

ASA EAST MIDLAND REGION SWIMMING CHAMPIONSHIPS GENERAL CONDITIONS 2016

1. The promoter is the ASA East Midland Region.
2. For the purpose of these conditions reference to **'the website'** means www.asaem.org.uk
3. The East Midland Individual & Team Swimming Championships shall be open to any member of a club affiliated to the East Midland Region who is eligible within the meaning of ASA Law.
4. The Championships shall be swum long course (50m pool) and held under the relevant ASA Laws and Regulations and Fina / IPC Technical Rules of Swimming.
5. The schedule of events and age groups are as listed on the Meet Schedule for each Championship.
6. Confirmation of entry fees, closing date and other relevant meet information will be issued with the entry pack. The entry pack will be available on the website at least 4 weeks prior to the closing date for each Championship.
7. A swimmer must have been a member of the club in whose name he is entered and must have been registered as such with the ASA at least 60 days prior to the first day of competition.
8. A swimmer entered in the name of one club in the individual events may not compete in the name of another club in the team events.
9. The swimmer's age shall be as at 31st December 2016.
10. ASA East Midland Medals shall be awarded to 1st, 2nd & 3rd place in each Championship event.
11. The Senior and Junior Champions shall receive a suitable award, the Junior Champion shall be 13yrs/under. The Senior Champion shall be 14yrs/over.
12. Qualifying times shall be set annually for all individual events and must be achieved in a licensed meet L1,2 or 3 since the 1st September 2015 and the published closing date for the appropriate Championship.
13. Swimmer detail and entry times must be downloaded online from the ASA databases using the SPORTSYSTEMS Entry Manager program. The entry program selects the best time which may be a converted time. No entry times other than those accepted by British Swimming Ranking shall be used.
14. Where converted times are allowed the time conversions are carried out automatically in the SPORTSYSTEMS software and no other method of conversion shall be accepted.
15. Once the entry has been submitted subsequent improved times will not be accepted.
16. Should events be oversubscribed the promoter reserves the right to reject the slowest competitors. This shall be done using a percentage change in the qualifying time for each age group and also taking into consideration the overall length of the session.

17. A swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the championship concerned.
18. Protests shall be made and dealt with as detailed in ASA Law.
19. Any question arising, for which these conditions do not provide shall be determined by the Promoter.

PARA-SWIMMERS

20. Para-Swimmers are subject to supplementary conditions which can be downloaded from the website. Swimmers may enter any event subject to meeting the able bodied qualifying standards or selected events which are subject to the multi-classification standards published in the supplementary conditions.
21. Awards to Para-Swimmers shall be made using the 'minus 1' rule, for full details see the supplementary conditions.
22. Supplementary conditions and qualifying standards are set Nationally by the Para-Swimming Pathway team and any queries should be addressed to the East Midland Para-Swimming Pathway Officer. carl.cooper@swimming.org

TEAM CHAMPIONSHIIPS

23. The events and age groups for the Team Championships shall be as required for the qualifying rounds to the British Summer Championships and are as listed on the appropriate meet schedule.
24. A swimmer entered in the name of one club in the individual events may not compete in the name of another club in the team events.
25. On the day of meet at least 2 members of each team must hold an East Midland qualifying time in at least one individual event. There are no qualifying standards for relay team entries.
26. Clubs must complete a team declaration form to be handed in to the recorders by the time specified in the pre-meet information.
27. In relay events where more than one team entry is allowed then an individual may only swim for one of the teams in that event.

ENTRIES

1. Entries will only be accepted when submitted by a club coordinator using SPORTSYSTEMS Entry Manager.
2. All information, computer programs and entry files are available by download from the East Midland Championships website.
3. To enter the meet a swimmer must be visible online when using the Entry Manager program. Should a swimmer not be listed in the downloaded valid swimmers file then the Club Membership Officer must contact the ASA 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.

4. 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.
5. Notification of accepted entries shall be via a processed entries list on the website. Should any rejections occur then these will be notified by email to the club coordinator.
6. After the closing date refund of entry fees will only be given on bonafide medical grounds and medical evidence may be requested.
7. The club coordinator shall be responsible for:
 - a. Checking and validating the swimmers entries and fees
 - b. Entering swimmers details into the Entry Manager Computer program.
 - c. Returning the entry files and summary information to the meet administrator.
 - d. Arranging payment to be made by BACS and emailing the details to the meet administrator. Note: Cheques will only be accepted where there is valid reason why a BACS payment cannot be made and only then by prior agreement with the meet administrator.
 - e. Checking the processed entries list on the website. Known errors must be reported to the meet administrator before the day of meet.

WITHDRAWALS

8. To ensure smooth running of the championships and minimise empty lanes the procedures below must be adhered to.
 - a. Email withdraw@asaem.org.uk
 - b. Withdrawals should be notified by email as soon as they are known.
 - c. Final notice of the withdrawal of swimmers from a club shall be reported to the recorder one hour prior to the start of the session using the forms provided.
 - d. For last minute problems a text message may be sent to **07923 430711** This is a **text only** number and will not be responded, calls to this number will not be answered.
 - e. The promoter cannot accept any responsibility for emails or text messages which are not received.
 - f. Notice of withdrawal by a finalist or reserve finalist shall be given to the Meet Manager within **1 hour of the publication of the result from the heats, except the last event before the afternoon break which will be 30mins.** Reserves not required for finals will be released after this deadline. Any subsequent withdrawal may only be made without penalty on medical grounds.

- g. **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 East Midland events 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.
 - h. A reserve that has been released may choose to report for the final and will be allowed to swim should a lane become vacant. 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.
9. Where heats are followed by a final the events shall be seeded in accordance with FINA laws SW3.1.3 & SW3.1.4 except when the event is heat declared in which case the fastest heat shall be spearheaded. Finals are spearheaded by default.
10. 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.
11. The planned start time of each day is 9.00am, however confirmed start times for all sessions will be published when entries have closed.