

2016 CCASA County Championships and Age Groups Competition

Rules and procedures for individual events in the County Championships and Age Group Competition

General conditions

- A1. **ASA conditions:** The competition will be swum under ASA Laws, Regulations and Technical Rules of racing.
- A2. **Swimmer eligibility:** The CCASA swimmer eligibility rules will apply. See the Appendix to this document.
- A3. **Disabled swimmers:** Attention is drawn to the CCASA Disability Annex to Competition Rules.
- A4. **Licensing:** The individual events in the competition will be licensed at Level 2 County.

Relevant dates for the 2016 competition and entry fees

- B1. **The Hy-Tek entry file** for the long distance meet must be received by the designated recorder by midnight on Friday 15 January 2016.
- B2. **The Hy-Tek entry file** for the remaining events must be received by the designated recorder by midnight on Friday 29 January 2016.
- B3. **The consolidated club entry fees** for the long distance meet must reach the Treasurer by midnight on Friday 22 January 2016 by cheque or BACS.
- B4. **The consolidated club entry fees** for the remaining events must reach the Treasurer by midnight on Friday 5 February 2016 by cheque or BACS.
- B5. **The entry fees** are £5 per swimmer per event.

Individual events in the County Championships and Age Group Competition:

- C1 **Age determining date (age up date):** Swimmers ages will be as on 31 December of the year of competition
- C2. **Events, qualifying times and qualification dates:** The Swimming Committee will set qualifying times for each age group for each event available to each age group. Swimmers must have achieved the entry qualifying times for the CCASA Championships and Age Groups competitions at ASA Licensed Meets within the 12 months prior to the closing dates. The relevant dates are as above. The qualifying times for each event are set out in the appendices or attachments or separate documents and in particular as part of the swimmer entry form.
- C2A. **Restrictions due to age.** 50m , 100m, 200m, 400m freestyle are open to 10/11, 12, 13, 14, 15 and 16 plus age groups . 400m individual medley , 800m freestyle and 1500m freestyle events are restricted to 12, 13, 14, 15 and 16 plus age groups only.
- C3. **Entry times and heats:** Championship and Age Group Events will be swum in heats based on the entry times certified by the swimmer's club and as necessary verified by reference to the ASA Ranking Records. The order of events will be as listed in the Programme of Events. All ages will swim together according to seeding by entry times. The slower heats in each event will be swum before the faster heats in that event.

- C4. **Results:** Championship and Age Group Results will be decided on either a heat declared basis or with heats and finals. Age group finals will be swum for all 50 metre and 100 metre events. The results of longer events will be decided on the basis of results in the heats (a heat declared basis).
- C5. **Finals and Finalists:** There will be finals in all 50 and 100 m events .Age groups will be 10/11, 12, 13, 14, 15 and 16 plus. 200m , 400m, 800m and 1500m events will be heat declared winners. There will be a maximum of six finalists with two reserves in each age group final. (entries permitting) In the event of withdrawals no further swimmers will be invited to swim. See below under “**Finalists & reserves sign in**” for arrangements for signing in for finals.
- C6. **Junior Champion:** A Junior Champion will be declared for each individual event. The Junior Champion will be the fastest time achieved in age group finals. To qualify as a junior the swimmer must be 15 years of age or under on 31 December of the year of the competition.
- C7. **Senior Champion:** A Senior Champion will be declared for each individual event. To qualify as a senior the swimmer must be 16 years of age or over on 31 December of the year of the competition. The Senior Champion will be the fastest time achieved in age group final for 16 and over.
- C8. **Competition best times:** Competition best times are held for all events and all age groups. In previous years age groups were age on day of competition. Records are held for 9, 10, 11, 12 13, 14, 15 and 16 years and over. Previous years records will be posted on programmes for reference only. In 2016 age groups have been redefined to age as at 31 st December therefore new age groups records will be recorded in line with 2016 age groups 10/11, 12, 13, 14, 15 and 16 and over .
- C9. **Championship Records:** There are two sets of championship records, one set for juniors and one set for seniors. These records are only achieved in the finals or in the case of events that are heat declared, results will best based on times achieved in the heats for those events. For the convenience of spectators the existing Junior / Senior age on day records are recorded in the spectator programme. Previous records are for information only. In 2016 Junior and Senior age has been redefined to age at 31st December therefore new championship junior and senior records will be recorded in line with 2016 Junior 10 to 15 and Senior 16 and over age as at 31 st December .

Awards:

- D1. **Individual awards, Age Groups:** Medals will be awarded to the 1st, 2nd & 3rd swimmers in each event in each of the age groups defined in Paragraph C5 above.
- D2. **Individual awards, Junior & Senior Championships:** Trophies or medals will be awarded to the 1st, 2nd, 3rd, 4th, 5th & 6th swimmers in each event.
- D3. **The Ellis Trophy:** This is a club trophy. Points will be awarded for all ages and individual events in the County Championship and Age Group Competition, including both heats and finals, and including the long distance events (800 metres & 1,500 metres) but excluding any relay events or team competitions. Scoring will be: 1st, 6 points; 2nd, 5 points; 3rd, 4 points; 4th, 3 points; 5th, 2 points; 6th, 1 point. In the event of a tie points will be averaged. The club achieving the highest total number of points

will be awarded the trophy. In the event of a tie the club achieving the highest number of first places in the above qualifying events will be the winner.

- D4. **The John Hickman Trophy:** This is a club trophy. Points will be awarded to the club that achieves the highest number of points in the distance events, 800 metres & 1,500 metres across all age groups girls 12, 13, 14, 15 16 plus and boys 12, 13, 14, 15, 16 plus. Scoring will be: 1st, 6 points; 2nd, 5 points; 3rd, 4 points; 4th, 3 points; 5th, 2 points; 6th, 1 point.
- D5. **The Speedo Trophies:** The two Speedo trophies are for the top boy and top girl aged 15 years in the County Championships applied to their two swims achieving the highest FINA points from heats or finals, only one of which can be 50 metres. The calculation will be performed using FINA points as calculated in the Hy-Tek Meet Manager Program. The two swimmers are also awarded a trophy to keep.

Organisational rules and procedures for the county championships and age groups competitions:

- E1. **Programme:** A draft programme showing the session dates and times of the first sessions of each day will be distributed to clubs in advance of the closing dates for entries. The final programme of session dates and estimated session times will be distributed to clubs after all entries have been received. Start times for the second session of the day and start time for the finals will be flexible depending on the actual time taken for earlier sessions. A spectator programme will also be produced for sale.
- E2. **Entries and deletions:** The designated recorder will provide the necessary computer (Hy-Tek) file to the clubs for entries and the competition organiser will provide a corresponding form for entries that can be issued to swimmers. Clubs with swimmers entering the competition must fill in the computer file and return it to the designated recorder by the stated deadline for entries (normally the Friday preceding three weeks before the date of the first session of the competition or as otherwise notified, see Section B above). It must be accompanied by a printout of the entries in pdf format (that can be produced from the Hy-Tek program). The recorder will then send to each club a list of the swimmers entered in the Hy-Tek Meet Manager program for checking by the club and/or its relevant swimmers. The club must immediately notify the recorder of any errors or omissions and will be responsible for any such errors or omissions.

Deletions should be notified to the designated recorder as soon as possible and late deletions must be notified to the recorders by the start of warm-up. Clubs should retain the completed entry application forms for six months after the competition is over in case of queries. Signatures to the swimmers' entry application form are essential. Submitted times must be 25 metre times (converted if necessary).

The designated recorders have a right to refuse entries and changes that are received outside the deadlines.

- E3. **Data protection:** All data relating to the entry and results processing will be held on computer using system software. Swimmer entries will be managed on a computer. By submitting entries, consent is thereby given, as required by the Data Protection Act 1998, to the holding of personal information on computer. Data Protection Act 1998 rule 7 applies to rights of access to personal information.

If for any reason a swimmers name is to be withheld from publication this **MUST** be notified to your club for onward notification to the CCASA competition organiser and designated recorder . The CCASA will require certain particulars such as age to check that the swimmer is correctly entered and the swimmer's club may be required to provide evidence to verify this.

- E4. **Photography:** Under A.S.A child protection guidelines all spectators wishing to use cameras, video or digital capturing device (including mobile phones) must first register their details on the approved ASA form provided at the spectator entrance with proof of identity. An identification label will be issued which must be on show at all times. This policy will be vigorously enforced and any person found to be contravening this policy will be asked to leave the gala without refund. (venue policy and procedure may also apply.)

- E5. **Consolidated club entry fees:** The entry fee for individual events will be as stated above. Each club must pay the fees for the swimmers it has entered in a single payment to the County Treasurer within the 7 (seven) days following the closing date for entries by cheque or BACS. Cheques must be made out to "CCASA". If the club fails to meet this deadline, it will incur a fine of 10% of the total of the entry fees for that club's swimmers.

- E6. **Failure to swim:** If a swimmer fails to compete in an event he or she has entered without notification to the recorders by the start of warm up, his or her club will incur a fine of £5 for every such entry. This may be waived in exceptional circumstances.

- E7. **Warm-up:** The warm-up schedule appropriate for the numbers of swimmers with times and lane allocations for each session will be provided to club coaches and / or team managers prior to the warm-up. CCASA will arrange a senior warm-up marshal via the host club for the session, but each club will be expected to assist in the warm-up for its own swimmers. There will be two or more warm-up periods before each session of heats and one period for each session of finals.

- E8. **Finalists & reserves sign in:** The finalists and reserves must declare their intention to swim in the final. This will be done by signing the relevant form held by the recorders or other appointed person and must be done within the 15 minutes following the first announcement of the names of the finalists and reserves for each event. If a swimmer who has declared his or her intention to swim fails to compete, his or her club will incur a fine of £100. This will only be waived in exceptional circumstances.

- E9. **Scheduling of finals:** Finals for each age group 10/11, 12, 13, 14, 15 and 16 plus will be swim at the end of each session there will be a break between each group of 6 finals so that awards can be presented .

- E10. **Communications:** Communications with swimmers will normally take place through their clubs, even if the CCASA has contact details for swimmers.

- E11. **Force majeure:** In situations of force majeure or other unforeseen circumstances leading to the cancellation of galas or parts of galas or other incomplete performance, CCASA's liability will be restricted to a maximum of a refund of the entry fees to those affected for the affected events. CCASA will communicate the circumstances to clubs as soon as possible and seek to make alternative arrangements when this is reasonably feasible.

- E12. **Other issues:** In the event of any ambiguity in these rules, or if any issues arise that have not been dealt with in these rules, the Promoter will make a decision. If the issue is raised or known sufficiently in advance of the gala, the appropriate CCASA committee or competition organiser will make the decision in consultation with the chief referee and other CCASA personnel if appropriate. If it becomes apparent on the day, the Promoter's representative will make the decision in consultation with the chief referee and other CCASA personnel if appropriate. This decision will not be subject to appeal except on the grounds that it is contrary to ASA laws or regulations.

Presentation of awards:

- F10. **Presentation of medals, Age Groups:** These medals will normally be collected from the medals table during the session to which they relate after the results for each event have been announced. Presentation may be delayed in the event of queries or technical issues or unexpected circumstances.
- F11. **Presentation of trophies and medals, Junior & Senior Championships:** Trophies and medals for the Junior and Senior Championships will normally be presented at an award ceremony held at a convenient time during or at the end of the relevant session in the case of heat declared winners and following each pair of junior and senior finals in the case of events with finals. The annually awarded (perpetual) trophies will be awarded at the same time. A list of these trophies is in the CCASA Handbook. Other trophies will be retained by the swimmers. Presentation may be delayed in the event of queries or technical issues or unexpected circumstances.
- F12. **Presentation of the Ellis Trophy:** The Ellis Trophy will normally be awarded at the end of the last session of the championships or at a suitable later occasion if the final result is not ready at that time.
- F13. **Presentation of the Speedo Trophies:** The Speedo Trophies will normally be awarded at the end of the last session of the championships or at a suitable later occasion if the final result is not ready at that time.
- F14. **Presentation of the John Hickman Trophy:** The John Hickman Trophy will normally be awarded at a suitable occasion during the championships.
- F15. **Presentation of all trophies and medals:** The above times for the presentation of trophies and medals are for guidance only and are not part of the rules. They may need to be adjusted to meet circumstances.

Eligibility rules

These eligibility rules may only be changed by a general meeting of the Association.

1. **ASA Laws & Regulations:** Competitions shall be open to competitors eligible according to ASA Laws and Regulations who meet the other conditions for eligibility set out below.
2. **Residence:** To be eligible swimmers must ordinarily reside in Cornwall or neighbouring Devon. (For the sake of clarification swimmers who spend term time outside the county for educational purposes but otherwise meet this residential condition are eligible. Likewise swimmers at educational institutions in Cornwall during term time are eligible.)

3. **Club membership:** To be eligible a swimmer must also be a member of a CCASA affiliated club and registered with the ASA as a member of a CCASA affiliated club for not less than 60 days immediately prior to the competition or the first day of a series of competitions. The swimmer must compete for one club only for the duration of the competition or series of competitions, which must be the club in whose name he or she entered the competition or series of competitions. [Note: This means that a swimmer can change from one CCASA affiliated club to another during the 60 day period but not after the entry date.]
4. **Club membership:** To be eligible a swimmer must be a genuine active member of a CCASA affiliated club who commonly trains with that club under whose name he or she is entered into the competition and it is expected that their first county loyalty will be to Cornwall swimming. To achieve this it is stipulated that a competitor entering any CCASA Competition must perform the majority of his or her training with a club or clubs affiliated to the CCASA during the qualifying periods of residence in the County or neighbouring county as required by the residence rule (Rule 2) above.
5. **County loyalty:** No competitor competing for any other county in the same discipline in the same year may compete in competitions promoted by CCASA. (Except in an Inter County Competition or an invitation event promoted by CCASA).
6. **Members of H.M. Forces:** Members of H.M. Forces based in Cornwall who are registered in accordance with ASA Laws and Regulations may enter CCASA competitions without being a member of a CCASA affiliated club. Neither members of H.M. Forces based in Cornwall, nor their spouses or children, will be subject to the 60 day rule. However their spouses or children must be members of a CCASA affiliated club and adhere to the other eligibility rules.
7. **Protests & complaints:** Any protest or complaint regarding implementation of the rules may require clubs to provide supporting documentation or other evidence. Such protests or complaints will be dealt with in accordance with ASA laws.
8. **Extenuating circumstances:** Regardless of the above eligibility rules, in the interests of the sport in cases of extenuating circumstances, the CCASA officers shall decide whether a swimmer will be allowed to compete. Their decision will be final. Their decisions will relate to individual swimmers and will not set binding precedents, but may be taken into consideration in future decisions.

2016 CCASA Para Swimming Annex to Competition Rules

Additional rules and variations to CCASA competition rules for competitors with a disability that affects their swimming. Unless specifically stated here, the normal competition rules will apply.

CCASA encourages para swimmers to participate in its competitions.

1. **Entry times:** At least for 2016 these will not apply to Para swimmers. Times submitted for entry must have been attained in a licensed meet and a record held on ASA ranking. The swimmer's coach is expected to consider and decide on the basis of the swimmer's current abilities whether the County Championships, Intermediate

Gala, or Development Gala is the most appropriate competition for the swimmer. Advice may be obtained from the CCASA Disabilities Representative.

2. **Awards** : Normal award rules apply EXCEPT where there is a single para swimmer entered into an age group event then rule 2a will apply .

2a If there is only one para swimmer entered in an age group event the swimmer must swim faster than the entry time submitted in order to attain an award.

The following additional information must be provided by the swimmer's club to the CCASA's designated recorder when sending in the club's entries:

2. **Classification:** If the swimmer has been classified, the classification must be notified and a copy provided. If the swimmer has a Certificate of Swimming Disability a copy must be provided.
3. **Stroke exemptions:** In the case of the County Age Groups and Championships and Intermediate Gala the exemptions must be exemptions recognised by the ASA and available from relevant documentation. In the case of the Development Gala it is sufficient for the information to be provided by an appropriately qualified medical person or the club coach.
4. **Poolside assistance:** If the swimmer requires assistance for moving around the poolside, starting (physical support or indication of the starting signal for the audio impaired), turns (a tapper for visually impaired), or anything else, this must be notified in advance.
5. **Wheelchairs:** While spectating on poolside, swimmers in wheelchairs must be placed in such a position where their chairs do not hinder the movement of other swimmers and officials along the poolside.