

## Meet information and Promoters Conditions

Entry to all West Midland Championships is via a club coordinator who is responsible for communicating all information to and from the swimmers. Individual entry is not permitted.

Entry is subject to the conditions below and the General Conditions as published on the website.

### Championship Administrator:

Mr Simon Sinclair – [entries@wmswimchamps.org.uk](mailto:entries@wmswimchamps.org.uk)

1. Entries will only be accepted when submitted using 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 and payment to the meet administrator
  - d. Checking the processed entries list on the website. Known errors must be reported immediately and before the day of meet.

### 3. Entry procedures:

**Communication is by email and payment made on-line via the entry website. Payment can be made by credit / debit card, or via Paypal. In the event of any difficulties contact the meet administrator for assistance.**

- a. All information, computer programs and entry files are available by download from the championships website [www.wmswimchamps.org.uk](http://www.wmswimchamps.org.uk).
- b. Entry times must be achieved in a licensed meet Levels 1,2 & 3 between the 1<sup>st</sup> September 2016 and the published closing date, Wednesday 12<sup>th</sup> April 2017. Swimmer detail and entry times must be downloaded online from the ASA databases using the Entry Manager programme. The entry programme selects the best time which may be a converted time.
- c. **Age as at 31<sup>st</sup> December 2017.**
- d. To enter the meet a swimmer must be visible online when using the Entry Manager programme. 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.
- e. If for any reason a time is missing from Ranking then evidence of the swim must be submitted to the meet administrator. A link to a website showing the result is acceptable.
- f. Entry is **£8.00** per event. Refund of entry fees will only be given on medical grounds, if an appropriate medical certificate is provided.

- g. Electronic entry files must be uploaded via the link given on the website by 23:59 on the closing date – **Wednesday 12<sup>th</sup> April 2017**. Entry printouts from SS Entry Manager should be returned by email.
- h. On uploading the entry file payment is made by PayPal. It is not necessary to have a PayPal account as credit or debit card can be used. In the event of a problem please contact the meet administrator for advice.
- i. Notification of accepted entries shall be via a list on the championships website. Should any rejections occur then these will be notified by email to the club coordinator.

#### 4. Withdrawals

- a. Email [withdraw@wmswimchamps.org.uk](mailto:withdraw@wmswimchamps.org.uk)
  - b. Final notice of the withdrawal of swimmers from a club shall be reported to the recorder via email, **by 18:00 the day before the event is due to be swum**, with the exception of the 800m & 1500m Freestyle events, which are 1 hour before the start of the session in which they are being swum.
  - c. The promoter cannot accept any responsibility for emails which are not received.
  - d. Once the event has been seeded, subsequent withdrawals will only be allowed on medical grounds.
  - e. Notice of withdrawal by a finalist or reserve finalist shall be given to the recorders following the below conditions:
    - a. 50m races – within 15 minutes of the publication of the heat result
    - b. All other events - within **60 minutes of the publication of the result from the heats, or within 30 minutes of the conclusion of the session, whichever is sooner.**

Reserves not required for finals will be released after the above deadline. Any subsequent withdrawal may only be made on medical grounds.
  - f. It is the responsibility of the swimmer to check if they are required for a final. The recorders will not announce the withdrawal of swimmers.
  - g. **Failure to notify withdrawal from a final shall be subject to a £20 fine.** The swimmer may not compete again in the Championships or any subsequent regional championships 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.
  - h. All reserves who do not withdraw before the deadline must report to the marshalling area with the finalists, ready to swim. If they are not required they will then be released by the marshals. 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.
5. All heats shall be seeded using cyclic seeding if there is a final for the event. Any remaining heats will be spearheaded. Events with no finals will be spearheaded. All finals are spearheaded by default.
  6. 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.
  7. Start times for each session will be published on the event website after the closing date. The times are dictated by event demand.
  8. A swimmer failing to comply with any of the foregoing conditions shall not be allowed to compete in the championship concerned.
  9. Anything not covered by these conditions shall be decided by the promoter.