



NOTTINGHAMSHIRE ASA - COUNTY CHAMPIONSHIPS

2027 CONDITIONS

Subject to Ratification and Licensing



1. General

1. The promoter of these championships is Rita Buckley who is acting on behalf of Nottinghamshire ASA and reserves full power over the Championships, including but not limited to cancelling, postponing, or changing the Championships venue and/or format due to reasons beyond its reasonable control.
2. If the Promoter is unavailable at any point during the championships, a substitute will be put in place and advertised.
3. The County Championships shall be held annually and subject to any standard the promoter may impose. The Championships shall be open to any member of a club affiliated to Nottinghamshire ASA who is eligible within these promoters' conditions and Swim England Regulations and Technical Rules.
4. The Championships are licensed as a Level 1 Competition.
5. These conditions should be read in conjunction with the additional information given in the "On The Day" information pack and the "Award Categories" document.
6. Entry to the championships shall be via the club gala coordinator, the club shall be responsible for:
 - Collection of the swimmers' entries.
 - Checking and validating the data.
 - Consolidating the entry data using the online entry system.
 - Submitting the online entries by the closing date and ensure that payment is made upon receipt of invoice for the entries.
 - Ensure payment is made as soon as possible after receiving the invoice for the entries and passes.

2. The Competition:

1. Age is at 31st December in the championship year.
2. Entry times submitted must be within the published consideration standards and have been achieved in a licensed L1, 2, 3, or 4 competitions since the 1st January in the previous year to the championships. Consideration times are based on Short Course Times.
3. Entry Times are downloaded from the National Rankings by the online entry system, or from the National Masters Rankings by the championships entry co-ordinator, and the best time is selected automatically, which may be a converted Long Course time.
4. The promoter reserves the right to restrict entries if events are oversubscribed. This will be achieved by applying a percentage reduction in the consideration times across each age. Taking into account the number of swimmers and the overall length of the session.
5. Protests shall be made and dealt with as detailed in Swim England Regulations and Technical Rules.
6. A presentation schedule will be published prior to the competition.
7. When called for presentations it is the swimmer's responsibility to report to the trophy stewards.
8. Swimmers who are to receive awards must attend the presentation or their awards will be forfeited. A representative may collect an award on a swimmer's behalf.

3. The Individual Events:

1. Events will be swum Long Course.
2. The 800m Freestyle and 1500m Freestyle will be swum mixed gender events.
3. The 200m, 400m, 800m and 1500m events are heat declared winners and the fastest heat will be spearheaded.
4. The 50m and 100m events have finals and the heats will be swum seeded in time order.
5. A secondary strobe will be provided where it is requested by the athlete at the time of entry.



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4. Para Entries:

1. Classified Para swimmers may enter the championships providing they hold an official classification and have a time on British Ranking for the event, that is in accordance with the meet conditions in the entry window given in condition 2.2.
2. Para Entries are to be emailed in to the entry co-ordinator on the contact email address given to be entered and added to your club totals.
3. Entry times do not have to meet the stated consideration time.
4. Para Swimmers are seeded on entry time integrated with able bodied swimmers.
5. Para Classifications and exemptions will be updated on the first day of the championships to ensure the most up to date information is held and used for the championships.
6. Para awards will be awarded using the minus one rule as detailed in the Awards document.

5. 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. On the day swims for a time only are not allowed.
4. Refund of entry fees will only be made for bona-fide medical issues, with submitted evidence, or from direction from Swim England, subject to approval by The Meet Promoter acting on behalf of Nottinghamshire ASA.

6. A Swimmer taking part shall:

1. be a registered member of a club affiliated to Nottinghamshire ASA for at least 60 days prior to the first day of competition.
2. be a Club Compete registered member with Swim England.
3. reside within the County or have the longest unbroken membership of a club affiliated to Nottinghamshire ASA.
4. not have represented, or competed in the County Championships, of any other County during the same calendar year.
5. enter the individual events under the name of any Nottinghamshire ASA club of which they are a member. No change of club shall be allowed once the entry has been confirmed.

7. Accepted entries:

1. The closing date for all entries will be midnight on 17th December 2026.
2. Entries shall be processed as soon after the closing date as possible and a provisional full entry list will then be published on the Nottinghamshire ASA Championships website.
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 after notification on a published entry list.
5. After the 1 week notice period, all entries that have been submitted will be invoiced to the submitting club at a cost of £7.50 per swim. This invoice is to be paid within 14 days of the invoice being received or we may reject your entries.



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8. Withdrawal from Individual Heat swims:

1. Withdrawals must be made using the on-line system found on the Nottinghamshire ASA Championships website.
2. The on-line withdrawal system is a two-step system and withdrawals will only come through when both verifications have been made and you are displayed with a final confirmation screen.
3. The promoter shall not be responsible for non-receipt of any withdrawal notification.
4. Withdrawals must be made by 6pm on the day before the swim.
5. Failure to notify of a withdrawal from the 800m or 1500m Freestyle event before the closing time for those events will result in a £10 fine for the swimmer. The fine will be issued by invoice to the represented club. This invoice will be issued after the conclusion of the Championships, and must be paid before the swimmer is allowed to continue to compete in any future championships. 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.

9. Withdrawal from Individual 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. Swimmers (**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 are published, reserves not required are released after this time, but may stay in case of a last-minute drop out, but will not be fined for non-attendance.
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 will be issued by invoice to the represented club. This invoice will be issued after the conclusion of the Championships, and must be paid before the swimmer is allowed to continue to compete in any future championships. 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.

10. Poolside and Changing Village:

1. Only those accredited personnel showing a valid pass will be allowed onto the poolside, along with Officials, Meet Staff, Centre Staff along with Swimmers.
2. Only Swimmers, Chaperones, Meet Staff* and Centre Staff will be allowed to enter the changing village at any time.

**Meet staff will only be required to enter the changing village for monitoring purposes as directed by the meet promoter.*

3. The Changing Village is for the use of Swimmers to get changed in only. This is not a social area, swimmers should remain on poolside other than when getting changed, or using the facilities (toilets, showers etc.)
4. 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
5. To get a valid accreditation online, each person must have the following:
 - A valid in-date DBS with barred list check
 - A valid safeguarding certificate logged with Swim England
 - Either a valid Coaching Qualification, Team Manager Qualification or Chaperone status logged with Swim England
 - A photo uploaded on the member options



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Poolside and Changing Village (cont.):

6. Poolside passes will only be issued to those personnel displaying a valid accreditation, and must be collected from the team on the accreditations desk at the start of each day/session. Reprinting of Accreditations may result in a fee.
7. Passes for each day/session must be collected individually and not in bulk. Passes must be returned to the accreditation desk before leaving the venue, and must not be passed onto anyone else.
8. Passes will only be issued to the maximum number of passes ordered by each club for each day/session.
9. 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.
10. 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 £17.50 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 10.9.
11. Both the individual meet accreditation and the poolside pass must be displayed while on poolside. Failure to display these may result in being removed from the poolside.
12. Passes will not be replaced if lost.
13. Coaches and swimmers are responsible for keeping the poolside tidy, ensuring all litter is put in the bin's/rubbish bags around the centre and not left on poolside.
14. 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 areas in any circumstances. Nottinghamshire ASA take a **ZERO TOLERANCE** stance on this. Anyone found breaking this rule will be removed from the venue and potentially banned from future days of the championships and possible future competitions hosted by Nottinghamshire ASA. No refunds will be issued.
2. Nottinghamshire ASA will follow up any breaches of photography, following the guidelines set out in the current version of Wave Power guidance, which may include, but not limited to contacting club welfare officers and Swim England Safeguarding team.
3. Nottinghamshire ASA will follow the Harvey Hadden guidelines, and the taking of photographs or videos on poolside or the balcony during the competition is at the promoter's discretion.
4. A Nottinghamshire ASA approved photographer may be present on the poolside to take photographs during the championships. 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/the photographers gallery.**
5. Persons with poolside accreditation are allowed to take photographs during presentations if no official photographer is present, at the presentation area, but this must not impede the smooth flow of the proceedings.
6. No non-accreditation holders will be permitted onto poolside before, during or after a competition to take any photos or videos.



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12. Volunteers:

1. The Championships cannot run without the support of volunteers.
2. We encourage as many volunteers to help run these championships as possible.
3. Volunteers should submit their details and availability to the Nottinghamshire ASA Volunteer Coordinator using the on-line sign-up tool at <https://swim-meet.com/VolunteersSignUp/Notts/> prior to the championships so we can ensure we have the correct numbers of volunteers.
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. We encourage as many officials to help run these championships as possible.
3. Officials that are volunteering to help, should submit their details and availability to the Nottinghamshire ASA Officials coordinator using the online sign-up tool at <https://swim-meet.com/OfficialsSignUp/Notts/> prior to the championships so we can ensure we have the correct numbers of officials.
4. Failure to obtain the correct numbers of officials for a session may result in the session being cancelled or downgraded.
5. We welcome trainee officials that need practical experience, but details of trainees, and their availability must be submitted to the Nottinghamshire ASA Officials coordinator using the online sign-up tool on the above link, prior to the championships.
6. A trainee official turning up on the day with no notice may not be allowed onto poolside.

14. Timing Room

1. The timing room is for event staff, centre staff and officials only.
2. Coaches and Team Managers should only report into the timing room if requested, or if they have a query on the championships. Queries should first be raised with the lead referee for the session or the championships promoter.
3. Swimmers are only permitted to enter the timing room if reporting a withdrawal.

15. Behaviour:

1. Strict good behaviour 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 promoter, or any behaviour 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 day.
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 behaviour guidelines may be asked to leave the facility.

16. Property:

1. Nottinghamshire ASA and Harvey Hadden Sports Village take no responsibility for any lost or damaged personal property. We advise that all valuable items are securely locked in lockers or left with a responsible person while you are competing or during warm up sessions.

17. Transgender and Non-Binary Policy

1. 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. Expenses

1. Expenses for Volunteers, Officials and Event Staff, will be reviewed in line with the Nottinghamshire ASA Expenses Policy that is available upon request from the Nottinghamshire ASA Treasurer, or the Meet Promoter.
2. All Expenses need to be claimed by the official form and no later than 1 week from the final date of the championships.
3. Any expenses will be reimbursed by a BACS transfer, after the championships have concluded.
4. Personal Bank details will only be held by Nottinghamshire ASA for the purpose of reimbursing any expenses, and will be destroyed after the expenses have been reimbursed.

19. Any Other Matters:

1. On behalf of Nottinghamshire ASA, 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 includes swimmers, coaches, volunteers/officials and spectators.
2. Any matter arising, for which these conditions do not provide, shall be determined by the promoter.