** Set the meet to the course being swum, which is Long Course (LC) for the regional championships, and allow conversions. This works the same way as Team Unify but uses the Swim England conversion factors. The entry file automatically includes swum times by default.
- c. **HyTek Team Manager.** We do not think this has the same facility as Team Unify so you may need some manual effort to enter a custom SC time, if LSY multi-course is selected, and the swimmer has a faster converted SC time than their LC PB.

How are Entry Files Managed within the Entry Portal?

The times submitted in your entry file must be the exact time recorded on rankings, and must show whether the time was LC or SC.

When you submit your file, the submitted times are validated against rankings. A file of times is uploaded to the swimmingresults.org website for validation. This process is not instant, especially if lots of people are using the website at the same time. The summary of entries that you receive indicates whether the time could be validated. Please refer to COMMUNICATION #2 for an explanation of the NAME MISMATCH error.

Please note that the portal does NOT retrieve times from rankings; it validates the times submitted in your entry file.

After the closing date, the portal generates a single SD3 file containing all qualifying entries that can then be imported into the HyTek Meet Manager system which we use to run the championships. When creating the SD3 file, the portal converts all SC times to LC, using the Swim England conversion factors.

The selection of which swims to accept and reject is managed within HyTek Meet Manager.

This whole process sounds complex but is necessary because HyTek Meet Manager does not correctly convert SC times to LC and because we need to be able to validate the actual times swum against rankings; we cannot validate converted times.

Testing the Entry System

We cannot emphasize enough the importance of testing the entry process to make sure that the entries that your club submits are correctly handled.

So far, more than 20 clubs have done so and some have found issues which they have been able to resolve now.

Most clubs will need to regenerate their entry files very close to the closing date to ensure that swims from meets on 1st/2nd April are included. If you encounter problems, we will be sympathetic and try to help, **if we can see that you have tried the entry system in advance.**

Additional Information

Currently the systems for offering your services as a technical official or non-technical volunteer, for applying for spectator tickets and poolside passes are not available. Please watch the web site for further updates. We will make every effort to notify you by e-mail when these facilities become available.