



SWIM ENGLAND WEST MIDLANDS WINTER SHORT COURSE CHAMPIONSHIPS 2021

Alan Higgs Sports & Leisure Centre, Coventry

6th and 7th November 2021

(Under SE Laws and SE Technical Rules of Swimming)

(License Number 2WM211169)

Meet Information and Promoters Terms and Conditions

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

Championship Administrator:	Mr Simon Sinclair	entries@wmswimchamps.org.uk
Championship Promoter:	Mrs Louise Barnes	louise@westmidlandswimming.org
Championship 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, so that in the event of any changes to Government and/or Swim England guidance on holding safe swimming competitions, they are in place to lead on anything necessary Covid related.
- 1.2 If there are changes to Government and/or SE guidance, these terms and condition are subject to change. Any such revisions will be published on the Championships website (see 2.3.6 below).
- 1.3 Swim England West Midlands Region reserve the right to cancel this competition if it is unable to proceed due to Government and/or SE guidance.
- 1.4 In view of 1.3 above, SE WMR recommends that nobody commits to non-refundable travel or accommodation. Neither the promoter nor SE WMR will be responsible for any losses, regardless of circumstance or cause.
- 1.5 By entering this competition, or the purchase of poolside accreditation, competitors and their supporters agree to be bound by these terms and conditions. This will include any Covid-19 requirements that may be recommended. Failure to do so may result in removal from the premises and competition.
- 1.6 All persons attending this meet are asked to undertake a lateral flow test prior to attending the competition, and not attend the competition if this test proves to be positive, or if they are showing any Covid-19 symptoms.
- 1.7 All persons attending this meet may be asked to complete a Return to Competition Health Declaration form.

1.8 The promoter reserves the right to alter the programme of events, including not holding finals, if it becomes necessary due to Government and/or SE guidance.

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 coordinator, individual entries are not permitted. The promoter and meet administrator will not, under any circumstances, accept any late or poolside entries.

2.2 Communication will be by email with one club coordinator per club, and clubs will be invoiced for their entries within 7 Days of the closing date of 21st October 2021. Payment is only acceptable by BACS. In the event of any difficulty please contact the championship administrator for assistance. Once entries are invoiced there will be no refunds with the exception of clause 2.10 below.

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 Championship administrator.

2.3.4 Checking the processed entries on the list on the website. Any errors must be reported immediately, and before the closing date.

2.3.5 Ensuring that payment is made for the club's entries by BACS to the regional bank account, details of which will be shown on the invoice.

2.3.6 Populating the door tickets website with the name and email address of each spectator.

2.4 All information is available on the championships website www.wmswimchamps.org.uk

2.5 Entry times must be achieved at a licensed meet at levels 1, 2, 3 or 4 between 01.09.2019 and 17.10.2021. Swimmer detail and entry times must be downloaded using the entry website. The entry website selects the fastest time, which may be a converted time. The entry times are short course times.

2.6 Age is as at 31st December 2021.

2.7 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 when 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.

2.8 Entries from para-swimmers who hold a British Swimming Para Classification are welcomed, and are not subject to the qualification times.

2.9 Swimmers must be a member of a club affiliated to SE WMR. Swimmers who are dual registered may only enter one region's winter short course championships. Clubs entering swimmers who are dual registered have a responsibility to ensure that this condition is met.

2.10 Entry is £8.00 per individual event. A refund of entry fees will only be given on medical grounds, and appropriate evidence must be provided. This includes those self-isolating due to a positive Covid test. Any such refund is entirely at the promoter's discretion.

2.11 Entries will open on 10.10.2021, subject to licensing approval.

2.12 Entries will close at 23.59 on 21.10.2021.

2.13 There will be a maximum of 3 heats of 800 and 1500 metre freestyle events. If rejections are necessary they will be made as described in 2.13 below. A reserves list will be kept for any swimmers rejected from these events. Reserves will be selected in time order, fastest rejected first, and will be notified as soon as possible that they have a swim. Start sheets for these events will be produced an hour before the events are due to be swum, so withdrawals from these events must be notified to the Championship Administrator up to 1 hour ahead of the time that the events are due to be swum. Club coordinators will be asked

to provide contact details for rejected swimmers for the purpose of contact should a swim be available to them.

- 2.14 If the event is oversubscribed, entries will be rejected to ensure that the competition stays within timelines and any other restrictions in place. If any such rejections are necessary these will be made fairly across both age groups based on entry time. This will be entirely at the discretion of the promoter and may not be the subject of any appeal.
- 2.15 Rejected entries will be notified to club coordinators by email.
- 2.16 A list of accepted entries can be viewed on the website.

3. Age groups

- 3.1 Age groups are 15 and under and 16 and over. Age is at 31.12.2021.
- 3.2 400m, 800m and 1500m events will be heat declared winners, all other events are planned on having finals, although this will be subject to government and SE guidance at the time of the event.
- 3.3 There will be no medals or awards at this event.
- 3.4 A £50 Swim Path Voucher will be sent to the following swimmers: top male and female senior swimmers, top male and female junior swimmers, top male and female para swimmers. This will be decided on FINA points for senior and junior swimmers and British Disability points for para swimmers.

4. Finals

- 4.1 Open finals will be swum at this event, as per the schedule of events) in 50m, 100m and 200m events.
- 4.2 Swimmers will be the 8 fastest swimmers in each event.
- 4.3 There will be two reserves per event.
- 4.4 Of the 8th fastest and 2 reserves, swimmers not wishing to participate in finals should let the promoter/meet administrator know within 30 minutes of the publication of the results, or 15 minutes of the conclusion of the session, whichever occurs first. Reserve swimmers will be given a swim if 1 or more of the fastest 8 swimmers for the event do not wish to swim. If more than 2 of the fastest 8 do not wish to swim, or if the reserves do not wish to fill the places of qualifying swimmers not wishing to swim, the final will be swum with empty lanes.
- 4.5 If a swimmer does not withdraw from a final by the specified time and then do not subsequently swim in the final they will be charged a £20 fine. The swimmer will not be allowed to compete in further events until the fine is paid. Any fines not paid at the end of the competition will be invoiced to the clubs.
- 4.6 If Government and/or SE guidance changes the planned finals may not take place.

5. Withdrawals

- 5.1 Withdrawals will only be accepted via the 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.
- 5.2 The deadline for making withdrawals is 18.00 the day before the event is due to be swum.
- 5.3 Once the event has been seeded, subsequent withdrawals will only be allowed on medical grounds. Any such withdrawals will be swum as empty lanes, and no poolside substitutions will be allowed.

6. Poolside Accreditation

- 6.1 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 and photograph. Failure to comply with this may result in poolside accreditation not being available for purchase.

- 6.2 Poolside accreditation may only be purchased via the online accreditation system, and will be a cost of £10 per day.
- 6.3 Poolside accreditations are non-transferable. If a pass is lost or forgotten, a replacement can be issued by the championship administrator at a cost of £10.
- 6.4 Accreditation for coaches, team managers and chaperones must be worn and visible on poolside at all times, in the wallet supplied.
- 6.5 Poolside accreditation will include a start list which will be issued on production of such accreditation – one start list per poolside accreditation.
- 6.6 Personal care attendants will only be permitted for swimmers where assistance is permitted on the code of exceptions. Should the attendant be related to the swimmer they will be excluded from any requirements. Personal care attendant accreditations can be obtained from the championship administrator and must not be used for any other purpose than to support the relevant swimmer.
- 6.7 There may be restrictions on the number of coaches/chaperones/team managers on poolside depending on relevant government/SE guidance at the time of the meet.

7. **Spectators**

- 7.1 It is planned that spectators will be allowed at this event.
- 7.2 A maximum number of 400 spectators will be allowed at this event, and the number of tickets available will be pro rata per session to the number of swimmers each club has in each session. A ticket for a session will allow entry in to the final session for that event (subject to maximum spectator numbers). The number of spectators may vary if Government and/or SE guidance changes, or if the venue management decide on a different limit. In such circumstances a full refund will be given for tickets that cannot be used.
- 7.3 Tickets must be booked in advance via a link which will be provided to club coordinators. Clubs should only apply for the number of tickets that they have been allocated for each session – a warning will appear when the maximum is reached and any additional tickets will be removed.
- 7.4 Tickets will cost £5 per session.
- 7.5 A bar code will be sent to the email address used for each ticket before the event, and will be scanned on entry to the balcony area. No entry will be allowed to the balcony without a ticket. All spectators, including children, will require a ticket for this event.
- 7.6 Clubs will be invoiced for their spectator tickets, and the invoice must be paid by 31.10.2021.

8. **Live streaming**

- 8.1 Live streaming will take place at this event.
- 8.2 If you do not wish your swimmer to be filmed please contact the Championship administrator by 31.10.2021.

9. **Swim shop**

- 9.1 Swim Path will be in attendance at this event and they will be housed in the function room on the first floor.
- 9.2 Championship merchandise will be available to pre order. A link will be posted on the website when available.

10. **Other meet conditions**

- 10.1 All heats will be spearheaded.
- 10.2 Start times for all sessions will be published on the website as soon as possible. The times are dictated by event demand.

- 10.3 A swimmer failing to comply with any of these terms and conditions shall not be allowed to compete at this event.
- 10.4 Backstroke ledges and a secondary strobe light are available at this competition.
- 10.5 There will be limited swim down at this event.
- 10.6 There will be no portable chairs allowed on poolside.
- 10.7 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.
- 10.8 Anything not covered by these terms and conditions will be at the discretion of the promoter.

V7 01.10.2021