



# Surrey County ASA

## Surrey Age Group Championships 2024

### County Championship Licensed Meet

### PROMOTER'S CONDITIONS

#### General conditions

1. The **Surrey Age Group Championships** shall be run under Swim England Laws, Regulations and Technical Rules of Swimming, the relevant World Para Swimming Rules and these Promoter's Conditions
2. The age of each swimmer shall be as at **31 December 2024**.
3. Swimmers must be members of an affiliated Surrey club at the closing date and must be registered with that club at Swim England.
4. A swimmer who has competed in County Championships in 2024 for any other English county may not take part in this competition.
5. A swimmer who joins a second Surrey club *and wishes to compete for the new club*, or who resigns from one Surrey club and joins another, after the competition closing date must immediately notify the promoter of any events that they have entered. Points scored before the swimmer changes club shall be awarded to the original club. Thereafter, the swimmer may compete in individual events but will not score points for their new club. The swimmer may not swim in a relay team for either club.
6. There will be a secondary strobe available at the venue.
7. All Swimming Officials shall be offered expenses.
8. Questions and queries may be directed by email to the Meet Promoter, Alan Thurlow, at [alanthurlow@gmail.com](mailto:alanthurlow@gmail.com)
9. The Surrey Age Group Championships Committee shall decide any matter not provided for in these conditions and will determine the appropriate action against those concerned if any of these conditions are contravened.

#### Data Protection

10. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by Surrey County ASA. With respect to this meet we will process personal data for the legitimate purpose of running the gala. The items of personal data processed are name, Swim England number, date of birth, gender and para-swimming classification. During the gala we will process name, gender, competition age and para-swimming classification in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic submission made to British Rankings. We will also make this information available to the club of the swimmer as the data controller.
11. After the gala the personal data processed will be stored securely in both paper and electronic format for 12 months and then erased. This period of storage permits the accurate response to enquiries about the gala and provides statistical information for the purpose of designing the following year's gala. No personal data will remain on any electronic timing systems used to run the gala. You have the right to have your personal data erased from our systems if you have withdrawn from the gala. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

#### How to enter

12. The closing date for entry is **17 January 2024**.
13. The entry fee is **£10** per individual events up to 400m and **£12** for 800m and 1500m freestyle.
14. Entries will be processed electronically using HyTek Meet Manager.
15. A Hytek meet events file and instructions will be made available on the Surrey website: [www.surreyswimming.org](http://www.surreyswimming.org) for use with team management systems that can handle the HyTek file format. Entries will be accepted from any team management system that exports a compatible entry file in the SD3 or HY3 file format.
16. Entries must be submitted electronically using the Online Meet Entry Portal and must be received by midnight on **17 January 2024**. Instructions are available on the Surrey website. Competition Secretaries should enter Para Swimmers using the individual section of the entry form and include the swimmer's para classification.
17. There shall be separate events for open/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, a swimmer confirms that their birth sex is female.



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18. Full payment must be made by electronic transfer only **no later than 20 January 2024**. Please make electronic transfers to Barclays Bank:

**Account Name:** Surrey County ASA  
**Sort Code:** 20-84-17  
**Account number:** 90576360  
**Reference:** Your 4 letter ASA Club Code

*Entries are not valid until payment has been received.*

### Meet programme

19. The competition takes place over four days:

Date	Licence No.	Venue	Events
20-21 January		Surrey Sports Park (50m)	See schedule of events
3-4 February		Surrey Sports Park (50m)	See schedule of events

20. Event age groups will be as follows:

Event	Age
1500m free	12 & Over
800m free	12 & Over
400m IM	12 & Over
400m free	10 & Over
200m	10 & Over
100m	10 & Over
50m	10 & Over

21. There will be finals for each age group in all the 50m and 100m events. All other events will be Heat Declared. Trophy points will be awarded based on places in the finals and places in the heats of all other events. Age Group awards will be based on the World Aquatics points gained in the heats.

22. These Championships shall be run with multi-classification para-swimming inclusive events.

23. All Para-Swimmers must have an authorised IPC Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or IPC Swimming classification database at the time of entry.

24. Para-Swimming competitors may enter the following events:

Event	Eligible Classifications
50m Freestyle	S1-S14
100m Freestyle	S1-S14
200m Freestyle	S1-S5 & S14
400m Freestyle	S6-S14
50m Backstroke	S1-S5
100m Backstroke	S1, S2 & S6-S14
50m Breaststroke	SB1-SB3
100m Breaststroke	SB4-SB9, SB11-SB14
50m Butterfly	S1-S7
100m Butterfly	S8-S14
200m Individual Medley	SM5-SM14

25. Any Para-Swimming competitor who qualifies for a final may swim in that final. There will be no finals for Para-Swimmers swimming in multi-classification events. All events will be heat declared.

### Seeding

26. Heats for events with finals will be seeded using cyclical seeding rules for the fastest 3 heats.



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27. Heat Declared events of 400m or less will be super-seeded, subject to there being a sufficient number of entries, with the last heats being the top 8 swimmers in each age group swum separately from youngest to oldest.

### Finals

28. For those events with finals, as soon as possible after heats are completed, the names of swimmers who are in 1<sup>st</sup> to 8<sup>th</sup> place in each age group will be announced, as well as two reserves.
29. For each final, a minimum of 8 lanes will be used.
30. An announcement will be made of the finalists and 2 reserves for each event as the meet progresses. The announcement will include a time by which finalists and reserves can withdraw from a final.

### Technical and non-technical officials

31. The Championships cannot run without people to fill both technical and non-technical roles on the day. With this in mind, clubs are requested to provide volunteers, either qualified officials and/or people for field of play roles such as marshalling.
32. An official who holds the qualification of Swim England Disability Official will act as a technical advisor in each of the sessions where Para-Swimmers are entered.

### Entry times

33. All entry times must be equal to, or faster than, the qualifying times supplied in a separate document to these conditions. We are including a separate qualifying time for 17 year olds but they will swim together with those over 18 years of age in the 17 & Over age group.
34. Qualifying times are given as short course and long course times for all events. Swimmers may enter if they have achieved either time in the relevant pool length. No converted times are permitted. *Note that short course times have been generated from the long course times using Swim England's Equivalent Performance Tables.*
35. ALL entry times must have been achieved at licensed meets on or after **6 February 2023** and **must appear on the Swim England Rankings Database.**
36. If the meet is over-subscribed, the promoter reserves the right to reject entries based on the submitted entry times after converting to the meet course. The fastest swimmers in each age group will be given priority. Clubs will be informed as soon as possible after the closing date of any swimmers whose entries have had to be rejected, and entry fees for rejected swimmers will be returned in full.
37. There are no qualifying times for para-swimmer entries but Paragraph 35 applies.

### Medals, trophies and awards

38. For events with age group finals, trophy points are awarded on the basis of times achieved in the finals.
39. Individual age groups shall be 10/11, 12, 13, 14, 15, 16, 17 & Over.
40. Medals shall be presented in each event age group to those finishing in 1<sup>st</sup> to 3<sup>rd</sup> place.
41. Trophies shall be presented as follows:
- Junior/Senior/Open trophies where applicable shall be recorded with the competitor's name. A suitable trophy will be awarded but not retained. There will be an opportunity for the recipient to have a photograph with the County President in a suitable area away from the podium.
  - Age group awards for swimmers aged 10/11 to 14 years: 1st – 3rd place, Certificates 1st – 8th place will be available on the website.
42. The method used to determine the winners of the age groups 10/11 to 14 are set out in a separate document entitled "*Scoring Approach for the Surrey Age Group Championships 2024 v1.0*".
43. Certificates will be awarded to all event entrants aged 10/11 to 14 with their total points displayed and made available on the website.
44. Para-Swimmers shall be awarded medals on a multi-classification basis to 1st, 2nd and 3rd place in each event. Positions will be determined by the relative number of British Paralympic Points gained by each swimmer in each event.

### Registration and marshalling

45. Swimmers must sign in before the start of the warm-up for each session for every event in which they wish to take part. A swimmer who is late to sign in may be placed in an unoccupied lane at the discretion of the promoter, but this is not guaranteed.



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46. It is your responsibility to report to the Competition Stewards in the designated Marshalling area in good time for your event. Heat start lists for each event will be posted on-line and in the Marshalling area before each session starts and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.
47. Upon entry to the Marshalling area, the athlete must ensure that they report to a Steward and be registered as being present. Competitors must follow the directions of the Competition Stewards at all times.
48. All competitors must enter the Marshalling area 'race ready' as under normal circumstances having entered the Marshalling area they should remain in its confines until led onto the pool deck for their race.
49. Coaches/chaperones will not be allowed in the Marshalling area at any time.

### Poolside access

50. Clubs must ensure there are enough adults on poolside with valid passes and qualifications to provide adequate supervision in accordance with Swim England's Team Manager, Coach and Chaperone Policy, and with reference to their obligations and the recommendations laid down in Wavewater 2020-2023, the Swim England Child Safeguarding Policy & Procedures.
51. Coach, chaperone, and team manager passes are available from the Swim England website for each weekend at no cost. However, Clubs must request and pay for the number of coaches, teachers, and team managers they want on poolside at any one time for each day of the Championships. Requests should be made through the Surrey website links. Payment should be made by bank transfer by **20 January 2024**.
52. A Level 2 Teacher may attend on poolside but will need to apply for a pass through the Surrey website links. The cost of this pass is the same as the passes issued by Swim England and should be paid by bank transfer by **20 January 2024**.
53. Personal care attendants will only be permitted for para-swimmers where assistance is permitted on their code of exceptions. A swimmer who has assistance may have both a coach and a personal care attendant present. The personal care attendant will need to apply for a pass through the Surrey website links. It will be free of charge.
54. The cost of passes will be published on the Surrey website. There will be an option to purchase food with the poolside pass.
55. The promoter reserves the right to request any person to leave poolside, whether or not that person has a poolside pass, without having to give a reason.

### Photography

56. All those attending these Championships (competitors, coaches, team managers, spectators, officials, volunteers, contracted staff etc.) wishing to use cameras, video or digital image capturing devices (including mobile phones) should only do so after reference to their obligations and the recommendations laid down in Wavewater 2020-2023, the Swim England Child Safeguarding Policy & Procedures and other Swim England Photography guidance. Photographic equipment must not be used anywhere in the changing rooms.
57. Photographs of the meet may be taken by representatives of the promoters of the event and may be used for promotional purposes. Entry into the competition implies acceptance of this condition.

### Promoter

58. Questions and queries may be directed by email to the Meet Promoter (Alan Thurlow) who will liaise with the Lead Referee (Diane Gamble) as necessary.