



Bedfordshire Amateur Swimming Association

(Affiliated to Swim England East Region)

The Bedfordshire County Age Group and County Championships (50m) 2022

(Under Swim England Regulations and Technical Rules)

Licensed Meet Nos. TBC



INFORMATION FOR CLUBS

Important Note **Please read the whole of this document.**

Ensure you have included all the entries your club wish to make and your payment total is correct before submitting your entries. The SPORTSYSTEMS Entry Manager reporting feature should be used to perform this check before generating the export file for submission. Your payment total will be shown in this report.

Initial Requirements

Download and install the SPORTSYSTEMS Entry Manager V2.0 from www.sportsys.co.uk. If you have not used this program before, there are several webcasts (videos) on the website which should be viewed to assist you in getting started. Full instructions can also be found within the program under Help.

Once installed, this program may be retained on your computer for future competitions that also use the SPORTSYSTEMS Entry Manager V2.0 system... you will only need to download the Entry File Set for the specific competition being entered. If you already have SPORTSYSTEMS Entry Manager installed, open it and use the 'Check for Updates' option to ensure you have the latest version.

It is essential that new AND existing SPORTSYSTEMS Entry Manager users select the 'Tools/Download Valid Swimmers File' to ensure you will be using the current registered membership list held by Swim England for your club. This download now requires a 'Personal Key' to be registered with the Entry Manager program. More details may be found on the SPORTSYSTEMS website. The membership list will include all your club members; however, you will need to confirm manually that each swimmer has a **Category Two** membership.

Entry Procedure

Download and save the SPORTSYSTEMS Entry File Set for the 2022 County Championships from the Championship page on the County website. www.bedscountyasa.com

Please do NOT manually type your swimmers personal details. Either select the swimmer from your Valid Swimmers File or enter their GB Number and click 'Get Member'. This will guarantee all details are the same as recorded in the Swim England membership database...essential for recording your swimmer's times in GB or Level X Rankings. Swimmers that are ONLY competing in Team Event(s) should also have their personal details entered in the appropriate entry file without any entry times. This is required to check the swimmer's eligibility.

The only way to enter individual times is by using the 'Get Times' button ensuring the entered time satisfies the entry conditions. It is not possible to manually enter individual times. Times retrieved from GB/Level X rankings that do not satisfy the Entry Standard will be flagged with a yellow 'N' swim button. Times which satisfy the Entry Standard are shown with a green 'Y' swim button. Click any green 'Y' swim buttons to red 'N' for events not being entered.

Entry into the 1500m or 800m freestyle is not available in the Boys or Girls entry files and must be made using the Men's or Woman's entry files to accommodate the different entry fee.

The swim button of Para-swimmer entries should be clicked until it changes to green 'Y' and the entry time shows 'YES'. The Entry Administrator will convert these 'YES' entry times to the times detailed in your entry e-mail. Note: if, after saving a swimmer's entry, the entry is reopened for editing, you must ensure any events entered have the swim button set to 'Y' again before saving.

Times retrieved from GB/Level X rankings will be **from 1 January 2020** and the best short course time will be populated. This includes conversion of long course times to short course.

Team entries are made using the Male Team or Female Team entry files. Mixed teams need to be entered under the mixed team entry file. If club officers see Male Teams with no entrants listed AFTER fully entering all Male Teams and all Mixed Teams DO NOT DELETE THE MALE TEAMS WITH NO ENTRANTS.

These files will permit the manual entry of times. All age groups can be entered on one form, however, if you are entering more than one relay team in the same event, add another entry with a different team name and populate times for the relevant events. ***The county association reserves the right to remove the relays (and refund clubs) if time is required for individual swims. If the county can host another meet at a later date specifically for relays, it will endeavour to do so. The association also reserves the right to remove finals if time is required for individual swims.***



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Use the report feature to calculate the total cost of your entries. Your payment should NOT be different than this calculated amount.

All entry fees shall be paid to Bedfordshire ASA by bank transfer by midday 23rd December 2021. The Association's Bank Details are:

Sort Code: 53-70-11

Account number: 07754884

Account Name: Bedfordshire Amateur Swimming Association

After completing your entries, e-mail the single export file to the Entry Administrator (county_championships_secretary@bedscountyasa.com) and include details of any entry times that need to be added. Your e-mail will be acknowledged.

Closing date for entries is midday 23rd December 2021. Bedfordshire ASA reserves the right to reject entries if the appropriate payment has not been received by the closing date or an entry does not comply with any of the Championship conditions.

There is no requirement to send any paper entry forms.

Following the closing date, an accepted entry listing will be posted on the County website.

Requests to refund entry fees will only be considered when a swimmer medically withdraws from the entire Championships or all events during an entire weekend. Notification of any such withdrawal must be received by the Association at least one day before the start of each weekend.

Team Staff

Bedfordshire ASA will allocate coach passes proportionate to the entries for each club and clubs must adhere to the correct ratios of coaches and team managers to athletes (age dependant). Passes will be free and must be prominently displayed at all times.

As in previous years, clubs will be required to provide a trained Team Manager for each session, who shall stay with the team and be responsible for the conduct of their swimmers. In the interest of swimmer safety, clubs are reminded of the need to include both male and female staff and anyone on poolside **must** have current Swim England membership, a current DBS check and valid safeguarding training.

Technical Officials and Poolside Helpers

These Championships would not happen without the assistance of many volunteers.

All clubs are asked to assist with identifying volunteers, who are Swim England members, to fill the various posts for these championships and by encouraging their technical officials to commit to as many sessions as possible. More information on this will be sent to clubs in the New Year.



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Relay Team Declaration Form

Relay Team Declaration forms must be handed to the Recorders at least 45 minutes prior to the start of the session in which the team event takes place.

Only include swimmers that have been previously declared in your club's entry file.

CLUB:

Tick as Appropriate

MALE		FEMALE		MIXED	
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10 [†] & 11 [†]	4x50m Freestyle Team		4x50m Medley Team	
12 [†] & 13 [†]	4x50m Freestyle Team		4x50m Medley Team	
14 [†] & 15 [†]	4x50m Freestyle Team		4x50m Medley Team	
Open	4x50m Freestyle Team		4x50m Medley Team	
Open	4x100m Freestyle Team		4x100m Medley Team	

[†] Ages as at 31st December 2022

Names of swimmers in order of competing

Club Official's signature

Print Name

