

## Meet information and Promoters Conditions

**Entry to all West Midland Championships is via a club coordinator who is responsible for communicating all information to and from the swimmers. Individual entry is not permitted.**

**Entry is subject to the conditions below and the General Conditions as published on the website.**

**Championship Administrator:** Mr Simon Sinclair – [entries@wmswimchamps.org.uk](mailto:entries@wmswimchamps.org.uk)

**Meet Promoter:** Mrs Louise Barnes – [louise@westmidlandswimming.org](mailto:louise@westmidlandswimming.org)

### 1. Entries

1.1. Entries will only be accepted when submitted using SPORTSYSTEMS Entry Manager. Entry files from other sources are not acceptable. Entry is via your club, individual entry is not acceptable.

1.2. Entry procedures:

**Communication is by email and payment made on-line via the entry website. Payment is only acceptable by credit / debit card, or via Paypal. In the event of any difficulties contact the meet administrator for assistance.**

The club coordinator shall be responsible for:

- a) Checking and validating the swimmers' entries and fees
- b) Entering swimmers' details into the entry website.
- c) Payment for the entries made on the entry website before the closing date.
- d) Checking the processed entries list on the website. Known errors must be reported immediately; before the closing date.

1.3. All information, computer programs and entry files are available by download from the championships website [www.wmswimchamps.org.uk](http://www.wmswimchamps.org.uk).

1.4. Entry times must be achieved in a licensed meet Levels 1,2 & 3 between the 1<sup>st</sup> September 2018 and the published closing date, Wednesday 10<sup>th</sup> April 2019. Swimmer detail and entry times must be downloaded online from the ASA databases using the Entry Manager programme. The entry programme selects the best time which may be a converted time.

**1.5. Age as at 31<sup>st</sup> December 2019.**

1.6. To enter the meet a swimmer must be visible online when using the entry website. Should a swimmer not be listed for entry on the website then the Club Membership Officer must contact the swim England membership department to resolve the problem. This usually occurs if a swimmer chooses to hide their information when completing a membership application form, or when a swimmer has changed clubs and the paperwork has not been submitted, or has been processed incorrectly. All issues must be resolved before the closing date.

1.7. Swimmers can only swim for the club that they are entered under, including relay swims. Where swimmers are dual registered two or more clubs they must decide prior to entering these Championships which club they wish to swim for, and be entered into individual swims and relays by the club coordinator for that club.

- 1.8. If for any reason a time is missing from Ranking then evidence of the swim must be submitted to the meet administrator. A link to a website showing the result is acceptable.
- 1.9. Entry is **£8.00** per individual event. Team events are **£12.00**. Refund of entry fees will only be given on medical grounds, if an appropriate medical certificate is provided.
- 1.10. Electronic entry must be completed on the entry website by 23:59 on the closing date – **Wednesday 10<sup>th</sup> April 2019**.
- 1.11. On completing the entry, the club entry coordinator must make payment to confirm the entry. It is not necessary to have a PayPal account as credit or debit card can be used.
- 1.12. Notification of accepted entries shall be via a list on the championships website. Should any rejections occur then these will be notified by email to the club coordinator.

## **2. Age Groups and awards**

- 2.1 Age groups will be 11/12, 13, 14, 15, 16 and 17 & Over.
- 2.2 Awards will be given to the top three placed swimmers in each age group/event/gender.

## **3. Finals**

3.1. Finalist age groups shall be as below:

- a) 50m / 100m & 200m event finals will be swum as 11/12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17 & Over.
- b) 400m individual events will be swum as Junior age group (11-13 yrs Girls and 11-14 yrs Boys) and Senior age group (14/over Girls and 15/over Boys)
- c) 800m & 1500m individual events and team events will be swum as heat declared winners. Age groups for these events for awards will be as per section 2.1.

## **4. Relays**

- 4.1. Swimmers can only swim for the one club they are entered under on the entry system, as per clause 1.7 above.
- 4.2. A swimmer must be a member of the club they wish to compete for in the relays by the meet closing date of 10<sup>th</sup> April 2019.
- 4.3. A minimum of two relay swimmers per team must have qualified for the championships and be entered into one or more event each.

## **5. Withdrawals**

- 5.1. Email [withdraw@wmswimchamps.org.uk](mailto:withdraw@wmswimchamps.org.uk)
- 5.2. Final notice of the withdrawal of swimmers from a club shall be reported to the recorder via email, **by 18:00 the day before the event is due to be swum**, with the exception of the 800m & 1500m Freestyle events, which are 1 hour before the start of the session in which they are being swum.
- 5.3. The promoter cannot accept any responsibility for emails which are not received. Emails sent to the withdrawal email address will get an automated reply.
- 5.4. Once the event has been seeded, subsequent withdrawals will only be allowed on medical grounds.
- 5.5. Notice of withdrawal by a finalist or reserve finalist shall be given to the recorders following the below conditions:
  - 5.5.1. 50m races – within 15 minutes of the publication of the heat result

- 5.5.2. All other events - within **60 minutes of the publication of the result from the heats, or within 15 minutes of the conclusion of the session, whichever is sooner.**
- 5.5.3. Reserves not required for finals will be released after the above deadline. Any subsequent withdrawal may only be made on medical grounds.
- 5.6. It is the responsibility of the swimmer to check if they are required for a final. **The recorders will not announce the withdrawal of swimmers.**
- 5.7. **Failure to notify withdrawal from a final shall be subject to a £20 fine.** The swimmer may not compete again in the Championships or any subsequent regional championships until the fine is paid. In the event of a swimmer not paying the fine, the club in whose name the swimmer has entered the competition shall be responsible for payment.
- 5.8. All reserves who do not withdraw before the deadline must report to the marshalling area with the finalists, ready to swim. If they are not required they will then be released by the marshals. Where a reserve is brought in at short notice then the reserve shall occupy the vacant lane, there will be no amendments to the allocation of lanes.

## **6. Other meet conditions not covered above**

- 6.1. All heats shall be seeded using cyclical seeding if there is a final for the event. Any remaining heats will be spearheaded. Events with no finals will be spearheaded. All finals are spearheaded by default.
- 6.2. Should a final comprise of only one swimmer then an award will be only be made if the swimmer achieves or improves on their entry time for that particular event.
- 6.3. Start times for each session will be published on the event website shortly after the closing date. The times are dictated by event demand.
- 6.4. The use of training aids during warm up's is not permitted.
- 6.5. A swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the championship concerned.
- 6.6. Anything not covered by these conditions shall be decided by the promoter.