



# SWIM ENGLAND WEST MIDLAND REGION WINTER CHAMPIONSHIPS 2024

**Sandwell Aquatics Centre**

**2nd and 3rd November 2024**

(Under SE Laws and SE Technical Rules of Swimming)  
(2WM241934)

## **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 Promotor:** Swim England West Midland Region [swimming@westmidlandswimming.org](mailto:swimming@westmidlandswimming.org)

**Championship Lead:** Mandy Garrott [swimming@westmidlandswimming.org](mailto:swimming@westmidlandswimming.org)

**Championship Entry team:** Maria Neeld [entries@westmidlandswimming.org](mailto:entries@westmidlandswimming.org)

**Championship Volunteer Lead:** Sian James [volunteerswmr@gmail.com](mailto:volunteerswmr@gmail.com)

**Championship Officials Coordinator:** Ian Lamb [ian.lamb@blueyonder.co.uk](mailto:ian.lamb@blueyonder.co.uk)

**Withdrawals:** [withdrawals@westmidlandswimming.org](mailto:withdrawals@westmidlandswimming.org)

## 1. General

- 1.1 The promoter is Swim England West Midland Region.
- 1.2 For the purpose of these conditions, the 'website' refers to <https://westmidlandswimming.org.uk/>, all information is available here.
- 1.3 The Championship will be swum short course (25m pool) and held under the relevant Swim England Regulations and Technical Rules.
- 1.4 The Championship will be open to any Club Compete member from a club affiliated to Swim England West Midland Region, subject to meeting the published conditions.
- 1.5 Swimmers are only permitted to swim in one Region's short course Championships during a year.
- 1.6 Start times for all sessions will be published on the website as soon as possible. The times are dictated by event demand.
- 1.7 Backstroke ledges and a secondary strobe light are available at this competition.
- 1.8 There will be a swim down pool at this event.
- 1.9 By entering this competition or purchasing poolside accreditation, or attending as an official, you are reminded that all Swim England members have signed the [SE code of conduct](#) and are expected to abide by this.
- 1.10 Any inappropriate behaviour directed at the promoter, officials, volunteers, or other competitors and attendees will not be tolerated. The promoter reserves the right to ask any person behaving in this manner to leave the competition and may discuss further sanctions upon completion of the Championships.
- 1.11 Coaches, Team managers, and parents of athletes are expected to ensure the swimmers in their care act appropriately and are respectful of others at the competition.
- 1.12 A swimmer failing to comply with any of these terms and conditions shall not be allowed to compete at this event.
- 1.16 A protest may be made and dealt with as detailed in Swim England Regulations and Technical Rules. Contact should be made to the promoter, whose email can be found at the start of this document.
- 1.17 Any questions arising, for which these conditions do not provide, shall be determined by the Championship Lead, Championship Entry Team, and Promoter.
- 1.18 The last 3 heats of events 200m or less, and the last 2 heats of 400m events, will be cyclically seeded. All other heats will be spearhead seeded.
- 1.19 Entries will be seeded based on entry time.
- 1.20 There will be **no equipment** allowed in warm-up.

## 2. Entries and Qualification

- 2.1 Swimmers age is at 31<sup>st</sup> December in the year of the Championships, the age bands are shown on the Qualifying times document, on the website.
- 2.2 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.
- 2.3 Entry times must have been achieved at a licensed level 1,2 or 3 meet, between 01/09/2023 and 13/10/2024 (inclusive).
- 2.4 Qualifying times are based on short course (25m), and converted times are allowed. The conversions are carried out automatically by entry software and no other method of conversion will be accepted. The entry software will automatically select the fastest time that qualifies.
- 2.5 To check if a long course time meets the qualifying time, the only convertor that should be used is sports systems: <http://www2.sportsys.co.uk/time.asp>
- 2.6 Entries will only be accepted using the **Swim England online entry, and further information on this will be published in due course**. Other forms will not be accepted excluding para-swimmers as detailed in. *NOTE: Please don't press 'pay' until you can complete payment as it wipes the entries.*
- 2.6.1. Entry is to be done for the whole club via your club coordinator, individual entries are not permitted. The Championship Lead and Championship Entry Team will not, under any circumstances, accept any late or poolside entries.
- 2.6.2 Para-swimmers will be entered into this event manually, as entry times outside of the main qualifying times will not be picked up by the online entry system. Entry coordinators must email the Championship Entry Team with the swimmers name, Swim England number, event/s, and entry time/s. Payment will then be arranged.
- 2.7 Payment will be made via the Swim England online entry system.
- 2.8 Swimmers who are dual registered may only enter one region's Regional Championships. Clubs entering swimmers who are dual registered have a responsibility to ensure that this condition is met. Swimmers may only swim for one club, including in relays.
- 2.9 Entry times must show on the sports systems entry file which are downloaded directly from the Aquatics GB rankings database.
- 2.10 Split times, either intermediate distance in any event (individual or relay), or first leg of a relay event are not acceptable for entry.
- 2.11 Entries will open on 30/09/2024 and close on 18/10/2024 at 11:59pm.
- 2.12 If timings allow, a secondary entry *may* be opened shortly after the initial closing date to accept any further entries and are subject to all other conditions listed. Any entries accepted in this secondary period will be subject to availability and on a first come first served basis. The secondary entry period will close on 25/10/2024 at the latest, and before if the event becomes full. Any entries made in this secondary entry period will be invoiced to clubs as soon as possible after the secondary entry closes and must be paid for within one week of the invoice

date. Any entries not paid for prior to the competition will be withdrawn.

- 2.13 There will be a maximum of 3 heats per category (female and open) of 800 and 1500 metre freestyle events, unless timings allow for additional heats. If rejections are necessary they will be made as described in 2.16 below. A reserves list will be kept for any swimmers rejected from these events. Reserves will be selected in time order, slowest rejected first, and will be notified as soon as possible that they have a swim. Start sheets for these events will be produced the night before the events are due to be swum, so withdrawals from these events must be notified to the Championship Entry Team by 6pm the night before. 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 2.14.1 Making entries for their club's swimmers via the Swim England online entry system as detailed in 2.6.
- 2.14.2 Checking the processed entries on the list on the website. Any errors must be reported immediately, and before the closing date.
- 2.14.3 Ensuring that payment is made for the club's entries via PayPal on the Swim England online entry system. See payment instructions Document.
- 2.15 Entries from para-swimmers who hold a British Swimming Para Classification are welcomed, and are not subject to the qualification times. Details for entering can be found in 2.6.1.
- 2.16 If the event is oversubscribed, the Championship Entry Team reserves the right to reject the slowest competitors, and this won't be subject to any appeal. This will be done by accepting a set number of competitors per age band.
- 2.18 Rejected entries will be notified to club coordinators.

### **3. Payment, refunds and withdrawals**

- 3.1 Entry fees: Individual £9 per event.
- 3.2 Payment is only acceptable by Paypal, via the Swim England online entry system. In the event of any difficulty please contact the Championship Promoter for assistance. Once entries are paid for, there will be no refunds with the exception of clause 3.3 below.
- 3.3 A refund of entry fees will only be given on medical grounds, and appropriate evidence must be provided. Any such refund is entirely at the Championship Entry Team and Championship Lead's discretion.

### **4. Age groups**

- 4.1 Age groups are 15 and under (junior) and 16 and over (senior). Age is taken from the end of year.
- 4.2 There will be medals for the top 3 places in each category, and each event, for junior and

senior.

## **5. Finals**

- 5.1 Junior/ senior finals will be swum at this event (as per the schedule of events) in 50m, 100m, and 200m events.
- 5.2 In the 400m, 800m, and 1500m events (freestyle and IM), there will be heat declared winners (HDW on the schedule).
- 5.3 Swimmers will be the 8 fastest swimmers in each event.
- 5.4 There will be two reserves per event.
- 5.5 Of the 8 fastest and 2 reserves, swimmers not wishing to participate in finals should fill out the withdrawal form at the AOE suite (between the main pool and diving pit on the changing room side), within 15 minutes of the conclusion of the session the event was in. 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. Reserve swimmers must also withdraw as detailed in 6.4 and 6.5 if they do not wish to swim in the final.
- 5.6 Finalists and reserves who do not wish to swim need to follow the withdrawal process as outlined in 6.4 and 6.5.

## **6. Withdrawals**

- 6.1 Withdrawals for heat swims will only be accepted by email to the Championship Entry Team.
- 6.2 The deadline for making withdrawals from heats is 18.00 the day before the event is due to be swum.
- 6.3 Once the event has been seeded, and the withdrawal deadline has passed, 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.
- 6.4 The deadline for making withdrawals from finals (finalists AND reserves) is 15 minutes after the conclusion of the session the event was in.
  - 6.4.1 Reserve swimmers should check at the AOE office after this deadline to confirm if there have been withdrawals, and therefore if they are expected to swim in the final. Reserve swimmers should not leave the venue without withdrawing if they do not intend on swimming, or they will be fined.
- 6.5 Failure to withdraw from a final as a finalist or reserve, and subsequently not swimming in the final, will result in a £20 fine. The fine will be payable immediately via OrderWhizz. The swimmer will not be allowed to compete in further events until the fine is paid, including any finals in the same session. Any fines not paid at the end of the competition will be invoiced to the swimmers club.

## 7. Poolside Accreditation

- 7.1 All coaches and team managers applying for poolside accreditation must be listed on their club's OMS Coach and Teacher register or listed as a team manager 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.
- 7.2 Poolside accreditation may only be purchased via the online accreditation system, found by logging in [here](#), available in due course.
- 7.3 Poolside accreditations are non-transferable. If a pass is lost or forgotten, a replacement may be issued at a cost of £10.
- 7.4 Entry to poolside will be refused without a pass appropriate for the day of competition. Entry to poolside without an accreditation, or proof of competing on the day, will result in being asked to leave poolside.
- 7.5 Coaches and TMs must sign-in before entering poolside. There may be spot checks to ensure all club staff/ volunteers have signed in. Entry and exit will then be permitted with a visible pass.
- 7.6 Accreditation for coaches, team managers and chaperones must be worn and visible on poolside at all times, in the wallet supplied. Please bring any past wallets and lanyards to be used again.
- 7.7 Chaperones 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. Chaperone accreditations can be obtained from the championship promotor and must not be used for any other purpose than to support the relevant swimmer.
- 7.8 Clubs are responsible for providing the appropriate number and gender of coaches, Team managers, and Chaperones in line with the Swim England policy, which can be found [here](#).
- 7.8.1 Clubs are permitted to join together for the purpose of meeting ratios to ease the pressure of recruiting Team Managers, but should ensure they have risk assessed this agreement. Requests for club seating can be sent to the promoter.
- 7.9 All clubs must remind parents/spectators that they are not allowed poolside unless in possession of an accreditation pass, or have permission from the Championship Lead. There is NO access to poolside through the changing rooms for anyone other than competitors.

## 8. Spectators, live streaming and photography

- 8.1 It is planned that spectators will be allowed at this event.
- 8.2 Tickets will be available for purchase [via OrderWhizz](#) in due course.
- 8.3 Live streaming and Official photography will take place at this event. All official photo and video footage will be taken in line with Swim England Wave power guidance and used by the region for communication and marketing purposes.
- 8.3.1 There will be a banner on poolside by the medal table where photos will be permitted.

- 8.4 If you do not wish your swimmer to be filmed or photographed please contact the meet promoter at [westmidland@swimming.org](mailto:westmidland@swimming.org) with the subject line 'WC24 Consent Withdrawal' and the name of the swimmer/s, by 27.10.2024.
- 8.5 Photos and filming other than the official channels noted above, and in front of the banner on poolside, will not be permitted. Any withdrawals of consent for photography and filming are shared only with the official providers, therefore we ask that attendees do not capture content that may make others feel uncomfortable, or put them at risk.
- 8.6 The promoter reserves the right to change the photography and filming policy at any time, which will be communicated to clubs, on the website, and at the event.
- 8.7 Mobile phones are strictly prohibited from being used in the changing rooms. Keep phones out of sight.

Please see the Swim England '[Keep it in your Locker](#)' campaign.

## 9. Welfare

- 9.1 The changing village will be separated for the event and for general public use. The behaviour of athletes in this area will be periodically monitored, and clubs are responsible for ensuring their athletes behave in an appropriate manner at the competition.
- 9.2 Any safeguarding concerns that arise at the event should be immediately reported to the Regional Swimming Leadership Group (RSLG), found by asking at the AOE Office. Spectators can go downstairs from the stands, and notify the volunteers on the coach accreditation desk (please do not walk across the poolside). The RSLG will manage any concerns and refer to the welfare officer support where necessary.

Concerns can also be reported by contacting the Regional Safeguarding Lead at [safeguarding@westmidlandswimming.org](mailto:safeguarding@westmidlandswimming.org).

## 10. Swim shop

- 10.1 [Swim Path](#) will provide our event merchandise, and will be in attendance at this event.

## 11. Other matters

- 11.1 Anything not covered by these terms and conditions will be at the discretion of the Championship Lead and Championship Entry Team.