East Swimming
2017 Long Course Championships

(Under ASA Laws and Technical Rules)

Weekend 1 – 29th, 30th April and 1st May 2017 at Inspire: Luton Sports Village, Luton (1ER170219)
Weekend 2 – 27th, 28th and 29th May 2017 at UEA Sportspark, Norwich (1ER170220)

GENERAL CONDITIONS

1. Regional Swimming Championships shall be competed for annually and subject to any standard the Regional Swimming Committee (RSC) may impose. The Championships shall be open to any member of a club affiliated to the ASA East Region who is eligible within the meaning of ASA Law.

2. Any swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the championship.

3. Protests shall be made and dealt with as detailed in ASA Law and Regulations. The Promoter, Tom Baster, Swimming Manager, ASA East Region, can be contacted at swimming@eastswimming.org

If the ASA East Region Swimming Manager is not present, or is required to fulfil another duty, a Meet Director will be appointed. In such circumstances, the Meet Director will act as Promoter.

4. All participants must observe the safety precautions in operation at the venue.

5. The ASA East Region will not be responsible for any loss or damage occurring during this meet.

6. Entries

6.1 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. A swimmer must be a member of the club in whose name he/she is entered and must have been registered with the ASA as Category 2, prior to the entry closing date of the competition.

6.2 No swimmer competing in a like championship of any other region in the same year is eligible to compete in these championships.

6.3 Entry times for all individual events must be taken from the British Swimming rankings on or before the closing date and shall have been achieved in meets, licensed at Level 1, 2 or 3 by the ASA, from 1 September 2016. The closing date will be four weeks before the competition. For Weekend 1, which includes the Para-Swimming events, this is midday on Friday 31 March 2017 and for Weekend 2 this is midday on Friday 28 April 2017. Subsequent improved times will not be accepted.

6.4 Only entries made electronically will be considered. All entries from a club shall be consolidated by a club official and made using the SPORTSYSTEMS Entry Manager Rev 2.0 software which may be freely downloaded at www.sportsys.co.uk

6.5 Submission of an electronic entry file will be regarded as full acceptance and agreement to all conditions within this entry pack.

6.6 The SPORTSYSTEMS Entry Manager Rev 2.0 export file containing submitted entries and full payment shall reach the Entry Administrator not later than the advertised closing date. Late entries, or those for which payment has not been received by the closing date, will be rejected.

6.7 Acknowledgement and acceptance of a correctly submitted entry shall be by publishing a received entries listing on the Championship page at www.eastswimming.org Clubs will have 7 days from the date that entries are posted on the website to check the received entries and report errors, after which a final accepted entries list will be published and no further corrections allowed. The Regional Office will check that payments were received by the closing date and reserves the right to reject entries where this was not the case.

6.8 Dependent on the number of entries, the Promoter reserves the right to reject entries to achieve what is believed to be the best compromise between the events. If necessary to reject entries the slowest entries, by age group and event, will be rejected first.

6.9 Entries to this meet will be held on a computer and consent, as required by the Data Protection Act 1998, to the holding of personal information on computer will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the Meet on application to the Promoter.

7. Fees

7.1 Entry fees are **£7** per event and **£10** per event for Team races.

7.2 Spectator fees are **£5** for one heat session or **£10** for both heat sessions per day. There are no reductions for concessions. There is no charge for the finals sessions.

7.3 ASA East Region will restrict access to the spectator seating to comply with safety limits.

8. Access to Poolside

8.1 No coach or swimmer may access poolside more than 30 minutes before the commencement of the first warm up session on each day.

8.2 Access to poolside is restricted to competitors for the session, coaches with coach passes, technical officials and appointed volunteers.

8.3 No additional equipment such as chairs or treatment tables may be brought onto poolside.

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9. Warm Up

9.1 For heat sessions, Warm Up will commence one hour before the session start time. For final sessions, Warm Up will commence 40 minutes before the session start time.

9.2 A warm up procedure will be published on the ASA East Region website one week before the event.

10. Age Groups

10.1 The age groups for both genders in each event will be 11/12, 13, 14, 15, 16 and 17 and over.

10.2 Team events will be 14 to 16 years and 17 years and over.

11. Events

11.1 All events shall have individual age group finals except the 400m, 800m and 1500m Freestyle and the 400m I.M. which shall be timed finals. Each final shall have a maximum of two reserves declared.

11.2 Team declaration forms must be submitted to the recorder no later than the start of the relevant session's warm up (i.e. for heats sessions one hour before the start of the session and for finals session 40 minutes before the start of the session).

12. Withdrawals

12.1 Heats and Team Events - Once an entry is accepted a competitor shall swim or give notice of withdrawal. Notice of any withdrawals shall be reported by a representative of the club to the recorder using the appropriate withdrawal form. For heats this must be one hour before the start of the event. For team events this must be before the commencement of the session warm up. Clubs may make withdrawals via email to the Entries Manager at entriesmanager@eastswimming.org providing this is before 4 pm on the Friday prior the championships

12.2 Finals - The names of finalists and reserves will be announced and published. Withdrawals must be made to the recorder within 15 minutes of the announcement. At the end of this period reserves may ask the recorder whether they are required for the final or can be stood down.

12.3 Unless notice of withdrawal has been given to the recorders within 15 minutes of the publication of the heat results, all finalists shall report to the Clerk of the Course for the final. Withdrawals after the 15 minute deadline may only be made on medical grounds.

12.4 All events - where a withdrawal is made after the deadlines on medical grounds the swimmer may not compete for the rest of that day.

12.5 Any swimmer not present when required to swim shall incur a £10 penalty, unless the recorder had been notified, prior to the race, of medical grounds that prevented the swimmer taking part. After the championships the Club, in whose name the competitor has entered the competition, will be invoiced for the fine and will have 28 days in which to make the payment. Swimmers not present will be identified from the results where "DNC" is recorded for them. If the payment is not made within the 28 days the fine will be increased to £50 per DNC and no entries will be accepted from the club for swimming events until the fine is paid."

13. Awards

13.1 The first three swimmers in each age group for all events shall each receive medals.

13.2 In the 11/12, 13 and 14 years age groups, top boy and top girl awards will be presented to the swimmer with the most points across individual events. Points will be calculated on the basis of 3 points for a gold medal, 2 for a silver and 1 for a bronze.

13.3 The Don Neate Memorial Trophy will be open to swimmers in the 14 years and younger age groups and will be awarded to the swimmer with the most points across individual events. Points will be calculated on the basis of 3 points for a gold medal, 2 for a silver and 1 for a bronze.

13.4 The Warwick Thompson Memorial Trophy for Top Club at the East Swimming Long Course Championships will be awarded to the club that finishes top of the combined medals table for all medal events across both weekends. If two or more clubs register the same number of gold medals, the tied club with the higher number of silver medals will be deemed the winner. In the event of a tie for gold and silver medals, the tied club with the higher number of bronze medals shall be deemed the winner. In the event of clubs registering equal numbers of gold, silver and bronze medals, the award shall be shared.

14. Photography

14.1 Under ASA child protection guidelines anyone attending the gala wishing to use cameras, video or digital image capturing devices (including mobile phones and tablet devices) must first register their details on the form provided at the spectator entrance. An identification label will be issued which must be on show at all times.

14.2 No photography is permitted in changing rooms.

14.3 These policies will be vigorously enforced and any person found to be contravening them will be asked to leave the gala without refund.

15. Any question arising, for which these conditions do not provide, shall be determined by the RSC.

16. Any information included in the entry pack (including information published separately on the ASA East Region website) shall be regarded as part of the General Conditions.

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ENTRY PROCEDURE

This procedure is for entries only. Please do not send any coach pass applications to the entry adminstrator.

All entries from a club shall be consolidated and submitted electronically to the Entry Manager. **ONE** electronic payment or cheque shall be made as a consolidated payment of all the entries.Download and install the SPORTSYSTEMS Entry Manager V2.0 from www.sportsys.co.uk. If you have previously installed this program ensure you check and download the latest version by using the 'Check for Updates' option. Download and save the Entry File Set from the Championships Entry page at www.eastswimming.org.uk

- For Weekend 1 this is LU17_EntryData.sef
- For Weekend 2 this is NO17_EntryData.sef

Full instructions can be found within the program under Help and a quick start video is also available on the SPORTSYSTEM website.

The only way to enter individual times is by using the 'Get Times' button ensuring the entered time satisfies the entry conditions. No other method of providing times will be accepted. Times retrieved from British Swimming (BS) rankings that do not satisfy the qualification time will be flagged with a yellow 'N' swim button. Times which satisy the qualification time are shown with a green 'Y' swim button. Click any unrequired green 'Y' swim buttons.

Clubs entering Para-Swimmers should identify the correct S, SB & SM sport class in the drop-down boxes and leave the Disability Exception Code box blank. For an event to be entered, the swim button must be green 'Y'. Any events flagged yellow 'N' from times retrieved from BS rankings will require the swim button clicked until it changes to green 'Y' and the entry time shows 'YES' The Entry Adminstrator will convert these 'YES' entry times to the times in BS Rankings, detail the times you believe meet the requirements in the e mail submitting the entry. Note: if, after saving a swimmers entry, the entry is reopened for editing, you must ensure any events entered have the swim button set to 'Y' again before saving.

Entry times for all individual events must only be taken from the British Swimming rankings on or before the closing date and shall have been achieved in meets, licensed at Level 1, 2 or 3 by the ASA, from 1 September 2015. The closing date will be four weeks before the competition. For Weekend 1 this is midday on Friday 31 March 2017 and for Weekend 2 this is midday on Friday 28 April 2017. Subsequent improved times will not be accepted.The best short course time will be populated which includes the automatic conversion of long course times to short course times within Sportsystems Entry Manager. Only the Sportsystems conversion is accepted. Split times, either intermediate distance or first leg of a relay race are not acceptable for entry.

Use the report feature to calculate the total cost of your entries. Your payment should NOT be different than this calculated amount.After completing your entries, generate the export file as described in the help section and attach to an e-mail to the Entries Manager (entriesmanager@eastswimming.org). Your e-mail will be acknowledged.

The closing date for receipt of entries and payments for Weekend 1 is midday on Friday 31 March 2017 and for Weekend 2 is midday on Friday 28 April 2017.

1) To pay by electronic transfer:

ASA East Region's bank account details are:
Co-operative Bank
Sort Code: 08-92-99
Account Number: 65226777
Account Name: ASA East Region
Advise the Entry Adminstrator AND the Finance Officier (finance@eastswimming.org) that a transfer has been made, the amount paid and any breakdown of the payment e.g. coach passes and entry fees. You will receive a confirmation of receipt once the payments have been received.

2) To pay by cheque:

Send your payments, with cheques made payable to ASA East Region, by post to:
ASA East Region, 6a Rosemary House, Lanwades Business Park, Kentford, NEWMARKET, CB8 7PN

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Para-Swimming Championships Conditions

Please note:

- These supplementary conditions are to be adhered to together with the general conditions for the Regional Championships.
- All Para-Swimming Championships will be included in **Weekend 1** of the 2017 Long Course Championships.

1. The Events:

Event	Classifications
50m Freestyle	S1 – S14
100m Freestyle	S1 – S14
200m Freestyle	S1 – S5 + S14
400m Freestyle	S6 – S14
50m Butterfly	S1 – S7
100m Butterfly	S8 – S14
50m Backstroke	S1 – S5
100m Backstroke	S1 – S14
50m Breaststroke	SB1 – SB3
100m Breaststroke	SB4 – SB14
200m IM	SM5 – SM14

2. Eligibility

The above events in the Championships are open to competitors whose ASA Membership Record includes the relevant IPC Para-Swimming Sport Class, as shown above.

3. Accreditation

Coaches and support staff must have an accreditation. A competitor may have both a coach and support staff in attendance. All coaches will be required to purchase a coach pass. Remember, no pass no access to the pool deck.

4. Medals

Medals shall be awarded on a multi-class timed final basis, to 1st, 2nd and 3rd placed competitors, based on the British Para-Swimming Points System.

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Para-Swimming Championships Qualifying Standards

MALE	EVENT & CATEGORY	FEMALE
	50m Freestyle	
02:06.02	**S1**	02:14.58
01:37.68	**S2**	01:51.73
01:11.79	**S3**	01:16.77
01:02.50	**S4**	01:11.71
53.50	**S5**	58.40
48.10	**S6**	56.30
44.94	**S7**	53.28
42.10	**S8**	49.81
40.91	**S9**	46.74
37.73	**S10**	45.34
42.11	**S11**	49.62
38.43	**S12**	44.02
38.40	**S13**	44.43
40.48	**S14**	45.66
	100m Freestyle	
04:19.14	**S1**	06:39.41
03:21.73	**S2**	03:44.30
02:38.34	**S3**	02:48.66
02:15.95	**S4**	02:34.77
02:00.61	**S5**	02:10.70
01:48.82	**S6**	01:59.18
01:38.40	**S7**	01:55.30
01:32.51	**S8**	01:45.17
01:30.34	**S9**	01:41.58
01:24.43	**S10**	01:37.73
01:35.36	**S11**	01:51.01
01:24.58	**S12**	01:36.00
01:23.70	**S13**	01:37.78
01:27.84	**S14**	01:38.59
	200m Freestyle	
08:57.41	**S1**	10:35.89
07:21.89	**S2**	09:13.07
05:48.46	**S3**	06:32.48
04:50.59	**S4**	05:25.87
04:21.02	**S5**	04:36.59
03:11.71	**S14**	03:30.93

MALE	EVENT & CATEGORY	FEMALE
	400m Freestyle	
08:18.54	**S6**	08:53.97
07:32.06	**S7**	08:30.29
07:12.83	**S8**	08:07.28
06:47.14	**S9**	07:28.02
06:34.53	**S10**	07:23.57
07:30.77	**S11**	08:26.14
06:47.63	**S12**	07:27.60
06:33.36	**S13**	07:37.79
06:53.71	**S14**	07:36.72
	50m Butterfly	
00:00.00	**S2**	03:03.89
03:50.69	**S3**	01:50.42
01:41.52	**S4**	02:41.98
01:16.24	**S5**	01:10.42
59.52	**S6**	01:00.66
50.29	**S7**	57.12
	100m Butterfly	
01:37.89	**S8**	01:51.36
01:35.86	**S9**	01:52.11
01:31.04	**S10**	01:50.29
01:41.78	**S11**	02:15.58
01:33.07	**S12**	01:49.71
01:30.18	**S13**	01:48.13
01:35.02	**S14**	01:52.91

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MALE	EVENT & CATEGORY	FEMALE
	50m Backstroke	
02:09.22	**S1**	03:37.46
01:37.44	**S2**	01:44.26
01:14.37	**S3**	01:45.71
01:13.34	**S4**	01:26.10
01:00.10	**S5**	01:10.19
	100m Backstroke	
04:17.90	**S1**	07:10.90
03:29.39	**S2**	03:51.30
01:59.55	**S6**	02:17.97
01:54.10	**S7**	02:15.94
01:43.84	**S8**	02:05.87
01:41.97	**S9**	01:53.57
01:37.17	**S10**	01:50.43
01:49.15	**S11**	02:07.42
01:37.25	**S12**	01:50.85
01:35.09	**S13**	01:58.50
01:40.82	**S14**	01:46.75
	50m Breaststroke	
03:26.32	**SB1**	00.00.00
01:33.62	**SB2**	02:02.11
01:20.29	**SB3**	01:45.66

MALE	EVENT & CATEGORY	FEMALE
	100m Breaststroke	
02:35.57	**SB4**	03:05.87
02:33.07	**SB5**	02:54.86
02:12.75	**SB6**	02:40.48
02:11.26	**SB7**	02:29.12
01:53.63	**SB8**	02:11.92
01:47.84	**SB9**	02:04.50
01:55.65	**SB11**	02:23.98
01:47.15	**SB12**	02:07.60
01:47.30	**SB13**	02:07.28
01:48.72	**SB14**	02:03.95
	200m IM	
05:18.85	**SM5**	05:33.73
04:23.01	**SM6**	05:10.85
04:11.49	**SM7**	04:52.86
03:54.59	**SM8**	04:18.86
03:40.51	**SM9**	04:09.94
03:31.78	**SM10**	04:02.13
03:54.32	**SM11**	04:44.54
03:32.80	**SM12**	03:57.97
03:28.26	**SM13**	04:00.58
03:41.28	**SM14**	04:00.69

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Information about Coaches' Pool Deck Pass and Food

- All coaches planning to be on poolside at the Regional Championships must apply for a Coaches' Deck Pass for each weekend of the Championships. There are no annual coach passes.
- It is the responsibility of the club to ensure that the coaches named have been DBS checked.
- Passes will be issued in the name of your club and shall be collected from the Officials Room on the day of competition, before going poolside. Passes will not be mailed out
- Clubs with twenty or less swimmers may apply for a maximum of two passes. Where there are more than twenty swimmers, a club may apply for additional passes to maintain a 1:10 ratio
- Passes are £15 each for a whole weekend or part thereof
- Passes may only be used by the coaches/helpers named on this form. All named persons must be ASA members
- All swimmers aged 16 years and under must be under the supervision of a pass holder during the warm up, competition and in the vicinity of the pool
- Passes may only be used when there are swimmers from your club on the deck
- Passes must be worn in a prominent place whilst on the pool deck. Coaches without passes on display will be asked to leave and may be refused readmission
- Coach passes will entitle the holder to tea and coffee provided in the Officials Room
- There is an additional charge for food, the price of which reflects the price charged by the operator at each venue. Food between sessions can be provided only if booked in advance on this form
- Please complete the attached forms to order coach passes and food. There are separate forms for Weekend 1 and Weekend 2 to reflect the competition closing dates.

PASSES CANNOT BE PURCHASED ON THE DAY OF COMPETITION

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COACHES' POOL DECK PASS APPLICATION FORM – Weekend 1

29th, 30th April and 1st May 2017 at Inspire: Luton Sports Village, Luton

Name of Club: _____

Contact e-mail address: _____

Coach Pass and Food Orders	Number	Payment Sub-total
Number of coach passes required for weekend 1 at £15 each		
Number of meals required for Saturday 30th April at £20 per person		
Number of meals required for Sunday 1st May at £20 per person		
Number of meals required for Monday 2nd May at £12 per person		
Payment Total		

Please print in the spaces below the full names of ALL the coaches and helpers who are likely to use your club's pool deck passe(s). All those you name MUST be current ASA members.

First Name	Surname	ASA Membership Number

Please note:

- That the closing date for applications for coach passes and food for Weekend 1 is midday on 31 March 2017
- Applications can be made electronically by e-mailing this form to east@swimming.org and paying by BACS to:

Sort Code	08 92 99
Account Number	65226777
Account name	ASA East Region

Or by sending the form plus a cheque made payable to 'ASA East Region' to the Regional Office at:

ASA East Region,
6a Rosemary House,
Lanwades Business Park
Kentford, NEWMARKET, CB8 7PN

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COACHES' POOL DECK PASS APPLICATION FORM – Weekend 2

27th, 28th and 29th May 2017 at UEA Sportspark, Norwich

Name of Club: _____

Contact e-mail address: _____

Coach Pass and Food Orders	Number	Payment Sub-total
Number of coach passes required for weekend 2 at £15 each		
Number of meals required for Saturday 28 May at £21 per person		
Number of meals required for Sunday 29 May at £21 per person		
Number of meals required for Monday 30 May at £17 per person		
Payment Total		

Please print in the spaces below the full names of ALL the coaches and helpers who are likely to use your club's pool deck passe(s). All those you name MUST be current ASA members.

First Name	Surname	ASA Membership Number

Please note:

- That the closing date for applications for coach passes and food for Weekend 2 is midday on 28 April 2017
- Applications can be made electronically by e-mailing this form to east@swimming.org and paying by BACS to:

Sort Code	08 92 99
Account Number	65226777
Account name	ASA East Region

Or by sending the form plus a cheque made payable to 'ASA East Region' to the Regional Office at:

ASA East Region,
6a Rosemary House,
Lanwades Business Park
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WITHDRAWAL NOTIFICATI0N

12. Withdrawals

12.1 Heats and Team Events - Once an entry is accepted a competitor shall swim or give notice of withdrawal. Notice of any withdrawals shall be reported by a representative of the club to the recorder using the appropriate withdrawal form. For heats this must be one hour before the start of the event. For team events this must be before the commencement of the session warm up. Clubs may make withdrawals via email to the Entries Manager at entriesmanager@eastswimming.org providing this is before 4 pm on the Friday prior the championships

12.2 Finals - The names of finalists and reserves will be announced and published. Withdrawals must be made to the recorder within 15 minutes of the announcement. At the end of this period reserves may ask the recorder whether they are required for the final or can be stood down.

12.3 Unless notice of withdrawal has been given to the recorders within 15 minutes of the publication of the heat results, all finalists shall report to the Clerk of the Course for the final. Withdrawals after the 15 minute deadline may only be made on medical grounds.

12.4 All events - where a withdrawal is made after the deadlines on medical grounds the swimmer may not compete for the rest of that day.

12.5 Any swimmer not present when required to swim shall incur a £10 penalty, unless the recorder had been notified, prior to the race, of medical grounds that prevented the swimmer taking part. After the championships the Club, in whose name the competitor has entered the competition, will be invoiced for the fine and will have 28 days in which to make the payment. Swimmers not present will be identified from the results where "DNC" is recorded for them. If the payment is not made within the 28 days the fine will be increased to £50 per DNC and no entries will be accepted from the club for swimming events until the fine is paid."

Name of Club: _____.

Event No.	Competitor No.	Competitor Name
Signature of club representative		

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RELAY TEAM DECLARATION FORM

11.2 Team declaration forms must be submitted to the recorder no later than the start of the relevant session's warm up (i.e. for heats sessions one hour before the start of the session and for finals session 40 minutes before the start of the session).

Name of Club: _____.

Tick as Appropriate to declaration

Event Number	Male/ Female	Age	Event	Tick
125	Female	14 to 16	4 x 200m Freestyle Team	
126	Female	17 and over	4 x 200m Freestyle Team	
158	Male	14 to 16	4 x 100m Medley Team	
159	Male	17 and over	4 x 100m Medley Team	
160	Female	14 to 16	4 x 100m Freestyle Team	
161	Female	17 and over	4 x 100m Freestyle Team	
225	Male	14 to 16	4 x 200m Freestyle Team	
226	Male	17 and over	4 x 200m Freestyle Team	
258	Female	14 to 16	4 x 100m Medley Team	
259	Female	17 and over	4 x 100m Medley Team	
260	Male	14 to 16	4 x 100m Freestyle Team	
261	Male	17 and over	4 x 100m Freestyle Team	

Names of swimmers in order of competing in the above event

Order	First Name	Surname
1.		
2.		
3.		
4.		

Signature of Club Official .....

Print Name .....