

Swim England South East Open/Junior Swimming Championship Conditions 2024

License Number: 2SE242175

Significant changes compared to 2023 are highlighted.

1.		The 2024 Swim England South East Region Open/Junior Swimming Championships shall be conducted on 2 nd /3 rd November 2024 at Winchester Sport and Leisure Park.										
2.		<p>These Championships</p> <ul style="list-style-type: none"> • shall be conducted in accordance with Swim England Regulations and Technical Rules of Swimming • shall fully conform to the Swim England Guidance for Running Safe Events. • shall be licensed as a level 2 short course competition. 										
3.		Back-stroke starting ledges will be available. A starting strobe will be provided where it is requested by the athlete at time of entry.										
4.		ELIGIBILITY FOR ENTRY										
	4.1	General										
	4.1.1	The Championships shall be open to eligible swimmers, as defined by Swim England, who, on the date of submission of entry, are members of clubs affiliated to Swim England South East Region and who shall not have competed in the championships of another Region since September 1 st 2024.										
	4.1.2	A swimmer must have been a Swim England registered member of the club in whose name they are entered at least 30 days prior to the first day of the Championships.										
	4.1.3	For all events a swimmer's age shall be determined as at midnight on 31st December 2024. A Junior swimmer shall be aged 16 years or under as at midnight on the 31 st December 2024.										
	4.1.4	<p>The Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy¹. By entering the 'Female' category you confirm that your birth sex is female.</p> <p>The Male/Open category is for birth sex males and any other swimmer who is not eligible for the female category.</p>										
5.		PROGRAMME OF EVENTS										
	5.1	<p>Individual Events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="2" style="text-align: center;">Open/Junior</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">50m</td> <td style="padding: 2px;">Backstroke, Breaststroke, Butterfly, Freestyle</td> </tr> <tr> <td style="padding: 2px;">100m</td> <td style="padding: 2px;">Backstroke, Breaststroke, Butterfly, Freestyle, Ind Medley</td> </tr> <tr> <td style="padding: 2px;">200m</td> <td style="padding: 2px;">Backstroke, Breaststroke, Butterfly, Freestyle, Ind Medley</td> </tr> <tr> <td style="padding: 2px;">400m</td> <td style="padding: 2px;">Freestyle, Ind Medley</td> </tr> </tbody> </table>	Open/Junior		50m	Backstroke, Breaststroke, Butterfly, Freestyle	100m	Backstroke, Breaststroke, Butterfly, Freestyle, Ind Medley	200m	Backstroke, Breaststroke, Butterfly, Freestyle, Ind Medley	400m	Freestyle, Ind Medley
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¹ [Swim England's Transgender and Non-Binary Competition Policy](#)

		800m Freestyle (Female only) 1500m Freestyle (Male/Open only)
6.		ENTRIES
6.1		The entry fees for this competition are Individual events: £10 per event
6.2		All entries shall be submitted via the online entry portal on the Swim Manager web site. Full instructions for submission of entries, and a link to the entry system will be provided via the competition web site: https://www.southeastswimming.org/swimming/short-course-championships/
6.3		All clubs are expected to familiarise themselves with the entry system including the submission of a significant file of test entries well in advance of the closing date. Any issues with the entry system should be reported to the competition organisers ² as soon as they occur.
6.4		Clubs may submit files of entries in .SD3, .CL2 or .HY3 format. The meet files for this competition will be available, in .EV3 and .HYV format, from the competition web site before the entry system is opened. Clubs may submit short course or long course times for each event. Times submitted must be actual times swum and recorded in rankings, not converted times.
6.5		All entries to this competition must be club entries made by a designated club officer. Individual entries are not accepted ³ . By submitting an entry file via the entry portal, the club accepts liability to pay the appropriate entry fee.
6.6		Clubs may resubmit entry files to correct errors or to add/remove entries, but any such resubmission shall replace all previous entries from that club (other than entries for the para-swimming competition).
6.7		Clubs must submit their entry file on or before 8pm on Monday 7th October (the initial closing date). Shortly after this date a list of entries submitted will be published on the competition web site. Clubs may submit a revised entry file on or before 8pm on Saturday 12 th October (the final closing date) to correct any errors in the original submission. The revised submission must not include more than 10% more swims than the original submission. If the file contains more than 10% more swims, the initial submission will be taken.
6.8		Shortly after the end of the competition, clubs will be invoiced by e-mail for the fees for accepted entries and fines for swimmers who failed to withdraw and did not report for the start of their race. No fee will be levied for withdrawals due to significant injury or illness. Payment must be received within 7 days of the issue of the invoice. The invoice will be sent to the person who submitted the entry file.
6.9		Late entries will not normally be accepted for this competition. If truly exceptional circumstances apply, then a late entry may be considered if a request is submitted in writing setting out why such a request should be granted. Any request will be considered in confidence. Problems with the entry system or swimmer illness will not be considered a valid reason (see 6.3). The provision for submission of a revised entry

² You can contact the competition organisers via links on the competition web site.

³ It is necessary for entries for the para-swimming competition only to be submitted individually but form part of the club entry.

		file (see 6.7) after the initial closing date allows for the correction of any inadvertent errors introduced by club volunteers.																																				
6.10		<p>For all individual events, the Swim England South East Region Swimming Group shall set automatic and base level qualifying times. Both short course and long course times shall be published. Swimmers must submit a time for each entry which has been achieved between 1st December 2023 and 6th October 2024.</p> <p>Submitted times may be either short or long course. All long course (50m) times will be automatically converted by the entry system, using the Swim England (ASA) Equivalent Performance Tables for the purpose of accepting entries.</p> <ul style="list-style-type: none"> • All times must be set in competitions licenced at level 1, 2 or 3. • First leg relay split times are NOT acceptable. • Converted times are NOT acceptable. All times submitted must be times recorded on Swim England Rankings. • Times set in Masters competitions and appearing only in Masters Rankings are not acceptable. • Times set after the initial closing date are NOT acceptable 																																				
6.11		All times will be checked against Swim England rankings on entry. Any time that cannot be validated against rankings will be rejected as an invalid entry. Entries may be amended up to the final closing date, after which subsequent changes will not be accepted.																																				
6.12		<p>Swim England South East Region shall establish a target number of swimmers to be accepted for each event.</p> <p>All entries with entry times equal to or faster than the automatic time will be accepted, even if the target number of swimmers for that event is exceeded.</p> <p>If the target number of swimmers for an event has not been reached, additional entries will be accepted up to the target number, providing that the entry times are equal to or faster than the base qualifying time (fastest entry times first).</p> <p>The target number of swimmers for each event is as follows:</p> <table border="1"> <thead> <tr> <th>Distance</th> <th>Stroke</th> <th>Initial number</th> <th>Fill to</th> </tr> </thead> <tbody> <tr> <td>50m *</td> <td>All strokes</td> <td>68</td> <td>76</td> </tr> <tr> <td>100m *</td> <td>All strokes</td> <td>52</td> <td>60</td> </tr> <tr> <td>200m *</td> <td>Freestyle, Ind Medley</td> <td>52</td> <td>60</td> </tr> <tr> <td>200m</td> <td>Other strokes</td> <td>60</td> <td>60</td> </tr> <tr> <td>400m *</td> <td>Freestyle</td> <td>36</td> <td>44</td> </tr> <tr> <td>400m</td> <td>Ind Medley</td> <td>44</td> <td>44</td> </tr> <tr> <td>800m</td> <td>Freestyle</td> <td>34</td> <td>34</td> </tr> <tr> <td>1500m</td> <td>Freestyle</td> <td>26</td> <td>26</td> </tr> </tbody> </table> <p>For events which may include para-swimmers, provision for up to 8 para-swimmers has been made. Once all para-swimmer entries have been added, additional able-bodied swimmers will be accepted up to the number in the fill-to column. If there are more than 8 para-swimmers entered for any events, all valid para-swimmer entries will be accepted.</p>	Distance	Stroke	Initial number	Fill to	50m *	All strokes	68	76	100m *	All strokes	52	60	200m *	Freestyle, Ind Medley	52	60	200m	Other strokes	60	60	400m *	Freestyle	36	44	400m	Ind Medley	44	44	800m	Freestyle	34	34	1500m	Freestyle	26	26
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		Once all entries have been processed, the promoter ⁴ may increase the number of swimmers to be accepted for any event, if time is available.
6.13		Notwithstanding condition 6.12, in the interests of safety and to ensure the smooth running of the Championships, Swim England South East Region reserves the right to restrict the number of entries in any event, in which case, the swimmers with the fastest submitted times and para-swimmer entries shall take preference.
6.14		This is a short course competition. For the purposes of determining acceptance and seeding, submitted short course and converted long course times will be used ⁵ .
6.15		Any invalid entry shall be rejected ⁶ .
6.16		No entry fee is payable for any entry not accepted because of limiting the number of entries.
6.17		By submitting an entry, entrants are accepting that entries will be processed using IT systems. Entrants may request that details are not displayed on the Region web site, but need to be aware that entry confirmation and results are not made available in any other form.
6.18		By submitting an entry, entrants are accepting that their photographs may be taken and used to promote the sport by Swim England South East Region, and/or made available for download and purchase. All photography will conform to the "Swim England Photography and Photographing Swimmers Policy". Swimmers or parents of swimmers under 18 years of age on the day of competition have the right to withhold consent, by completing a form available on request from the Event Director.
6.19		Swim England South East Region plans to provide a live video stream of this competition. It is not practical to exclude individual swimmers from that coverage, but swimmers or parents of swimmers under 18 years of age on the day of competition have the right to request that no close-up image be shown by completing a form available on request from the Event Director.
6.20		Refund of fees. Once entries have been confirmed, entry fees will only be refunded if the swimmer is unable to swim as a result of significant injury or illness. The online withdrawal form (see 8.2) includes provision to explain the reason for the withdrawal. Swim England South East will analyse all withdrawals and determine which fees will be refunded. Clubs may challenge any decision not to grant a refund.
7.		CONFIRMATION OF ENTRY
7.1		All entries will be confirmed by e-mail to the person who submitted the entry. A list of submitted entries will be published on the competition web page as soon as possible after the initial closing date. A list of accepted entries will be published on the competition web page as soon as possible after the final closing date.

⁴ The Promoter for this competition is Swim England South East Region; The Promoter's representative is the designated Event Director.

⁵ Long course times will be converted to short course using the Swim England (ASA) conversion tables.

⁶ The following shall be reasons for an entry to be deemed invalid: Name cannot be matched against the Swim England Membership System, Incorrect entry time.

7.2	Entries may be corrected at any time up to the final closing date. Subsequent to this date, only errors introduced by Swim England South East Region may be corrected.
8.	MEET PROCEDURE
8.1	There shall be separate events for each category (Male/Open, Female).
8.2	<p>A withdrawal system will be in operation. Club representatives are expected to withdraw swimmers who are not intending to swim no later than the start of warm-up for the session in which the event is scheduled. Withdrawals before the event must be made using the link on the competition web site. Withdrawals during the event may also be made using the QR code link posted on poolside. Notification of withdrawals by phone or e-mail will not be accepted.</p> <p>A fine of £10 will be levied in respect of each competitor who fails to withdraw and does not present themselves at the start of the event (except in the case of genuine illness or a proven emergency). Any swimmer may request that the fine be waived by completing a form to be available through the competition web page within 24 hours of the start of the race.</p>
8.3	Withdrawals are final. Requests to reinstate a swimmer who has been withdrawn will not be accepted.
8.4	Heats and Finals
8.4.1	A and B Finals shall be held for all 50m, 100m and 200m events. 400m, 800m and 1500m events shall be decided on heat times and places (heat declared winner). Under exceptional circumstances, the promoter shall have the right to declare additional events to be heat declared winner.
8.4.2	Events may be combined for the purpose of heats and heat declared winner events. Heats shall be held for all events.
8.4.3	Swimmers shall be seeded according to their entry time, slowest to fastest. The last 3 heats in all events with finals shall be cyclically seeded. All other events in heats shall be spearheaded; all finals shall be spearheaded based on times recorded in heats.
8.4.4	In finals, the maximum number of places practicable shall be allocated. A maximum of four reserves shall be declared for each final.
8.4.5	If an additional swimmer is allowed to swim in a final ⁷ after finalists have been announced, and no other finalist withdraws, that final will be swum as two timed heats.
8.4.6	The names of finalists and reserves shall be announced as soon as practicable after completion of the heats. Announced finalists and reserves not intending to swim shall withdraw as described in 8.2.
8.4.7	All withdrawals from finals must be submitted no later than the start of warm-up for the finals session.
8.4.8	The fastest 16 swimmers from heats will qualify for finals. The next 4 swimmers from heats will be reserves.

⁷ For example: as a result of a successful protest or a foul by another swimmer)

		<p>After withdrawals the fastest 8 swimmers will be placed in the A final and the next 8 swimmers in the B final.</p> <p>If there are equal times for places 8th-12th and 16th-20th in any events, a swim off shall be held at the end of the heats session to determine the precedence of swimmers. Any swimmer electing not to participate in a swim-off shall be placed lower in precedence than the swimmer(s) who do participate.</p> <p>If there are equal times in the swim-off, or more than one swimmer elects not to participate in the swim-off, precedence will be determined by drawing of lots.</p>
8.4.9		All finalists who have not withdrawn are expected to present themselves to the competitors' stewards for the final.
8.4.10		A fine of £10 will be levied in respect of any competitor withdrawing from a final after the time allowed (except in the case of genuine illness or a proven emergency).
8.4.11		If a finalist withdraws within the time allowed, the final shall be reseeded. If a finalist withdraws after that period, the lane shall remain vacant.
8.5		Time Trials will not be permitted during the Championships.
8.6		Competitors are responsible for presenting themselves to the clerks of the course in time for their race. There will be no call for missing competitors.
8.7		For some or all events, swimmers may be instructed to report to the clerks of the course at the starting blocks.
8.8		All penalties for failing to withdraw from an event in accordance with 8.2 and 8.4.10 are payable by the competitor's club. These penalties may be waived at the discretion of the promoter.
8.9		Start lists for heats and finals will be published via the Meet Mobile application.
9.		ACCESS TO POOLSIDE
9.1		Access to poolside is restricted to swimmers competing in the session, coaches, team managers and chaperones in possession of poolside passes, accredited officials and volunteers. Except for swimmers and technical officials, everyone on poolside must wear a visible poolside pass, which will be available for purchase by coaches and team managers in advance of the competition ⁸ . Volunteers', officials' and chaperones' will be issued with complimentary poolside passes for the periods they are working.
9.2		<p>All club representatives supervising athletes shall abide by the Swim England Wavepower policies and guidelines and shall have completed appropriate training in accordance with those policies and guidelines. Clubs shall ensure that they comply with Swim England supervision ratios⁹.</p> <p>Swim England South East Region recognises that the minimum supervision numbers may challenge small clubs. Several clubs may work together as a "virtual club" to ensure</p>

⁸ The process for purchasing poolside passes will be published on the competition web site no later than the closing date for entries.

⁹ [Swim England policy on Coaches, Team Managers and Chaperone ratios](#)

		that there is sufficient supervision.
9.3		To manage space on poolside and to comply with conditions of hire of the pool used for the competition: <ul style="list-style-type: none"> swimmers are not allowed to carry a bag larger than a small draw string bag onto poolside coaches and team managers are allowed a single kit bag on poolside only 1 folding chair per club is permitted on poolside any loose kit, such as fins, rollers and slam balls are banned from poolside during the competition¹⁰
9.4		Anyone who deliberately contravenes any health and safety or safeguarding requirement (see 13.1) may be expelled from poolside, may have their poolside pass withdrawn and may be denied poolside passes for future events. ¹¹
9.5		Spectators and parents are not allowed on the pool deck, in the changing rooms or designated overflow areas for swimmers, unless they are given explicit permission by the event or pool staff.
10.		SPECTATORS/LIVE STREAMING
10.1		A limited number of spectators may be allowed in the spectator gallery. The number of spectators will be determined based on the promoter's risk assessment, local conditions introduced by the operator, guidance from Swim England and NHS advice. Entrance will be by ticket purchased in advance ¹² .
10.2		Arrangements are in place to live stream all sessions on the Swim England South East YouTube channel. Full access details will be published on the competition web page in advance of the competition. (See also 6.19).
11.		AWARDS/RESULTS
11.1		The first, second and third placed swimmers in each event shall be awarded medals.
11.2		The first, second and third placed junior swimmer in each event shall be awarded medals. Junior placings shall be determined as follows: <ul style="list-style-type: none"> Finalists shall be placed according to positions in the final Other juniors shall be placed in order of times recorded in heats behind finalists A junior disqualified in the final shall be placed behind finalists using their heat time
11.3		If practical, there will be presentations of medals. If there are no presentations, awards may be collected from the medals table in the foyer shortly after the results of the event have been announced. A decision on whether to include presentations will be made after all entries have been processed.

¹⁰ An overflow area may be available for use by swimmers and coaches in a sports hall or squash court with direct access to the pool hall. The restrictions of 9.3 do NOT apply in the overflow area.

¹¹ Examples of such contraventions include (but are not restricted to) inappropriate contact with children or vulnerable adults and taking prohibited items, such as hot drinks onto poolside.

¹² Full details of the number of spectators to be accepted, the date when tickets will go on sale and the procedure for purchasing tickets will be published on the web site before the competition closing date.

11.4	Medals must be collected by the competitor or their representative during the competition. Unclaimed medals will NOT be posted on after the competition.
11.5	There shall be an award to the top club in the “Open” and “Junior” competitions, based on the total points scored. 8 points will be awarded for each 1 st place, 7 points for 2 nd , down to 1 point for 8 th (excluding disability events).
11.6	Results will be published via the “Meet Mobile” application. A full set of results for each day will be published in PDF on the competition web page.
12.	DISPUTES/CHANGES TO CONDITIONS
12.1	Any dispute related to a matter not covered in these conditions shall be determined by the Promoter. Any individual who is not satisfied with such determination has the right to invoke Swim England Judicial processes.
12.2	Whenever possible, a Jury of Appeal shall be appointed ¹³ .
12.3	If it is not possible to configure the pool for a short course competition, the competition shall run as a long course competition.
12.4	Once the license has been granted for this competition, no changes to conditions are permitted without the explicit approval of the Swim England South East Region Licensing Panel.
13.	HEALTH AND SAFETY
13.1	Every individual participating in this competition in any capacity shall conform to any specific health and safety or safeguarding requirements imposed by the Pool Operator, Swim England or Swim England South East Region. These requirements will be published on the competition web site at least 3 days before the start of the competition.
13.2	Clubs are responsible for the behaviour of their swimmers in all areas of the facility, including (but not limited to) the pool hall, changing rooms and overflow area.
13.3	Swimmers are not permitted to be in the changing area other than for the purpose of showering or changing and must not congregate in the changing cubicles or group changing areas at other times. Mobile phones and cameras must not be used in the changing area.
14.	SUPPLEMENTARY PARA-SWIMMING CONDITIONS
14.1	The general conditions for Swim England South East Region Swimming Championships shall apply to the Para-Swimming events except where they vary by any of the following conditions.
14.2	Events (Men and Women) Para-swimming events will conform to guidelines provided by Swim England: <ul style="list-style-type: none"> • 50m and 100m Freestyle S1-S14 • 200m Freestyle S1-S5, S14

¹³ It is unusual to be able to appoint a Jury of Appeal for Region Championships.

		<ul style="list-style-type: none"> • 400m Freestyle, S6-14 • 50m Backstroke S1-S5 • 100m Backstroke S1, S2 (male only), S6-S14 • 50m Butterfly S1- S7 • 100m Butterfly S8-S14 • 50m Breaststroke SB1-SB3 • 100m Breaststroke SB4-SB14 • 150m Individual Medley SM1-SM4 (without butterfly) • 200m Individual Medley SM5-SM14
	14.3	Eligibility
	14.3.1	All swimmers must have an authorised Para Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or Para Swimming classification database at the time of entry.
	14.3.2	Qualifying standards shall apply and all swimmers may qualify with either a Long Course or Short Course entry time. Entry times must have been achieved in the twelve months immediately preceding the closing date for the Championships.
	14.4	Competition Format
	14.4.1	The competition format will be based on para-swimmer inclusion within the able-bodied programme in their own age group. Swimmers will be integrated on a time-banded basis in all events with the exception of the 75m and 150m Individual Medley.
	14.4.2	Para-swimmers may enter events which are not included in the multi-classification programme, on the same basis as able-bodied swimmers.
	14.4.2	Placing shall be determined by the three swimmers who either achieve a time better than or is closest to the equivalent British Long Course record relevant to their own classification (using the version of the Disability Points Calculator available from British Swimming on the day prior to the start of the competition).
	14.4.3	The organizers may swim the male/open and female SM1-SM4 150m Individual Medley events together dependent upon the number of entries.
	14.4.4	All events shall be calculated from heat times, even if para-swimmers qualify for and swim in a final in the able-bodied competition.
	14.4.5	The competition shall be run to Swim England rules with exceptions as per the World Para Swimming (IPC) Rules and Regulations (June 2023) ¹⁴ .
	14.5	Awards
	14.5.1	Awards shall be determined on a multi-disability basis to 1st, 2nd and 3rd place in each event across all ages.
	14.5.2	Swims will also be placed within the able-bodied programme, and swimmers are eligible to receive medals or compete in finals.

¹⁴ [World Para Swimming Rules and Regulations June 2023](#)

15.		EXPENSES
	15.1	<p>Expenses are offered to all volunteers (including officials and Event Makers) in accordance with the Swim England South East Region expenses policy.¹⁵</p> <p>Swim England South East Region offers a contribution towards travel expenses for any person travelling from outside of the Region or from the Channel Islands. Please contact the Region Swimming Manager swimmingmanager@southeastswimming.org to obtain the rate applicable to this competition.</p>

¹⁵ <https://www.southeastswimming.org/wp-content/uploads/2023/03/Expenses-Policy-17-Feb-2023-issue-6.pdf>