



Cheshire County WP & SA

2024 County and Age Group Swimming Championships (25m)



Championship Entry Pack

Swim England Licensed Competition: TBC

Level 2 Meet

All clubs and entrants to the Championships please note that it is important to read and understand the Entry Pack and Conditions.

The format and in some instances the content of information has changed, it is your responsibility to understand and comply with the requirements.

It is increasingly difficult to recruit volunteers for all roles at the Championships, be they technical officials or other roles. With insufficient officials there is a danger that times will not be accepted into rankings. With insufficient volunteers overall the event cannot operate.

Volunteer Officials please contact Jackie Beard-Jones @ officials@swimcheshire.org

Non 'officials' volunteers please contact Adam Frost @ volunteers@swimcheshire.org

1. Event Location

- a. The 2024 Cheshire County Swimming Championships will take place at:

Macclesfield Leisure Centre
Priory Lane
Macclesfield
SK 10 4AF

What3words [///goal.circle.quit](https://www.what3words.com/goal.circle.quit)

2. Event Dates

- a. The Championships will be held:

Saturday	20 th January 2024	2 Sessions	License No: TBC
Sunday	21 st January 2024	2 Sessions	License No: TBC
Saturday	27 th January 2024	2 Sessions	License No: TBC
Sunday	28 th January 2024	2 Sessions	License No: TBC
Saturday	3 rd February 2024	2 Sessions	License No: TBC
Sunday	4 th February 2024	2 Sessions	License No: TBC



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3. Event Timeline

Entries Open	1 st December 2023
Entries Close	23:59hrs - 3 rd January 2024
Accepted/Rejected entries published	No later than 10 th January 2024
Confirmation of second session start times	No later than 10 th January 2024
Warm Up information	No later than 10 th January 2024

4. Entry Process

- a. The ONLY method of submitting entries to the Championships is via the use of SPORTSYSTEMS Entry Manager, this applies to both club and individual entries.
- b. The relevant Sportsystems entry file can be downloaded from the Sportsystems website at https://www.sportsys.co.uk/?page_id=112

c. *Entry fees:*

Individual Events

Entries via 'SPORTSYSTEMS Entry Manager': £7.50 per entry.

d. Team Events

Entries via 'SPORTSYSTEMS Entry Manager': £16

e. *Entry Payment:*

Payment by cheque or BACS.

Cheques should be made payable to: Cheshire County WP & SA.

BACS payments

Sort Code 20-50-36

Account Name Cheshire County WP & SA

Account No 90015903

- f. For a club entry - Use the Club name as the reference
- g. For an individual entry Surname and SE Member number as reference
- h. In addition to the electronic entries generated by clicking the 'Export' tab on the Sportsystems Entry Programme an electronic Entry Report must be submitted for checking purposes. This can be produced by selecting the 'Reports' tab on the programme and clicking 'Report Entries'.



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- i. An overall '*Summary of Entries*' form must be completed as per the pro forma supplied and sent to swimchamps@swimcheshire.org.
- j. Entries will be not accepted until the 'Summary of Entries' **AND** entry fee have been received by the Championship Secretary
- k. In respect of Team Events the '*List of Team Event Eligible Swimmers*' must also be submitted by the close of entries. This this shall be emailed to swimchamps@swimcheshire.org
- l. Entries will be audited against the rankings published by the SE and any club may be challenged to demonstrate the authenticity of the information provided. There will be no refunds for incorrect entries.
- m. The Championship Secretary reserves the right to correct any time conversion calculations that are found to be incorrect in order that competitors are seeded correctly.
- n. Refunds will only be given:
 - i. Where a competitor whose entry has been accepted has to withdraw on medical grounds subject to an appropriate medical certificate being received by the Championship Secretary.

5. Confirmation of entry

- a. Accepted swimmers, details will be posted onto the Cheshire County website as soon as possible after the closing date for the competition. These should be used to cross check the accuracy of swimmer entries and to allow any necessary corrections to be made. Any issues / anomalies identified should be notified to the Championship Secretary (swimchamps@swimcheshire.org) immediately.

6. Poolside Access Pass

- a. Coaches, Team Managers and Personal Care Attendants will require a Poolside Access Pass in order to access the poolside or other swimmer areas.
- b. A Poolside Access Pass fee is £20 and covers entry to all sessions together with Heat Start Sheets.
- c. It is mandatory that all applicants comply with the current and relevant Swim England safeguarding and qualification role requirements.
- d. The process to apply for a Pass is by completion of the '*Application for Poolside Access Pass*' which is available online. The number of passes requested should be entered on the '*Summary of Entries*' form and submitted with this form.

7. Para/Disability Events

- a. Personal Care Attendants/Coaches:
 - i. Personal care attendants will only be permitted for swimmers in the following classes: S1, S2, S3, S4, S5 and S11.
- b. A swimmer in any of these classes may have both a coach and a personal care attendant present. No charge will be applied for personal care attendants.



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- c. All coaches, chaperones and personal care attendants must conform to the current relevant SE Safeguarding procedures.

8. Skins Events

- a. Individual 'Skins' events will be held in conjunction with the Championships. Entry to the Skins events is only by invitation and selected from the highest placed County affiliated competitors in the 200m IM events. These events are for Open/Male 14yrs/under and 15yrs/over. Female 14yrs/under and 15yrs/over.
- b. Separate conditions are applicable for the Skins events which do not fall within the Championships conditions.

9. Trophies

- a. Where a trophy exists for an event, the winner of each Championship Trophy shall be entitled to hold and retain the trophy until 15th January of the year following the competition when the holder won the trophy.
- b. The trophy holder shall comply with the regulations governing the holding of trophies. The trophy holder shall give a receipt for it and an undertaking that reasonable care will be taken of it and that it will be returned, suitably engraved when and as required.
- c. Winners of the Aggregate and Most Improved Club trophies will be presented at the County Annual Council Meeting and shall be returned by the holding Club to the Hon Trophy Controller either prior to or at the ACM following its presentation.
- d. Any questions in relation to Trophies please contact Roger Boyer @ trophies@swimcheshire.org

10. Event Volunteers

- a. Clubs are requested to supply licensed officials, if possible, (per day) for the competition as follows:
 - Clubs entering 5 swimmers or under none requested but would be appreciated.
 - Clubs entering 5-10 swimmers 1 licensed official.
 - Clubs entering 11-20 swimmers 2 licensed officials.
 - Clubs entering over 20 swimmers 3 licensed officials.
- b. For each commitment of 10 sessions covered by officials supplied by a club the club will be rewarded with a Poolside Access Pass (to a maximum of three passes).
- c. Poolside passes should be paid for as normal with the entries, clubs who qualify as above, will receive a refund after the end of the competition.
- d. A list of the licensed officials, stating qualifications and sessions available, to be sent via email to officials@swimcheshire.org