NOTTINGHAMSHIRE ASA
COUNTY RELAYS 2024
Relay Championship Conditions

1. General

1. The promoter is the Nottinghamshire ASA.
2. The County Relay Championships shall be held annually and subject to any standard the promoter may impose. The Championships shall be open to club club affiliated to Nottinghamshire ASA who is eligible within these promoters' conditions and Swim England Regulations and Technical Rules.
3. These conditions should be read in conjunction with the additional information given in the entry pack.
4. Entry to the relay championships shall be via the club gala coordinator, the club shall be responsible for:
    a. Checking and validating the data.
    b. Consolidating the entry data using SPORTSYSTEMS Entry Manager.
    c. Returning the completed electronic entry files to the Championship administrator by the closing date: **THURSDAY 8TH FEBRUARY 2024**
    d. Ensuring payment is made as soon as possible after receiving the invoice for the club entries.

2. The Competition:

1. Age is at 31st December in the championship year.
2. Entry times should be estimated for the team that you are entering and put into the SportSystems Entry file before submitting.
3. The promoter reserves the right to restrict entries if events are oversubscribed. This will be achieved by restricing clubs from 2 teams down to 1 team depending on the number of teams in each event. Taking into account the number of swimmers and the overall length of the session.
4. Protests shall be made and dealt with as detailed in Swim England Regulations and Technical Rules.
5. A presentation schedule will be published in the meet schedule.
6. When called for presentations it is the teams responsibility to report ALL members of the team that swam the event to the trophy stewards.
7. Swimmers who are to receive awards must attend the presentation or their awards will be forfeited.

3. The Relay Events:

1. Events will be swum Long Course.
2. Mixed gender events will be swum 2 male and 2 female in any order.
3. Individual gender events will be 4 x 50m Freestyle and 4 x 50m Medley Relay events for 16 years and under. Open age group events will be 4 x 100m relays. Mixed gender relays will all be 4 x 50m.
4. All events will be swum as heats and finals, except the 4 x 100m relays that are heat declared, unless there are 8 or fewer teams where the event will be swum as a straight final in the finals slot.
5. A secondary strobe may be available for these championships.

4. Entry Processing:

1. Late entries will not be accepted.
2. Submitted times will not be changed unless an administrative error has been made by Nottinghamshire ASA.
3. Refund of entry fees will only be made for rejected entries or where the entry to an event has had to be restricted.

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5. A Swimmer taking part shall:

1. be a registered member of a club affiliated to Nottinghamshire ASA.
2. reside within the County or have the longest unbroken membership of a club affiliated to Nottinghamshire ASA
3. not have represented, or competed in the County competitions, of any other County during the same year.

6. Relay Teams

1. A club may enter a maximum of two teams in any one event. If two teams are entered they shall be designated as 'A' & 'B'.
2. Swimmers may only swim in one team per event and are **not** allowed to change teams between heats and finals.
3. If a member of a team falls ill between the heats and finals, then a substitute swimmer may swim in their place as long as they comply with all other rules, but this must be reported to the timing suite before the final is swum.
4. No swimmer may swim as a member of a team, having swum the individual events of the Nottinghamshire ASA County Championships as a member of another club.
5. A swimmer may swim any relay within their age group.
6. The 4 relay swimmers names must be submitted on the official forms by the start of the warm up for the session in which the heats of the event are to take place.
7. To comply with Swim England Regulations, the minimum age to compete, swimmers must be a minimum of 9 years old on the day of swim.

7. Accepted entries:

1. Entries shall be processed as they are received and will be available to view on the Nottinghamshire ASA website after the closing date for all entries.
2. Notification of accepted entries will be published in full on the Nottinghamshire ASA website as soon as possible after the closing date.
3. Notification of rejected entries, if any, shall be notified by email to the club coordinator that submitted the entries.
4. The club coordinator is responsible for checking the entries and reporting, errors and discrepancies to the event administrator within one week of the official closing date.

8. Withdrawal from Relay Heat swims:

1. Withdrawals must be made by emailing county.entries@notts-swimming.co.uk or in person at the timing room, by a coach from the club, or by the person who submitted the entries for the team.
2. The promoter shall not be responsible for non-receipt of any withdrawal notification.
3. Withdrawals must be made no later than the start of the warm up session for the session in which the heat is to be swum.

9. Withdrawal from Relay Finals:

1. The published event results will be time stamped and posted on the result boards at the entrance to the changing village and spectator balcony.
2. Teams (**including reserves**) who wish to withdraw from finals must notify the recorders as soon as possible but no later than 15 minutes after the list of finalists is published, reserves not required are released after this time, but may stay incase of a last minute drop out.
3. Withdrawals after any specified deadline may only be made on bona-fide medical grounds.
4. Failure to notify a withdrawal from a final within the given deadlines is subject to a fine of £10. The fine must be paid before the club can enter any teams in future championships.

10. Poolside and Changing Rooms:

1. Only those accredited personnel showing a valid pass will be allowed onto the poolside and in the changing rooms along with swimmers.
2. Accreditation must be ordered online using the meet accreditation system in advance of the championships. There is no charge for these accreditations online. https://www.swimmingresults.org/member_options
3. To get a valid accreditation online, each person must have the following:
   a. A valid in-date DBS with barred list check
   b. A valid safeguarding certificate logged with Swim England
   c. Either a valid Coaching Qualification, Team Manager Qualification or Chaperone status logged with Swim England
   d. A photo uploaded on the member options
4. Poolside passes will only be issued to those personnel displaying a valid accreditation, and must be collected from the team in the timing room at the start of each day.
5. Passes for each day must be collected individually and not in bulk. Passes must be returned to the timing room before leaving the venue, and must not be passed onto anyone else.
6. Passes will only be issued to the maximum number of passes ordered by each club for each day of the main County Championships plus 1.
7. Clubs are required to cover within their individual risk assessments the required number of Coaches, Team Managers and Chaperones along with gender of these for their team for each session, as per the ratio guidance set out by Swim England.
8. Passes must be ordered when entries are submitted and will be invoiced along with the total cost for your clubs entries. Passes are priced at £15 per pass for the whole of the championships. Maximum numbers of passes will be allowed as per the ratios mentioned in the Swim England Guidance as per 10.7. Both the individual meet accreditation and the poolside pass must be displayed while on poolside.
9. Coaches and swimmers are responsible for keeping the poolside tidy, ensuring all litter is put in the bins/rubbish bags around the center and not left on poolside.
10. The use of chairs on poolside is prohibited other than those supplied by the venue for use by officials only.

11. Photography (any form of image capturing device)

1. Mobile phones and other image capturing devices must not be used in the changing rooms in any circumstances. Anyone found breaking this rule will be removed from the venue and banned from future days of the championships and possible future competitions hosted by Nottinghamshire ASA.
2. Nottinghamshire ASA discourage the taking of photographs on poolside during the competition.
3. Photography is subject to the venue policy and when allowed spectators may only capture images from the pool balcony.
4. Telescopic lenses are strictly prohibited for use other then by an officially designated photographer.
5. Persons with poolside accreditation are allowed to take photographs during presentations, at the presentation area, but this must not impede the smooth flow of the proceedings.
6. A Nottinghamshire ASA approved photographer may be present on the poolside to take photographs during the competition. Should you not wish to be photographed then you must inform the meet administrator on submission of entries. By non-communication of withdrawing consent, this will be considered as agreement of consent for photographs to be taken and published on our gallery.

12. Volunteers:

1. The Championships cannot run without the support of volunteers.
2. We request that a minimum of 1 volunteer for each 5 swimmers from a club helps out at a session of these championships.
3. Names and availability of volunteers should be sent to the Nottinghamshire ASA Volunteers coordinator in advance of the championships.
4. If we do not get enough volunteers to run the championship sessions, they may get cancelled.

13. Officials:

1. The correct number of officials at the correct qualification level is needed for each session, including finals sessions.
2. Officials that are volunteering to help, should submit their details and availability to the Nottinghamshire ASA Officials coordinator prior to the championships so we can ensure we have the correct numbers of officials.
3. Failure to obtain the correct numbers of officials for a session may result in the session being cancelled.
4. We welcome trainee officials that need practical experience, but details of trainees, and their availability must be submitted to the Nottinghamshire ASA Officials coordinator, prior to the championships.
5. A trainee official turning up on the day with no notice may not be allowed onto poolside.

14. Corona Virus (COVID)

1. In the event of a resurgence of Corona Virus the promoters reserve the right to do what is necessary to comply with any Government and / or Venue restrictions to run the event. For example, but not limited to, the removal of finals and reducing the number of swimmers per event.
2. Anyone attending the championships, acknowledges the risks of attending these championships, and Nottinghamshire ASA cannot be held accountable for anyone attending that may contract the virus.

15. Behavior:

1. Strict good behavior is required by all competitors while at the championships in all areas. This includes while on poolside, in the pool, in the changing rooms and any other area of the venue.
2. Verbal abuse directed at the promoter, officials, and any volunteer acting under the direction of the promotor, or any behavior deemed to be against the spirit of the sport will not be tolerated. The promoter reserves the right to ask any person or persons behaving in this manner to leave any areas managed by the promoter for the remainder of competition.
3. All swimmers, coaches, volunteers/officials and spectators shall have respect for one another and keep with the spirit of the sport.
4. Any persons not following good behavior guidelines may be asked to leave the facility.

16. Any Other Matters:

1. On behalf of the Nottinghamshire ASA Swimming Committee, the promoter reserves the right to remove anyone from the championships that is deemed not to be adhering to the championship rules, or is acting in a way that would bring the sport into disrepute. This extends from swimmers, coaches, volunteers and spectators.
2. Any matter arising, for which these conditions do not provide, shall be determined by the promoter.