

Hampshire County ASA Swimming Championship Conditions 2024

Conditions

1. The 2024 Hampshire County ASA Swimming Championships will be conducted on:
 - 20/21 January at Winchester Sport and Leisure Park
 - 3/4 February at Winchester Sport and Leisure Park
 - 24/25 February at Mountbatten Centre, Portsmouth

Back-stroke ledges will be available. A secondary strobe will be provided where it is requested by the athlete at the time of entry.

2. These Championships shall be conducted in accordance with Swim England Laws and Technical Rules of Swimming, shall fully conform to the Swim England Guidance for Running Safe Events, and shall be licensed as a level 1 long course competition.

3. **ELIGIBILITY FOR ENTRY**

- 3.1 **General**

- 3.1.1 The Championships shall be open to eligible swimmers, as defined by Swim England, who, on the date of submission of entry, are Club Compete members of a club affiliated to Swim England, and registered with a club in Hampshire or the Channel Islands and who shall not have competed in the Championships or competitions of another County since 1 September 2023.

- 3.1.2 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.

- 3.1.3 For all events a swimmer's age shall be determined as at the end of 31 December 2024.

- 3.2.1 **Team Championships**

- 3.2.1 Team Championships shall be open to all clubs allocated to Hampshire County ASA.

- 3.2.2 A swimmer entered in the name of one club in individual or team events may not compete in the name of another club in the team events.

- 3.2.3 Clubs may enter a maximum of two teams in each team event; members shall swim for one team only.

4. PROGRAMME OF EVENTS

4.1 Individual Events

Ages	Events
10/11 Years	Freestyle: 50m, 100m, 200m, 400m Backstroke: 50m, 100m, 200m Breaststroke: 50m, 100m, 200m Butterfly: 50m, 100m, 200m Ind Medley: 200m
12 Years 13 Years 14 Years 15 Years 16 Years 17 Years & Over	Freestyle: 50m, 100m, 200m, 400m, 800m, 1500m Backstroke: 50m, 100m, 200m Breaststroke: 50m, 100m, 200m Butterfly: 50m, 100m, 200m Ind Medley: 200m, 400m

4.2 Team Events

Open	Open/Male & Female	4x100m Freestyle & Medley Teams 4x200m Freestyle Team
16 Years & Under	Open/Male & Female	4x50m Freestyle & Medley Teams
14 Years & Under	Open/Male & Female	4x50m Freestyle & Medley Teams
10-12 Years	Open/Male & Female	4x50m Freestyle & Medley Teams

5. ENTRIES

5.1 The entry fees for this competition are

Individual events: £9 per event

Team events: £18 per event

5.2 Entries must 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 page:

<https://hampshireswimming.com/speed-swimming/county-swimming-competitions/2024-county-swimming-championships>

5.3 All clubs must 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 organisers as soon as they occur. Hampshire County ASA will have no responsibility to resolve any issues with the entry system where they are initially reported less than 1 week in advance of the closing date.

- 5.4 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. 5.5 All entries to this competition must be club entries, made by a designated club officer. Individual entries are not accepted¹. By submitting a club entry, the club accepts responsibility to conform to the conditions for the competition and to pay the appropriate entry fee.
- 5.6 All entries must be submitted on or before 20:00 on 20 December 2023.
- 5.7 Clubs may resubmit entry files to correct errors or to add/remove entries. **Any such resubmission shall replace all previous entries from that club** (other than entries for the multi-classification competition). Any such resubmissions must be received before the closing date for entries.
- 5.8 After all entries have been processed, 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. Where payment is not received Hampshire County ASA may exclude that club from the remainder of the competition.
- 5.9 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.
- 5.10 For all individual events, Hampshire County ASA shall set automatic and consideration qualifying times. Both long and short course times shall be published. Swimmers must submit a time for each entry which has been achieved on or after 1st March 2023.
- 5.11 All times must be set in competitions licenced at level 1, 2, 3 or 4. Clubs may amended entries up to closing date. Improved times after the closing date will not be accepted. First leg relay split times are NOT acceptable. Times set in Masters competitions and appearing in Masters Rankings are NOT acceptable.
- 5.12 Any invalid entry shall be rejected². Clubs are responsible for correcting any errors in their entries which cause an entry to be rejected. All such corrections must be made by submitting a revised entry file on the portal before the closing date.
- 5.13 Clubs are responsible for creating a valid entry file and submitting it to the entry system. Hampshire County ASA will have no responsibility to resolve any issues caused by invalid entry files or where clubs are unable to generate an entry file.

¹ 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.

² Reasons for an entry to be deemed invalid include, but are not limited to: Name cannot be matched against the Swim England Membership System, incorrect entry time, incorrect sex, incorrect membership number.

5.14 Hampshire County ASA 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 10/11	Age 12	Age 13	Age 14	Age 15	Age 16	Age 17/Over
50m	16	24	24	24	24	24	24
100m	14	22	22	22	22	22	22
100m FLY	8	16	16	16	16	16	24
200m	14	22	22	22	22	22	22
200m FLY	8	14	14	14	14	14	14
400m	8	12	16	16	16	16	16
800m	No event	12	12	12	12	12	12
1500m	No event	12	12	12	12	12	12

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

5.15 Notwithstanding condition 5.13, in the interests of safety and to ensure the smooth running of the Championships, or to comply with any changes to guidance for running safe events, the Promoter reserves the right to further restrict the number of entries in any event, in which case, the swimmers with the fastest submitted times shall take preference.

5.16 This is a long course competition. For the purposes of determining acceptance and seeding, submitted long course and converted short course files will be used.⁴

5.18 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.

5.18 Photographs may be taken and used to promote the sport by Hampshire County ASA, 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, may request that such photographs are not taken by completing a form to be made available on request before the closing date of the competition.

5.19 Hampshire County ASA aims to provide a live video stream of this competition. It is not practical to exclude individual swimmers from that coverage.

5.20 Refund of Fees. Once entries have been confirmed, entry fees will only be refunded if the swimmer is unable to swim on medical grounds (this includes being instructed to self-isolate because of COVID). Refunds may be requested by completing the withdrawal form on the competition website and indicating medical grounds as the reason for withdrawal. Hampshire ASA may, if necessary, request further information.

³ The Promoter for this competition is Hampshire County Swimming Association; The Promoter’s representative is the designated Event Manager.

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

- 5.21 The HCASA Management Committee may refuse an entry from a Club or a member of that Club, which, in their opinion, has not in the past fulfilled its obligations to the County Association, including all payment of fees relating to previous competitions.
- 5.22 For team entries, clubs must declare the team members and order of swimmers. Declarations must be made using the portal and may be made at any time swimmers team members. Changes to the swimmers or order of swimmers must be submitted via the portal before the start of warm-up for the relevant session. The first 4 swimmers list on the entry portal, at the start of warm-up, will be taken as the declared team.
- 5.23 Where a swimmer changes their club between the closing date of entries and 2 January 2024 they may request that their club is updated. Any such change will be made at the discretion of HCASA and must have the agreement of both their previous and new club. Where the club is changed the swimmer will not be eligible to swim in any team events for either team.

6. CONFIRMATION OF ENTRY

- 6.1 All entries will be confirmed by e-mail to the club representative 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 club representative who submitted the entries and published on the competition web page 48 hours later.
- 6.2 After the closing date only errors introduced by Hampshire County ASA may be corrected.

7. MEET PROCEDURE

- 7.1 There shall be separate events for males and females. The Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy . By entering the 'Female' category you confirm that the birth sex of the competitor is female. The 'Male/Open' category is for birth sex males and any other swimmer who is not eligible for the female category.
- 7.2 A withdrawal system will be in operation. Club representatives must 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 or the QR code available poolside. 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).
- 7.3 Withdrawals are final. Requests to reinstate a swimmer who has been withdrawn will not be accepted.
- 7.4 Heats shall be held for all events.
- ### **7.5 Heats and Finals**
- 7.5.1 Finals shall be held for all 50m and 100m events. 200m, 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.

- 7.5.2 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. Lanes for finals shall be spearheaded based on times recorded in heats.
- 7.5.3 For heat declared winner events, Hampshire County ASA may, at its discretion, seed the fastest swimmers in each age group to swim together in the last heats. Discretion will be based on ensuring the smooth running of the meet within overall timescales. Any decision to exercise this discretion will be published in advance.
- 7.5.4 In finals, the maximum number of places practicable shall be allocated. A maximum of four reserves shall be declared for each final.
- 7.5.5 If an additional swimmer is allowed to swim in a final (e.g. as a result of a successful protest or a foul by another swimmer) after finalists have been announced, and no other finalist withdraws, that final will be swum as two timed heats.
- 7.5.6 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 available on the competition web page or the QR code available poolside.
- 7.5.7 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.
- 7.5.8 Swim-offs will not be held. In the event that 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.
- 7.5.9 All finalists who have not withdrawn, including reserves, are expected to present themselves to the competitors' stewards (marshalls) for the final.
- 7.5.10 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.
- 7.5.11 A final may not start earlier than 15 minutes after all of the swimmers involved have completed their heat swim for that event.
- 7.6 Time Trials will not be permitted during the Championships.
- 7.7 Competitors are responsible for presenting themselves to the competitors' stewards (marshalls) 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. For some or all events, swimmers may be instructed to report to the clerks of the course at the start.
- 7.8 Swimmers are advised not to wear personal headphones or earbuds in the marshalling area to ensure that they can hear instructions from marshalls.

8. ACCESS TO POOLSIDE/SWIMMER SUPERVISION

- 8.1 Access to poolside is restricted to swimmers competing in the session and coaches, team managers and chaperones in possession of poolside passes, accredited officials and volunteers. With the exception of swimmers, everyone on poolside must wear a visible poolside pass, which will be available for purchase by coaches and team managers in advance of the competition. Volunteers', officials' and chaperones' poolside passes are complimentary. The process for purchasing poolside passes will be published on the competition web page.
- 8.2 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. Clubs must comply with Swim England supervision ratios. Hampshire County ASA recognises that the minimum supervision numbers may challenge small clubs. Several clubs may work together as a "virtual club" to ensure that there is sufficient supervision. Where clubs will operate as a "virtual club" they must notify the competition organisers in advance.
- 8.3 To manage space on poolside: 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
 - 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 competition
- 8.4 Clubs must ensure that their swimmers are supervised at all times, including when warming up and waiting in their allocated place between events. Hampshire County ASA reserves the right to exclude swimmers from clubs which have not pre-purchased sufficient poolside passes.
- 8.5 Changing cubicles may only be used for getting changed.
- 8.6 Bags and any other personal items must not be left in cubicles. Hampshire County ASA or the Pool Operators may remove unattended items from the changing cubicles.
- 8.7 Spectators will not be allowed on to the pool deck, changing rooms or in the sports hall, other than in an emergency.
- 8.8 Anyone who deliberately contravenes any health and safety, safeguarding requirement or unacceptable behaviour policy issued by Hampshire County ASA or the pool operator may be expelled from poolside, may be asked to leave the leisure centre, may have their poolside pass and may be denied poolside passes for future events.
- 8.9 Clubs are responsible for ensuring they remove all rubbish from any area they are based poolside at the end of each day. A fine of up to £50 may be imposed where the pool operator needs to carry out additional work, beyond that reasonably expected, to tidy and/or clean the poolside.
- 8.10 Hot drinks and hot food are not permitted poolside or in the changing area. Any swimmer, coach, team manager or volunteer with a hot drink may be asked to leave poolside.

9. SPECTATORS/LIVE STREAMING

- 9.1 A limited number of spectators may be allowed in the spectator gallery. The number of spectators will be determined based on the operator and promoter's risk assessments. Entrance will be by ticket purchased in advance. Full details of the number of spectators to be accepted and the procedures for purchasing tickets will be published on the competition web page.
- 9.2 Arrangements will be put in place to live stream all sessions on the Hampshire County ASA YouTube channel. Full access details will be published on the competition web page in advance of the competition.

10. AWARDS

- 10.1 The first, second and third placed swimmers in each individual event and all members of teams placed first, second and third in each team event will be awarded medals.
- 10.2 There will be no presentations. Awards may be collected from the medals table shortly after the results of the event have been announced.
- 10.3 Medals must be collected by the competitor or their representative during the competition. Unclaimed medals will NOT be posted on after the competition.

11. DISPUTES/CHANGES TO CONDITIONS

- 11.1 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.
- 11.2 If it is not possible to configure the pool for a long course competition, the competition shall run as a short course competition for impacted sessions.
- 11.3 If the structure of the championships has to be changed for any reason⁵, every effort will be made to take such a decision at least 5 days before the competition. Any change to the structure of the competition shall be published on the competition web site and communicated by e-mail to everyone who has submitted an entry.
- 11.4 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.

12. HEALTH AND SAFETY

- 12.1 Every individual participating in this competition in any capacity must conform to any specific health and safety requirements imposed by Swim England and/or Hampshire County ASA. Hampshire County ASA will use best endeavours to ensure these requirements will be published on the competition web site at least 3 days before the start of the competition.

⁵ Reasons to restructure the competition may include, but are not restricted to, adverse weather or non-availability of the pool.

13. SUPPLEMENTARY PARA SWIMMING CONDITIONS

13.1 The general conditions for the Hampshire County ASA Swimming Championships shall apply to the Para Swimming events except where they vary by any of the following conditions.

13.2 Events

The programme of multi-disability events will conform to guidelines provided by Swim England:

- 50m S1-S13
- 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-SB9, SB11-SB14
- 75m and 150m Individual Medley (without butterfly) SM1-SM4
- 100m and 200m Individual Medley SM5-SM14

13.3 Eligibility

13.3.1 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.

13.3.2 Qualifying standards shall apply, and all swimmers may qualify with either a Short Course (25m) or Long Course (50m) entry time. Entry times must have been achieved in the twelve months immediately preceding the closing date for the competition.

13.4 Competition Format

13.4.1 The competition format will be based on disability inclusion within the able-bodied programme. Swimmers will be integrated on a time-banded basis in all events with the exception of the 75m and 150m Individual Medley.

13.4.2 Para swimmers will also be placed in the age group competitions as appropriate and may swim in finals if they qualify. Para swimmers may enter events which are not included in the multi-classification programme, on the same basis as able-bodied swimmers.

13.4.3 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 Para SwimmingPoints Calculator available from British Swimming on the day preceding the date of the competition). Times recorded in heats are used to determine placings.

13.4.4 The male and female SM1-SM4 75m and 150m Individual Medley events may be combined, dependent upon the number of entries.

13.4.5 All events will be heat declared winners.

13.4.6 The competition shall be run under Swim England rules with exceptions as per the World Para Swimming (IPC) Rules and Regulations (January 2018)

13.5 Awards

13.5.1 The 1st, 2nd and 3rd place in each event on a multi-classification basis shall receive an award.

13.5.2 Swims will also be placed within the able-bodied programme, and swimmers are eligible to received medals and compete in finals.

13.5.3 Results will be published when all swimmers have competed.⁶

Promoter: Hampshire County ASA

Promoter's representative: Mike Lambert

⁶ Disabled swimmers will compete in their own age group, which means that all swimmer in any event may not compete on the same day.