



Leicestershire County Age Groups & Championships 2024

(Leicestershire and Rutland Amateur Swimming Association
is affiliated to Swim England East Midland Region)



These are Level 2 Licensed Events by Swim England for entry into National and Regional Championships (under Swim England Laws and Relevant Technical Rules)

SUPPLEMENTARY CONDITIONS & INFORMATION

GENERAL INFORMATION

Website

The 'website' referred to within this document is www.leicestershireasa.org

Key Dates:

Closing Date (CLOSING DATE): Midnight	22 nd December 2023
Accepted/Rejected Release Date (ACCEPT DATE):	5 th January 2024
Club Coordinators to report any entry discrepancies (DISCREPANCY DATE):	10 th January 2024
LASA Invoice Date to clubs	13 th January 2024
Payment Date by clubs (PAYMENT DATE):	20 th January 2024
Weekend 1: Hinckley LC Licence No: 2EM240050	27 th /28 th January 2024
Weekend 2: Hinckley LC Licence No: 2EM240051	3 rd /4 th February 2024
Weekend 3: Hinckley LC Licence No: 2EM240052	10 th /11 th February 2024

Spectators

Subject to the seating limits at the respective venue. Weekend programmes will be downloadable from the website: www.leicestershireasa.org approximately 3 days prior to that weekend (N.B. programme availability is not part of the spectator entry fee).

Session Pass: Adults £5.00 per session Concessions Over 65 and children under 16 £3.00 per session

Entry Times

All entry times must be achieved from the 1st January in the year prior to the competition until the published closing date for the meet and must have been achieved at a licenced event (L1, L2, L3 or L4) and appear on the **Swim England Rankings database**. Swimmer details and entry times must be downloaded online from the Swim England databases using the Entry Manager program. Should the meet be oversubscribed the Promoter reserves the right to reject the slowest competitors considering the age groups and overall length of each session. The entry program selects the best time which may be a converted time:

County Entry Times

Swimmers achieving LASA County Entry Times must submit entries by the closing date, with the payment as per Rule4(e) and will be entered in the Competitions subject to the following statement; "Swimmers with LASA County Entry Times will be accepted first into these events based on fastest submitted times by each Age Groups based on space and time schedule availability.

Note: Entry Times in all events within a Session, additionally, places will be offered to notified reserves on the day if available to those that are not initially accepted with the qualifying times.

Swimmers with a registered British Swimming Classification or on the official waiting list (enter as Awaiting Classification), achieving LASA Disability Entry Times, **MUST** submit entries on the **Official Disability Entry Form** and provide details of their classification and/or Disability. Swimmers holding a Certificate of Swimming Disability may use this to enter the event if a copy is sent with the mainstream entry for the Age Groups.

Allowances can then be used according to the certificate in order to achieve personal times within Leicestershire & Rutland ASA County Championships 2024. The computer printout or certificate may be requested by the Referee before any swim to which it applies. The new self-certification certificate would also be needed to be supplied.

Disability swimmers are asked to enter via their club. Forms are available for those who wish not to do so

Disability swimmers will be accepted for those events for which they have a time on the Rankings database. If they have no time to submit then the entry must be sent to and sanctioned by Meet Coordinator/Jill Stidever via promoter@leicestershireasa.org

Secondary strobe light will be available. Requests for it need to be made prior to the warm-up of the relevant session.



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County Records

All swims at the Leicestershire & Rutland County Age Groups & Championships 2024 are eligible to claim County Records subject to: Application forms and rules for applying can be found on the LASA Website www.leicestershireasa.org and must be completed according to the record application conditions.

Code of Conduct

The Promoter conducts all competitions in line with guidance from Wavepower. Copies of Wavepower are available from your clubs. All person/s attending shall comply further with the LASA Code of Conduct and the County further reserves the right to take disciplinary action against the person/s concerned and/or the Swimmers' Clubs. LASA Code of Conduct is on the LASA Website www.leicestershireasa.org

Poolside personnel

Only duly authorised personnel, and including any person accompanying a swimmer with a Certificate of Swimming Disability, who are registered on the Swim England Clubs Child Protection Lists and competitors shall be allowed poolside.

Dress Code

All swimmers must be wearing their Entry Club's approved kit on poolside and their Entry Club's Swimming Hat or suitably unbranded Swimming Hat when competing in these competitions (i.e. non-competing Club's Hats are not acceptable). Swimmers must be suitably dressed when leaving Poolside/Changing Rooms. There is to be no changing on poolside, changing rooms **must** be used to change (including from warmup to competition costumes). Swimmers must be suitably dressed (shoes and clothes) in the Spectator and public areas (i.e. swimming costumes only are not considered suitable attire for spectator or public areas). Swimmers and chaperones are advised that in the event of an evacuation of any facility being necessary the competitors must have access to suitable footwear to use and for the pool deck.

Child Protection Policy

In line with recommendations laid out in Wavepower, the Promoter (LASA) requests that all person/s should carry out their due diligence to child safety in line with it. All clubs have copies of Wavepower for reference should anyone need clarity.

Any person/s not complying with the guidance of Wavepower or by the LASA Code of Conduct may be asked to leave the areas governed by the Promoter (LASA). LASA Code of Conduct can be found on the LASA website www.leicestershireasa.org

Photography/Video Requests

Higher education needs:-

Swimmers needing to attain proof of swimming at a high level event for their further education will be considered for access to their swim, to be videoed by a parent/guardian, subject to submittal of request, event, proof of educational need (i.e. Letter from body who wishes you to supply said video). Note this is a request to LASA meet coordinator and not permission to go ahead. You will be advised if it is granted or not. Request must be made within the 7 days of start of competition. Referees on poolside will be notified of race/lane and who, if permission is granted. A coloured wristband will be issued if permission is granted for that session.

Data Protection

The Promoter uses meet management software to manage entries and results. By submitting and accepting entries to LASA, consent is hereby given, as required by the Data Protection Bill 2018(GDPR), to the holding of personal information on the computer. Certain personal data handled such as name, age, club, recorded and entered times may be made public during or after the meet. All Personal Data will be retained in a confidential manner and access to such Data will be restricted by the Promoter and limited to only those operating the Meet Software in order to process the results.

All information will be removed following accepted Swim England Rankings updates following these Competitions.



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Other

The electronic scoreboard shows **provisional** results only. The final positions and times will be shown on the result sheets, which will be made available during the Competitions and on the website after the event at www.leicestershireasa.org The Promoter cannot be held responsible for the loss of or damage to personal property and the Promoter reserves the right to refuse admission to any spectator, coach or swimmer.

The Hirer's facility conditions including health and safety will supersede where required (e.g. no. of swimmers per lane during warm-up, footwear, no chairs & food on poolside, evacuation procedures, photography (See LASA Photography Rule 17 including Leisure Centre Policy) etc.

Braunstone pool has a no food and a small bag only on poolside policy which **must** be adhered to except by prior arrangements for medical reasons.

We are leaving the main pool only open between sessions for the purpose of warm up and warm down only during all hire time. So once a session has finished and the referee released the swimmers and pool is clear then it will be available. Small pools will be closed between sessions. There must be a Leisure Centre lifeguard in position, together with the swimmers Coach or Team Manager. Any abuse of this facility may result in its withdrawal. Pool is to be cleared 5 mins prior to next official warm up timing

The City of Leicester SC shall not compete in the following, nor shall members of the Club be entered in the name of the Club in the LASA Age Groups and Championships. It must be from the 11 affiliated base clubs of Leicestershire and Rutland ASA.

Anything not covered by the above will be acted upon at the discretion of the Promoter, errors and omissions excepted.

PARKING

Hinckley Leisure Centre LE10 1FL(for Sat Nav use LE10 1BZ)

Car Park charges till 18.00hrs Saturday and free on Sunday- Please check in case of changes

Castle Car Park, Hill Street LE10 1DT(quickest route in and out to M69)

Saturday free after 15.00hrs and free all day Sunday- Please check in case of changes

St Mary's Road LE10 1EQ

Saturday free after 15.00hrs and free all day on the Sunday- Please check in case of changes

NB Church Walk Car Park is currently undergoing a £1.8m revamp and the only parking available is for disability. The revamp has started and is programmed till end of February 2024.



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AWARDS & PRESENTATIONS

Presentations will only be made to recipients wearing suitable poolside club clothing and which complies with the current Swim England Child Protection Policy.

For any swimmers receiving a perpetual trophy, you will be required to sign for these once presented. An account has been opened with AB Wallace who has locations in Leicester & Loughborough. Trophies taken to these shops for engraving will be invoiced to LASA. Should any swimmer choose to have their trophy engraved at another outlet the cost of this will not be reimbursed by LASA. County Trophies shall be held by the winner (or in the event of a minor, by the winner's parent/guardian) as Bailee for Leicestershire and Rutland ASA. A receipt shall be given with an undertaking that reasonable care will be taken of the trophy and that it will be returned as and when required.

Trophy Presentation will be dependent on available time during the sessions. Those not presented will be taken to base club for presentation to recipient after the Age Groups and Championships.

Championship Trophies

Open, Senior and Junior Champions will be presented with County trophies where applicable at the Presentation Table by the LASA President and/or LASA Nominated representative. Trophies will only be presented to recipients who have won those awards. Swimmers must be suitably dressed for the presentations (i.e. no swimming costumes). If not suitably dressed the swimmers will be requested to do so and those who do not and/or do not make themselves available at the required time will not be presented with their award:

Trophies shall be returned engraved and in a clean condition at the request of the Trophies Administrator or the Club's County Delegate on behalf of the Leicestershire and Rutland ASA via the Club's Age Group Delegate or Club's Secretary and no later than 2 weeks prior to Closing Date for entries or a date specified by the Promoter.

Any individuals or Clubs/Teams in arrears for fines imposed for late or non-return of trophies must resolve outstanding debts before participating in future County Competitions.

SWIMMER ENTRY CONDITIONS

All entries **must be** via your **CLUB**. Entries without a ranking time will not be accepted. Each CLUB must enter their swimmers using the Sportsys entry file. Swimmer entry times must be downloaded from Swim England Ranking using the Entry Manager software provided. Where converted times are allowed conversion is carried out automatically by the Entry Manager software, this is taken as the accepted value and no other method of conversion shall be used. Subsequent improved times will not be accepted. Exemptions will only be accepted for Disability swimmers and new registered swimmers as per the conditions below. Any requests for exemptions **must** be sent to promoter@leicestershireasa.org

LASA will invoice each club for their swimmer's entry fees due, including disability swimmers, once Accepted entries have been notified. This will be no later than midnight on the **13th January 2024**. LASA's invoice will be emailed to the address held for each swimming club's Secretary. It is the swimming club's responsibility to ensure the correct email address is available to LASA.

Payment **MUST** be made to, and received by, Leicestershire and Rutland Amateur Swimming Association (LASA) by 6pm on the **PAYMENT DATE** of the competition. **Payment by BACS only**

LASA Account	Leicestershire Amateur Swimming Association
Banker	NatWest Plc
Branch sort code:	60-14-10
Account no.:	24250600
Reference:	'LASAAG24 <4 Character SE Club Identifier>'

Each swimming clubs Club Co-ordinator or Treasurer is to email electronic proof of the electronic bank transfer payment to treasurer@leicestershireasa.org. Any club unable to pay by electronic transfer must contact the treasurer at the email address shown.



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Electronic Entry files (including entry reports) must be received by entries@leicestershireasa.org by the **CLOSING DATE**. It is the club's responsibility to ensure entries have been received, by LASA, before midnight on the **CLOSING DATE**. Entries are only deemed as registered when a final LASA acknowledgement is received. LASA's final acknowledgement will be subject to payment being received by the **PAYMENT DATE**. **In the event the CLUB** is not entering the competitions or for Disability entries, the individual swimmers will be entitled to enter by contacting promoter@leicestershireasa.org to arrange. In these cases, the BACs reference used should be 'LASAAG24 < Swim England Number >' and communication for clauses will be to the individual swimmers. **All clubs are being asked to accept Disability entries** so the monies will be collected via the Invoicing Part of payment. If clubs are unable to do, then forms/cheques are acceptable.

Swimmers competing in any other County Association's Competitions in the same swimming year are not eligible to compete in the Leicestershire & Rutland County Age Groups & Championships.

The following conditions will apply to ALL swimmers entries:

All swimmers must be eligible according to Swim England Regulations and Technical rules.

All swimmers who enter this competition **MUST BE** Swim England Registered Members (SE Category Competitive) of a Club which is affiliated to the Leicestershire & Rutland ASA on the **CLOSING DATE** of the competition.

No entry will be accepted without the swimmer's current Swim England registration number and no late entries will be accepted.

Swimmers who have applied for Swim England membership and are awaiting receipt of a registration number may enter the Competitions provided a photocopy of the registration form is submitted by the Swimmers' club otherwise the entry will not be accepted.

The minimum age for competition is **10 years of age on 31st December in the year of competition** (refer to Swim England Law 410).

A swimmer may only enter under one affiliated club. Any club changes after the closing date must be notified to the LASA Meet Coordinator via promoter@leicestershireasa.org.

Entries will be seeded on submitted times, the slowest time swimming first. Disability swimmers will compete in the appropriate time ranked heat.

Entries received will be subject to satisfying the relevant qualifying standard and space & time.

All entry times must be achieved from the 1st January for the year prior to these Competitions and must have been achieved at a licenced event (L1, L2, L3 or L4) and appear on the Swim England Rankings database at the time of closing. All events will be seeded on submitted times.

Acceptance of entries and eligibility of awards is subject to the prevailing rules of the Leicestershire and Rutland ASA. Where rejections are required, the qualification times for each event in each age group will be used and the slowest competitors will be rejected from each age group until the timings are met.

Improved entry times will not be accepted after the closing date and requests for time trials will not be accepted. No entry cards will be issued and no secondary registration on the day is required.

All rejected entries will be listed by CLUB. Swimmers on the rejected list will be allowed to be added to a reserve list for the rejected event by the CLUB. Should a withdrawal happen on or before the day of the rejected event. The CLUB's Age Group Delegate(s)) will be contacted and reserves will be allowed to swim subject to payment to the recorder's desk prior to the start of warmup for the session (i.e.no payment no swim).

Swimmers with a registered British Swimming Classification or on the official waiting list (enter as Awaiting classification) **MUST** submit entries with times from SE rankings and details of their classification and/or disability.

Swimmers holding a Certificate of Swimming Disability may use this to enter the event if a copy of it is sent with the mainstream entry for Age Groups. Allowances can then be used according to the certificate in order to achieve personal times within Leicestershire & Rutland ASA Age Groups and County Championships. We are



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asking for you to enter via your base club if possible. Special requests for Lanes 1, 2, 7 & 8 must be requested at time of entry via promoter@leicestershireasa.org when submitting the entry.

Doors to poolside will be open a minimum of 15 minutes before the 1st warm up start in accordance with the current published programme schedule. Swimmers, Coaches, Chaperones, Team Managers & Officials will not enter the hired area until the Lead Referee gives permission.

The use of a warm-down facility is made available to swimmers. The warm-down facility will be always manned by a trained lifeguard and swimmers should make their Club's poolside team aware of their whereabouts. The facility may be withdrawn if the use is deemed to be a risk to health and safety.

All swimmers are required to observe all safety announcements and always conduct themselves with safety in mind. On entering changing villages and poolside please make yourself aware of your nearest fire exit.

All swimmers must be wearing their Entry Club's approved kit on poolside and their Entry Club's Swimming Hat or suitably unbranded Swimming Hat when competing in these competitions (i.e. non-competing Club's Hats are not acceptable).

No requests for swimmers to change lanes due to a medical reason once the programme has been published will be accepted.

It is the swimmers' responsibility to ensure they report to the Marshalling Stewards in adequate time to enable them to be marshalled for their race. Failure to appear in the designated heat will cancel any right to compete in that event. Swimmers who have failed to appear in the designated heat will not be allowed to swim in unallocated lanes in the same event.

Withdrawals: All withdrawal forms (on LASA website) and sent electronically to withdrawals@leicestershireasa.org by 11.00hrs prior to the published start time of the first session and by 15.00hrs prior to the published start time of the second session. Promoter decision is final.

Refunds: Having completed a withdrawal form, anyone seeking a refund needs to fill correctly the refund request form, available at refunds@leicestershireasa.org and send the completed form to the same address, with any notes required. Refunds, need independent medical notes or compassionate grounds.

CLUB CONDITIONS OF ENTRY TO COMPETITION

In addition to the **GENERAL CONDITIONS & ENTRY CONDITIONS**, the Clubs submitting entries on behalf of their members are by implication agreeing to the following entry conditions:-

Entries must be sent to entries@leicestershireasa.org by the **CLOSING DATE** as per the **GENERAL CONDITIONS**. In the event the CLUB is not entering, those allowed to enter individually should contact promoter@leicestershireasa.org to ensure there is provision for Coaches and Team Managers.

The draft accepted entries will be published on the LASA website as per the GENERAL CONDITIONS (subject to payment having been received by the **PAYMENT DATE**). It is the responsibility of the Club to review the entries including checking for any errors or discrepancies. Any discrepancies must be notified to promoter@leicestershireasa.org by **DISCREPANCY DATE** (as per the **GENERAL CONDITIONS**) by the Club's Age group Delegate(s). Discrepancies received after this date cannot be rectified. Swimmers who are not listed on the official confirmation of accepted entries will not be permitted to compete.

Any rejected entries will be listed on the LASA website and the rejected entries will be refunded via the CLUB. It is the Clubs' responsibility to refund the individual swimmers.

Swimmers on the rejected list will be allowed to be added reserve list for their rejected event(s) should a withdrawal happen on before the day of the rejected event competition. Requests for a rejected swimmer to be placed on the reserve list for their rejected event must be made via the Club's co-ordinator to promoter@leicestershireasa.org.



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It is the responsibility of each Club's committee to ensure that their Coach, Chaperones, Team Managers are responsible for their swimmers on the poolside, including behaviour, dress and code of conduct towards other competitors, officials and meet organisers at all times.

All Coaches & Team Managers must obtain an accreditation pass to access poolside. This will be applied for by each individual via a link to the Swim England website. Poolside passes will only be issued to those personnel who have the prerequisite DBS Enhanced clearance, a Current Safeguarding qualification. All Team Managers must have a current Team Manager qualification and all Coaching personnel must have an appropriate coaching qualification. Any club personnel applying must have a photograph uploaded via their Swim England membership link on the Swim England website. www.swimmingresults.org/member_options

Clubs are responsible to ensure that:

Any of their swimmers leaving the pool deck are suitably dressed, this extends to all club representatives, at each session, the selection of chaperones for their swimmers and to ensure that such chaperones are **DBS certified & Safeguard Certified**. LASA's preference is that this person should have completed the Swim England Team Managers course.

Their chaperones of the same gender(s) of the swimmers competing in a particular session are selected.

Their Coaches, Chaperones and Team Managers must display their accreditation visibly to all times.

Their Coaches, Chaperones and Team Managers will supervise their swimmers during warm up, and any of their swimmers using warm up/down facilities. Clubs are responsible to ensure that their swimmers have reached the standard of the Swim England Competitive Start Award.

Their swimmers and chaperones comply with any supplementary facility conditions i.e. No hot drinks, food, or glass containers, of any sort, will be taken onto the pool deck area, or into the cubical/rooms designated for changing in.

All team managers/coaches to keep a note of their swimmers in case an evacuation of the building is required. If an evacuation does take place a register of swimmers should be taken to ensure they are all accounted for.

The number of personnel for each club at each session will be determined in accordance with the SE guidance. Each club will be notified of the number allocated for each session. **Pool deck passes must be worn at all times.**

Club coaches, or similar, wishing to spectate will be expected to pay accordingly, no matter how short a period this spectating is for, irrespective of the possession of accreditation.