



**MIDLAND SWIMMING**  
**2016 SHORT COURSE CHAMPIONSHIPS**  
(Combining the ASA East Midland and ASA West Midland Regions)  
Harvey Hadden Sports Village - Nottingham  
**Saturday 5<sup>th</sup> & Sunday 6<sup>th</sup> November**  
(Under ASA Laws and ASA Technical Rules of Swimming)  
(License – 2EM162223)



## Meet information and Promoters Conditions

Entry to all Midland Championships is via a club coordinator who is responsible for communicating all information to and from the swimmers. Individual entry forms are no longer required but are included in the entry pack for club use to facilitate collecting swimmers entries.

Entry is subject to the conditions below and the general conditions as published on the Midland Championship website [www.midlandchampionships.org.uk](http://www.midlandchampionships.org.uk)

### Short Course Championships Administrator:

Mr David Rush, 8 Sheaf Place, Worksop, Notts, S81 7LE

Email [meets@midlandchampionships.org.uk](mailto:meets@midlandchampionships.org.uk)

1. Entries will only be accepted when submitted using the Sportsystems Entry Manager.
2. 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, summary printouts and payment to the meet administrator.
  - d. Checking the processed entries and final accepted entry lists on the website. Known errors must be reported to the meet administrator before the day of meet.
3. Entry procedures:

**The procedures for the return of entry files is given below, please read carefully. All communication is by email and payment made on-line using PayPal.**

**Coaches' passes must be applied for online using the link on the website.**

**Please do not submit anything by post without prior agreement of the administrator**

- a. All information, computer programs and entry files are downloaded from the Midland Championships website [www.midlandchampionships.org.uk](http://www.midlandchampionships.org.uk)
- b. Para-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. These conditions can be downloaded from the website.
- c. Entry times must be achieved in a licensed meet between the 1<sup>st</sup> January 2016 and the published closing date for the meet. Swimmer detail and entry times must be downloaded online from the ASA databases using the Entry Manager program. The entry program selects the best time which may be a converted time.
- d. Age is as at 31<sup>st</sup> December 2016

[www.midlandchampionships.org.uk](http://www.midlandchampionships.org.uk)

- e. 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.
  - f. If for any reason a time is missing from Ranking, then evidence of the swim must be submitted to the meet administrator. A printed result sheet or a link to a website showing the result is acceptable.
  - g. The Womens 800m and Mens1500m events shall be restricted to the fastest 16 swimmers (2 heats), with 3 reserves.
  - h. Team events shall be restricted to one team per club in each event. At least 2 members of each team must hold a Midland qualifying time.
  - i. Clubs must complete a team declaration form which must be handed in to the Recorders by a specified time. This given time will be published at close of entries and on the team declaration forms provided. Teams not complying with this instruction will lose their right to compete.
  - j. Entry is **£8.00** per event and **£10** per relay team. After the closing date refund of entry fees will only be given on medical grounds and evidence may be requested..
  - k. Electronic entry files must be uploaded via the link given on the website between Wednesday 5<sup>th</sup> October and the closing date - **Wednesday 19<sup>th</sup> October**. Summary printouts from Entry Manager should be returned by email.
  - l. On uploading the entry file payment is made via PayPal. It is not necessary to have a PayPal account as credit or debit card can be used. In the case of problems please contact the meet administrator.
  - m. Notification of accepted entries shall be via a processed entries list on the website. Should it be necessary to reject and swims then these will be notified by email to the club coordinator.
4. Withdrawals prior to the day of meet, Email [withdraw@midlandchampionships.org.uk](mailto:withdraw@midlandchampionships.org.uk)
5. Withdrawal on the day of meet
- a. 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.
  - b. The promoter cannot accept any responsibility for emails which are not received.
  - c. Once the event has been seeded, subsequent withdrawals will only be allowed on medical grounds.
  - d. Notice of withdrawal by a finalist or reserve finalist shall be given to the Meet Manager within **1hour 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.
  - e. A reserve that has been released may chose 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.

- f. Withdrawals after these deadlines 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 Championship or any subsequent 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.
6. All heats shall be seeded in accordance with current ASA/Fina laws, using cyclic seeding where appropriate.
  7. 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.
  8. The planned start time of each day is 9.00am, however confirmed start times for all sessions will be advised when entries have closed.
  9. A swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the championship concerned.
  10. Anything not covered by these conditions shall be decided by the promoter.