

## Guidance notes for entering the Regional Championships 2026



Please read these notes carefully and refer to the published conditions.

All entries to this competition must be from a club affiliated to Swim England South East Region and made by a designated club officer. Individual entries other than for the disability competition are not accepted.

All swimmers may qualify with either a Long Course or Short Course entry time. Entry times must have been achieved between 1<sup>st</sup> June 2025 and 6<sup>th</sup> April 2026 inclusive. Converted times are NOT acceptable. All times submitted must be actual times swum and recorded on Swim England Rankings.

**Note:** When completing an entry file please note that all swims flagged (disability) are for all swimmers.

All entry files must be submitted on or before 18:00 on 2<sup>nd</sup> April 2026. Late entries will not normally be accepted unless a prior agreement has been given by one of the South East region team to a specific club after dialogue to discuss and attempt to resolve a submission problem has started at least 4 days before the closing date for this competition. If you need support, please email [swimcompquestions@southeastswimming.org](mailto:swimcompquestions@southeastswimming.org).

This initial closing date (18:00 on 2<sup>nd</sup> April 2026) allows for a pre-processing phase and get lists of entries published within a couple of days to give coaches, parents and swimmers an idea of where they sit within the entries.

Clubs may submit a revised entry file on or before 18:00 on 9<sup>th</sup> April 2026. The intention of allowing amendments after the initial closing date is to enable clubs to resubmit their entry files is to allow corrections, adjust times achieved since 2<sup>nd</sup> April 2026 and make withdrawals without incurring a withdrawal fee. This can be useful if a swimmer is within the target swims for more events than expected and wants to balance the event load. This kind of update will allow other swimmers within the region to take those swims. Adjusting entries in this way is at the discretion of the individual clubs as it can add considerable workload to the entry administrators within the clubs.

The regional entry team are not specialists in all the various club management systems. If anyone is willing to act as a support contact for the system they use at their club that would be greatly appreciated, please contact the regional entry team at [swimcompquestions@southeastswimming.org](mailto:swimcompquestions@southeastswimming.org). Equally if anyone can help us write a "guide" (even a few bullet points) on how to efficiently handle the entry process through a particular club system (without the burden of supporting other clubs directly) then that would also be helpful.

### Para entries

No qualification times for para events are published.

A qualifying standard of 200 points will apply to all events in the para competition (condition 2.7). Anyone who does not know their points can find the information using this link -

<https://www.swimmingresults.org/paraindividualbest/>

### Testing the entry system

Clubs are encouraged to test the entry system before the closing date. To do this we suggest submitting a file with a few entries as early as possible once the entry portal is available. Please include some entries that are using short course times as well as some that are using long course.

For the 2025 SC Championships we had significant problems with compatibility of the entry file with SwimManager and SwimClubManager, in some cases publishing a second entry file, which caused parents to have to re-key their selections. We would like to avoid that where possible.

Please contact our entry team at [swimcompquestions@southeastswimming.org](mailto:swimcompquestions@southeastswimming.org) if you are experiencing any issues.

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### **Withdrawing entries**

Withdrawals made after the final closing date will not be eligible for a refund (unless they meet the criteria set out within the conditions) and the entry lists will not be amended after the final closing date to fill any empty lanes.

The withdrawal of a swimmer before the event must be made via the online form published on the competition webpage. All withdrawals are final.

Withdrawals on the day of competition must be made using the published withdrawal system. All withdrawals are final

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