

SWIM ENGLAND WEST MIDLANDS Festival of Swimming 2021

Alan Higgs Sports & Leisure Centre
24th and 25th July 2021

(Under SE Laws and SE Technical Rules of Swimming)
(License number 1WM210217)

Meet information and Promoters Conditions

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

Festival Administrator: Mr Simon Sinclair entries@wmswimchamps.org.uk
Festival Promoter: Mrs Louise Barnes louise@westmidlandswimming.org
Festival Covid Lead: Mrs Jo Deakins covid@wmswimchamps.org.uk

1 Covid-19 and Social Distancing

- 1.1 A Covid Lead has been appointed for this competition, details as above, ~~and there will be a team of Covid Liason Officers present at the competition, in order to ensure compliance with social distancing guidelines in place at the time of the competition.~~
- 1.2 ~~This competition is being planned on the assumption that some social distancing measures will remain in place at the time of the competition for indoor activities deemed to be high risk such as swimming competitions.~~
- 1.3 If it becomes clear before the event that any such restrictions are removed, relaxed or tightened, then these conditions may alter between the time of issue and the event taking place. Any such revisions will be published on the championships website (see 2.3 below).
- 1.4 Swim England West Midlands Region reserve the right to cancel this competition if it is unable to proceed due to changes in government legislation and/or guidance.
- 1.5 A Covid-19 risk assessment, which will be an evolving document as the situation changes, will be agreed with the pool operator.
- 1.6 Detailed briefing instructions will be issued to everyone attending this meet, ~~and a signed health declaration must be completed by everyone attending this meet. It will be the responsibility of the club coordinator to obtain the necessary declarations and forward to the Covid Lead by 16.07.2021. Any subsequent changes to this declaration must be notified to the Covid Lead.~~
- 1.7 It is recommend that due to the nature of current circumstances, nobody commits to non-refundable travel or accommodation. The promoter will not be responsible for any losses, regardless of circumstances or cause.
- 1.8 By entering this competition, or the purchase of a coaches/team managers/chaperones pass, competitors and their supports agree that they will follow the **COVID-19 meet guidelines** ~~instructions of the Covid-19 team~~ at all times. Failure to do so may result in the removal from the premises and competition.
- 1.9 In addition to 1.8 above, it is a condition of attending this meet, that anyone showing symptoms of Covid-19 or signs of illness do not attend the competition. Anyone showing symptoms/signs will be escorted to a separate area to be isolated from others. **We recommend that everyone attending this meet takes a lateral flow test at least 48 hours prior to arrival at the venue – please refer to 8.3 below.**

2 Entries

- 2.1 Entries will only be accepted when submitted using the entry website. Entry files from other sources are not acceptable. Entry is via your club, individual entry is not acceptable. The Promotor will not, under any circumstances, accept any late or poolside entries.
- 2.2 **Communication is by email and clubs will be invoiced for entries within 7 Days after the closing date. Payment is only acceptable by BACS. In the event of any difficulties contact the Championship Administrator for assistance.**
- 2.3 The club coordinator will be responsible for:
 - 2.3.1 Checking and validating the swimmers' entries and fees.
 - 2.3.2 Entering swimmers' details onto the entry website.
 - 2.3.3 Submitting the entry to the Festival Administrator.
 - 2.3.4 Checking the processed entries list on the website. Known errors must be reported immediately and before the closing date.
 - 2.3.5 Making payment for entries within 1 week of being invoices for the club's accepted entries by BACS to the Regional Bank Account – details of which will be provided on the invoice.
 - 2.3.6 All information is available on the championships website www.wmswimchamps.org.uk
- 2.4 Entry times must be achieved in a licensed meet at Level 1, 2, 3 or 4 between 1st January 2019 and 1st June 2021. Swimmer detail and entry times must be downloaded using the entry website. The entry website selects the best time which may be a converted time. The entry times are short course times.
- 2.5 Age as at 31st December 2021.
- 2.6 To enter the meet a swimmer must be visible online when using the entry website. Should a swimmer not be visible, then the Club Membership Officer must contact SE 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.
- 2.7 Entries from Para-Swimmers who hold a British Swimming Para Classification are welcomed, and are not subject to the qualification times.
- 2.8 Swimmers must have been a member of a club affiliated to Swim England West Midlands Region. Swimmers who are dual registered should only enter one region's festival of swimming, and this should be the event that is geographically closest to their normal place of residence. Clubs who plan to enter swimmers who are dual registered will be expected to ensure that this requirement is being met.
- 2.9 Entry is **£8.00** per individual event. Refund of entry fees will only be given on medical grounds, if an appropriate medical certificate is provided. Loss of entry fees will be entirely at the Promoters discretion.
- 2.10 Entries will open by 9th June 2021. Notification will be on the championships website, social media and emailed to all County Secretaries for cascading down to Club Secretaries.
- 2.11 Entries will open for two weeks, and the closing date will be 23rd June 2021. There will be no extension to the two week entry window other than if clause 2.17 is needed.
- 2.12 Entries will be limited to 3 events per competitor initially (see 2.17).
- 2.13 Achievement of the qualifying time for an event does not guarantee entry acceptance.

- 2.14 Following the closing date, the entries received will be reviewed, and following this review if the event is oversubscribed entries will be rejected to ensure that the meet stays within timelines and Covid-19 restrictions in place at that time. Rejections will be made fairly across all age groups based on entry time, entirely at the discretion of the Promotor and may not be the subject of any appeal.
- 2.15 In the event of rejections, no reserve lists will be kept.
- 2.16 The number of entries accepted will be subject to any Covid-19 restrictions in place at the time.
- 2.17 If the event is undersubscribed, entries will re-open for a further week, and the process will be repeated.
- 2.18 Notification of provisionally accepted entries shall be via a list on the championships website. Any rejections will be notified by email to the club coordinator.
- 2.19 When accepted entries are finalised these will be published on the championship website, and an invoice will be sent to each club via their club coordinator, which must be paid within 7 Days. Any entries not paid for within 7 Days will be rejected. Once invoiced, the only possibility for refund of entry fees is as per clause 2.9 above.

3 Age groups/Leader boards

- 3.1 Age groups are 12/13/14/15/16/17/18 and over.
- 3.2 All events are heat declared winners – there will be no finals at this event, and no awards will be made at this event.
- 3.3 Times achieved at this meet, along with those from other meets in the English Regions, Scotland and Wales, will be submitted to produce a British Leader Board for all events in ages 13,14,15,16,17 and 18+.

4 Withdrawals

- 4.1 Withdrawals will only be accepted via the event website. You will need access to your email account to complete a withdrawal from one or more events. You will be able to see a withdrawal confirmation on the website.
- 4.2 Final notice of the withdrawal of swimmers from a club shall be reported to the recorder via the online system, **by 18:00 the day before the event is due to be swum**,
- 4.3 Once the event has been seeded, subsequent withdrawals will only be allowed on medical grounds. These withdrawals may be swum as empty lanes, and no poolside substitutions will be allowed.

5 Coaches Passes

- 5.1 All coaches applying for poolside accreditation must be listed on their club's OMS Coach and Teacher register with the relevant DBS and safeguarding information along with an appropriate qualification. Failure to comply with this may result in poolside accreditation not being available to purchase. Please see poolside accreditation document for requirements.
- 5.2 Accreditations can only be purchased via the online accreditation system, subject to meeting the requirements laid out in the poolside accreditation document.
- 5.3 Accreditation will be £10 per Day.
- 5.4 Accreditations are non-transferable. If a pass is lost or forgotten, a replacement pass will be issued at a cost of £10 via the meet managers.
- 5.5 Accreditations for coaches, team managers and chaperones must be worn at all times while on and around poolside, including in the spectator area unless attending as a spectator.

- 5.6 Personal care attendants will only be permitted for swimmers where assistance is permitted on the code of exceptions. Should the attendants be relations of the swimmer they will be excluded from any requirements. Personal care attendant accreditations are linked to an individual swimmer and should not be used by the club to support any other role. The personal care attendant accreditation will be free of charge, all other roles linked to the swimmer such as coach must apply via the online accreditation system.
- 5.7 There will be restrictions on numbers of Coaches/Chaperones/Team Managers due to Covid-19 restrictions. Clubs are asked to consider the numbers on poolside, and to ensure that the fine balance between having enough personnel present to safeguard their swimmers, and too many to observe social distancing, should this still be required at the time of the meet.
- 5.8 Clubs will be required to submit a list of those coaches/chaperones/team managers to the promoter 1 week before the competition. Clubs will be responsible to keeping a register of members of their club present at each session in the event that this information is required for track and trace purposes.

6 Spectator entry fees

- 6.1 At the time of writing, we cannot be certain that spectators will be allowed to attend this event. We are hopeful that a limited number of spectators may be allowed, and if this is the case tickets will be allocated to each club on a pro rata basis to the number of accepted entries.
- 6.2 ~~There will be a charge of £5 per spectator ticket per session which will be invoiced to the club with the charge for the accepted entries.~~ See 8.1 below
- 6.3 There will be no programme available for this event. A confirmed entry list will be available on the website as soon as entries are confirmed after the meet closing date and heat sheets will be published on the championship website the evening before each day's competition.

7 Other meet conditions

- 7.1 All heats shall be spearheaded.
- 7.2 Start times for each session will be published on the event website shortly after the closing date. The times are dictated by event demand.
- 7.3 A swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the competition.
- 7.4 Backstroke ledges may be available at this competition, dependant on Covid measures, and a strobe light is also available.
- 7.5 ~~There will be a swim down facility the end of each session at this competition.~~ Additional land based cool down facilities will also be available. Full details of swim downs will be provided prior to the event. See 8.4 below.
- 7.6 There will be no portable chairs allowed on poolside.
- 7.7 All food consumed at the Alan Higgs centre must be purchased from the food outlets at the centre, with the exception of food for competitors, which is a concession for this competition by the centre management.

Anything not covered by these conditions shall be decided by the promoter.

Amendments following removal of Covid 19 restrictions on 19.07.2021 – our understanding as at 16.07.2021 – strikethrough of non-applicable sections above, and additions in red.

- 8.0 Live streaming will take place at this event. If you do not wish your swimmer to be filmed please contact the festival administrator by 20.07.2021
- 8.1 Spectators to a maximum of 400 will be allowed in to this event. Allocation of tickets will be pro rata per session to the number of swimmers each club has each session, so there will be different allocations for each club for each session. Tickets must be booked in advance via a link which will be provided to entry managers by the festival administrator. Entry managers should only apply for the number of tickets allocated for each session – a warning will appear when the maximum is reached and any additional tickets will be removed. A bar code will be issued for each ticket which will be needed to gain entry to the spectator areas. Anyone (including children) without a bar code will not be allowed into the spectator areas. Prices will be £3 for sessions 1 and 4 and £5 for all other sessions. The balcony and other spectator areas will be cleared between sessions. Clubs will be invoiced for their tickets and will need to pay by bank transfer prior to 22.07.2021.
- 8.2 Swim Shop – We have Swim Path in attendance at the meet and they will be housed in the function room on the first floor. They will be there for the whole of the meet.
- 8.3 We request that everyone attending this event takes a lateral flow Covid 19 test prior to attending the event, and does not attend if they have a positive test result. We also request that anyone showing symptoms of Covid 19 does not attend this meet.
- 8.4 Unfortunately due to timings and numbers we will not be able to offer a swim down facility at this event. 7.4 refers.

V11 18.07.2021