



COUNTY CHAMPIONSHIPS 20253

**Held under Swim England Regulations
and under Swim England Open Meet Licensing Criteria**

Licence Numbers: 2ER250002, 2ER250003, 2ER250004, 2ER250005

11th, 18th, 19th, 25th, 26th January 2025 and 1st February 2025

Westminster Lodge Leisure Centre, Holywell Hill, St Albans, AL1 2DL

MEET CONDITIONS

1) General conditions

- a. The competition is licensed by Swim England East Region as a level 2 meet.
- b. Any matter not covered by these conditions will be determined by the promoter, lead referee and meet director, subject to Swim England (SE) Regulations.
- c. The promoter of this event is Karen Huckle, on behalf of Swim England Hertfordshire (SEH), promoter@swimherts.org
- d. Any queries regarding the Championships should be directed to the promoter in the first instance.
- e. The pool length is 25m, with 10 lanes, anti-turbulence lane ropes, Swiss Timing electronic timing and an external strobe.
- f. Heats will be swum in two tranches, 10-14 year olds and 15 and over and will be seeded within those age groups on submitted times.
- g. Over the top starts will be used at the discretion of the referee.
- h. 50m and 100m events shall have heats progressing to finals for each age group.
- i. All 200m events shall have heats progressing to a Championship final which will be the 10 fastest swimmers. The next 2 swimmers will be called as reserves.
- j. 400m, 800m and 1500m events shall be swum as Timed Finals
- k. The top 10 swimmers will be called for finals - the 10 finalists. The next 2 swimmers will be called as reserves.

2) Eligibility

- a. The competition is only open to SE Club Compete members, or the equivalent membership with the other home countries, who are members of swimming clubs in the county of Hertfordshire.
- b. A competitor must be a registered member of the club in whose name they are entered at the date of making the entry. Where swimmers are members of multiple clubs, they must opt to compete in the name of one club only throughout the Championships – this applies to both individual and relay events.
- c. Individuals forming relay teams must be eligible to enter the competition but do not have to be swimming in individual events to be able to swim as part of a relay team.
- d. Entry times must be achieved between 1st April 2024 and 8th December 2024 and appear on the British Swimming Rankings database.
- e. Swimmers, or their agents, must have submitted a valid entry with correct data and complying with eligibility requirements.

- f. Disability Qualifying Times have been set for swimmers with a formal classification. Disability swimmers will compete alongside their able bodied (AB) counterparts, seeded on time. See separate Para Conditions at the end of this document and separate Para Qualifying and Consideration Times.
- g. Entry times may be swum in either 25m or 50m pools. If an entry time is swum in a 50m pool, it will automatically be converted within the entry management software.

3) Categories

- a. In individual events, the competition shall be swum in two categories
 - a. Open
 - b. Female

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.

Entries will be made using Female and Open competition categories.

4) Age groups

- a. Individual events
 - 10/11 years, 12 years, 13 years, 14 years, 15 years, 16 years and over.
- b. Relay events
 - 10-12 years inclusive, 10-15 years inclusive, 10 years and over
- c. Age as at midnight on 31st December 2025.

5) The events

Entry into an individual event automatically, without further cost, includes entry into the Junior Championships for 15 years and under, and entry into the Championships for all ages.

a. Individual events

50m, 100m, 200m and 400m Freestyle
 (12 years and over) 800m and 1500m Freestyle
 100m and 200m Individual Medley
 (12 years and over) 400m Individual Medley
 50m, 100m and 200m, Backstroke, Breaststroke and Butterfly

b. Team events

Age Group (10 to 12) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
 Junior Championship (10 to 15) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
 Championship (10 years and over) 4 x 50m Freestyle Relay, 4 x 50m Medley Relay, 4 x 50m Mixed** Freestyle Relay and 4 x 50m Mixed** Medley Relay
 ** Mixed Relay teams must have 2 swimmers from each category, swimming in any order.

6) Entry procedure

Individuals

- a. All entries for individual events must be submitted using the online entry system by the closing date of 23:59 on 12th December 2024, in one application per club. No alternatives or new entries can be submitted after the closing date.

Relays

- a. All entries for relay teams must be submitted by the closing date 23:59 on 12th December 2024, in one application per club. No alternatives or new entries can be submitted after the closing date.
- b. All potential relay swimmers must be entered using the online entry system by the closing date 23:59 on 12th December 2024.
- c. Times must be entered for each relay team submitted.
- d. Any relay team failing to submit an entry time will NOT be accepted.
- e. The names of the swimmers in the order of swimming in relay events MUST be submitted using the relay event entry system by 12:00 noon on the Friday immediately prior to the date of the event.
- f. Changes to relay teams will be accepted up to the start of warm up for the session in which the relay is being swum.
- g. Any such change can only include swimmers whose details have already been submitted.

General

- a. All clubs must complete and submit a Club Contact Form giving contact details for two club representatives to be used during the Championships. This will be circulated with the Meet Entry Pack and must be returned to the Promoter by the date specified on the form.
- b. The club representatives will be contacted and given the necessary access details for the online entry system. For issues with the online entry system email events@swimherts.org.
- c. The club representatives will submit an Entry Summary Form upon submission of their online entries.
- d. The SEH entries manager will acknowledge receipt of entries as soon as possible after receipt.
- e. Receipt of entries does not constitute acceptance.
- f. A list of accepted entries and a list of scratched entries will be published on the SEH website www.swimherts.org as soon as possible after the entry deadline and will be notified to clubs.
- g. Invoices will be issued, for payment of entries and supervisor passes, on or before 6th January 2025. Payment must be received by 23:59 on 10th January, otherwise the club will have all entries to the competition rejected.
- h. Payment procedure:
 - Payment must be made via BACS to the SEH bank account
 - Account Name: Swim England Hertfordshire
 - Sort Code: 30-97-24
 - Account Number: 07128220

Payment to be calculated as follows:

Each Individual entry: £10 per event

Each relay team £20 per entry

Supervisory passes will be provided FREE OF CHARGE up to the minimum number of passes as specified in the SE Supervision Policy, based on the number of swimmers a club has at each session.

Each supervisory pass in excess of the minimum requirement: £10 per pass.

- i. Throughout this event SEH will have a number of authorised media partners taking static photographs and video footage. These images are intended solely for the purposes of promotion and celebration of the activities, and will include live streaming on the internet. Images will be made available via our website and our social network sites. Consent is deemed to be granted by entering the meet.
- j. Under GDPR for data protection, the promoter requires confirmation that entered swimmers (or the swimmers' parents/guardians/carers) have granted consent to personal data (i.e. name, age and swim time) being published in the online programme and the meet results, and being stored in electronic media. This consent will be given via a summary sheet signed by a club official.

Personal data will be available for inspection during the meet, on application to the promoter.
Meet administration software will be used.

- k. SEH expect all clubs to adhere to the SE Safe Supervision Policy
<https://www.swimming.org/library/documents/6101/download>
- l. If clubs wish to share personnel in order to adhere to the above policy, SEH must be notified of the details in advance.

7) Individual entry limits

- a. Individual entries will be accepted on the following basis:
 - i All valid entries to an event with times equal to or faster than the Qualifying Time for that event will be accepted for a swim in that event regardless of the limits set out below.
 - ii Thereafter valid entries with a time equal to or faster than the Consideration Time will be accepted on the basis of the fastest times submitted, up to the following maximum number of swimmers (including swimmers with Qualifying Times)

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10/11 years	50m, 100m	top 17 entrants
	200m	Top 16 entrants
	400m	top 8 entrants
12, 13, 14, 15 years	50m and 100m	top 25 entrants
	200m	top 20 entrants
	400m	top 14 entrants
16&over	50m and 100m	top 33 entrants
	200m	top 24 entrants
	400m	top 16 entrants
800m	12 years	top 9 entrants
	13, 14 years	top 15 entrants
	15,16+ years	top 18 entrants
1500m	12 years	top 4 entrants
	13, 14 years	top 8 entrants
	15,16+ years	top 10 entrants

- b. There will be no refunds for late arrivals or withdrawals after the closing date, other than for medical conditions or injuries, and subject to the production of a doctor's certificate, or for any other reason at the promoter's discretion.

8) Relay entry limits

- a. Each club is allowed to enter a maximum of two teams in EACH relay event.

9) Meet administration

- a. Swimmers must be supervised by their coaches/team managers during warm up and whilst in the poolhall and building. Team managers will be responsible for the behaviour of their swimmers at all times.
- b. SEH accept no responsibility for loss or damage to any clothing or other articles.
- c. In accordance with SE's Child Safeguarding Policies and Procedures any parents or carers of swimmers under the age of 18, who wish to take photographic or video images, are requested to focus on their own child as much as reasonably possible and to avoid including other children

in those images, particularly if those images are being shared with family and friends through social media platforms.

- d. No use of electronic devices capable of taking photographic images or video is permitted in the changing village.
Anyone seen with a device capable of taking photographs/video in the changing village may be removed from the competition and reported to the SE Safeguarding team. In cases where it is believed images may have been recorded, the police may be called.
- e. All participants must observe the safety precautions in operation at the venue.
- f. Admission to the pool area for non-swimmers will only be allowed with a valid supervisory pass.
- g. Only swimmers competing in a specific session are allowed in the pool area.
- h. Coaches/team managers/chaperones must apply for accreditation in advance, and must have an up-to-date Disclosure and Barring Service (DBS) check and a valid Safeguarding qualification.
- i. There will be a list of accredited staff per club which will be used to validate all staff on entry to the buildings.
- j. Equipment such as massage benches are not allowed in any area hired by the promoter, this includes poolside, changing rooms, the gallery, the entry desk, medals table area, the foyer and any other area hired by the Event Team. Any club wishing to bring such equipment to the event must make alternative arrangements with the pool provider.
- k. Corridors must be kept clear at all times – swimmers must not block corridors when stretching.
- l. The warm-up protocol will be issued to clubs in advance via email to the nominated club contacts and will be available on the SEH website.
- m. The results will be circulated to clubs, will be on the SEH website and will be uploaded to the British Rankings Database.
- n. Any club requiring a Hy-Tek compatible results file must indicate this on the Club Summary form.

10) Withdrawal process

- a. An online withdrawal system will be in operation for the duration of the competition.
- b. If a swimmer is not going to swim in an event it is the responsibility of the club entering the swimmer to inform the entries manager no later than 18:00 on the day before the heats for that event are scheduled to take place via the online withdrawal system .
- c. After this time the only withdrawals which will be accepted will be for illness/injury.
- d. Any swimmer not present when required to swim will incur a £10 administration fee, unless the promoter had been notified by the deadline, or due to illness/injury.
- e. Swimmers not present will be identified from the results where DNC is recorded against them.
- f. After the Championships, the club, in whose name the competitor has entered the competition, will be invoiced for the administration fee, and will have 28 days in which to make the payment. If the payment is not made within the 28 days, the fee will be increased to £20 per missed swim, and no entries will be accepted from that club for any county swimming events until the fee is paid.
- g. Finalists and reserves not wishing to swim, shall notify the promoter of their intention to withdraw, within the timescale announced on the day, but usually within ten minutes of the announcement being made, or swimmer list being displayed.

11) Awards

a. CHAMPIONSHIP

Championship awards are open to ALL swimmers regardless of age.

- i Championship medals will be awarded based on the times achieved in the finals of the 50m, 100m and 200m events.
- ii Championship medals will be awarded to the relay teams placed 1st, 2nd and 3rd overall in the relay heats for the Championship (10&over) relays.

b. JUNIOR CHAMPIONSHIP

Junior Championship awards are open to all swimmers aged 15 years and under as at 31st December 2025.

- i. Junior Championship medals will be awarded based on the times achieved in the finals of the 50m, 100m events
- ii. Junior Championship medals will be awarded based on the times achieved in the finals of the 200m events where no eligible swimmer competes in the Championship final. If one or more 15 or under swimmers compete in the Championship final they shall be awarded the medal(s) accordingly.
- iii. Those placed 1st, 2nd and 3rd in the overall heat results in 400m, 800m and 1500m events.
- iv. Junior Championship medals will be awarded to the relay teams placed 1st, 2nd and 3rd in the Junior Championship (10 to 15 year old) relay heats.

c. AGE GROUP

Age group awards are open to all swimmers according to their age as at 31st December 2025.

- i. Age group medals will be awarded to those placed 1st, 2nd and 3rd in the finals of the 50m, 100m events, and those placed 1st, 2nd and 3rd in the overall heat results in 200m, 400m, 800m, and 1500m events.
- ii. Age group medals will be awarded to the relay teams placed 1st, 2nd and 3rd in the Age Group (10 to 12 year old) relay heats.

d. OVERALL AWARDS

The overall top swimmers in each age group will be acknowledged and rewarded -

- i For 12 year-olds and over there will be 5 groups of events, and in order to be placed in the overall awards swimmers MUST compete successfully in at least one event from each group.

- Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 2 100m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 3 200m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 4 400m, 800m and 1500m Freestyle
- Group 5 100m, 200m and 400m Individual Medley

- ii For 10 and 11 year-olds there will be 4 groups of events, and in order to be placed in the overall awards swimmers MUST compete successfully in at least one event from each group

- Group 1 50m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 2 100m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 3 200m Backstroke, Breaststroke, Butterfly and Freestyle
- Group 4 100m and 200m Individual Medley

See separate document describing how the top 8 awards will be decided.

8) Para Swimming Conditions

- a. The general conditions for the SEH Championships shall apply to Para competitors, except where varied by any of the following conditions.
- b. Para swimmers who have not achieved the SEH County Championship consideration standard in any event are invited to enter.
- c. Swimmers with the indicated classifications will be accepted for the following events only:

50m, 100m	Freestyle	S1 – S14
200m	Freestyle	S1 – S5, S14
400m	Freestyle	S1 – S14
50m	Backstroke	S1 – S5
100m	Backstroke	S1 – S2, S6 – S14
50m	Breaststroke	SB1 – SB3
100m	Breaststroke	SB4 – SB14
50m	Butterfly	S1 – S7
100m	Butterfly	S8 – S14
200m	Individual Medley	SM5 – SM14

- d. Each Para competitor shall be a Swim England Club Compete member or an equivalent member of Swim Scotland or Swim Wales whose membership record shows a S1-15, SB1–SB14 or SM1-SM14 World Para Swimming (WPS) classification, which is held on the British Swimming or World Para Swimming Classification database at the time of entry.
- e. Competitors should indicate on their entry their relevant:
 - I. WPS classification or British Swimming classification
 - II. UKSA or INAS classification (accompanied by the relevant number)
 - III. British Blind Sport classification
 - IV. UK Deaf Sport classification
 - V. Exception codes
- f. Competitors are advised to bring to the competition a printed copy of their exception codes with them in case there are any queries.
- g. Qualifying times for Para competitors are in a separate document and must have been achieved during the specified qualifying period.
- h. Personal Care Attendants and Coaches will be permitted for swimmers in the following classes: S1, S2, S3, S4 and S11. All coaches, chaperones and personal care attendants must conform with the Swim England Child Protection procedures.

15) Competition format

- a. The competition format will be based on disability inclusion within the able-bodied format.
- b. All swimmers will be seeded in the heats according to their entry times.
- c. Para competitors will be included within the results for their age group.

16) Awards

- a. Medals will be awarded to Para swimmers on a multi-classification timed basis based on British Disability points, regardless of age.
- b. If there are fewer than 4 competitors in an event the minus one rule shall apply.

If there is only one competitor in any one event, the swimmer needs to improve on their entry time in order to medal.