



# DORSET COUNTY ASA

## NOVICE SWIMMING LEAGUE

2020

### COMPETITION RULES

#### 1 The Competition

- a. The aim of the Dorset Novice Swimming League (hereinafter referred to as “the League”) is to provide the novice swimmer with the opportunity to compete on equal terms with other swimmers.
- b. The League Competition (hereinafter referred to as “the Competition”) will be held in the first quarter of each year.
- c. The number of participating teams will be limited to twelve.

#### 2 Eligibility

- a. All clubs participating in the League shall be affiliated to Swim England, Swim England South West Region and Dorset County ASA or, in the case of a guest club, affiliated to a neighbouring county and Swim England Region.
- b. All clubs proposing to participate in the League shall register intent to participate and pay the annual membership fee to join the League, which must be received by the County Secretary by midnight 31 October preceding the start of the competition and noting that:
  - (i) Applications to participate in the League will not be accepted after the official closing date or without the annual membership fee having been received by the County Secretary by the official closing date.
  - (ii) Applications to participate in the League submitted by the official closing date but without payment of the annual membership fee will be considered null and void.
  - (iii) Only one team may be entered by each Club.
- c. Where the number of clubs affiliated to Dorset County ASA applying to participate in the League exceeds twelve acceptance will be:
  - (i) In accordance with the date received by the County Secretary of the application to participate and the annual membership fee, on a first-come first served basis.
  - (ii) Where membership form and the annual membership fee are not submitted to the County Secretary concurrently, date of receipt shall be deemed to be the date on which the latter of the two is received.
- d. Where the number of clubs affiliated to Dorset County ASA applying to participate in the League is less than twelve, Guest Clubs invited to join the League will be accepted provided:
  - (i) One team from all Dorset clubs that have registered with the League by the stated closing date has been accepted; *and*
  - (ii) the application to participate in the League and the annual membership fee has been received by the County Secretary from a Guest Club by the official closing date in accordance with Clause 2b.
  - (iii) Where the number of applications to participate received from Guest Clubs exceeds the number of spare lanes available acceptance will be in accordance with Clause 2c, except where Clause 2e applies; *and*
  - (iv) the League membership fee shall be refunded to any Guest Club not accepted into the Competition.
- e. Guest Clubs may:
  - (i) Be invited to join the League for a maximum of two consecutive years, after which any spare lane may be offered to the Guest Club next listed on the reserve waiting list; *and*
  - (ii) in the event of there being no Guest Clubs on the waiting list or a Guest Club is unable to participate for whatever reason, a Guest Club may be allowed to participate for more than two consecutive years.
- f. All swimmers competing in the League shall:
  - (i) Be a paid-up member of the club they represent and have been registered through their club with Swim England as a Swim England Category 1 or Category 2 swimmer, *and*
  - (ii) hold an unbroken membership of a club that is affiliated to the League, and in which name they are entered, for 30 days immediately prior to the first day of the Competition. Where a swimmer has not previously been a member of a club affiliated to the League, the 30 days rule will not apply.
  - (iii) A swimmer may not compete for more than one club/team in the League during the period of the Competition.
- g. Dual registered swimmers whose Swim England ranked club as shown on the Swim England Membership Listings is

not affiliated to the League are not eligible to compete in the Competition.

- h. In exceptional circumstances, the Officers of the League shall decide if a swimmer is eligible to compete. Their decision will be final.
- i. Any contingency not covered by these conditions shall be referred to the Officers of the League for resolution and dealt with in accordance with the Laws of the sport.

### **3 Teams**

Each team will be limited to a maximum of 32 swimmers and a maximum of four team staff (to include all coaches, team managers and team captains) with a maximum of 36 on poolside for that team. Where this number is exceeded on poolside, the Referee will halt the Competition until that team complies.

### **4 Age groups**

- a. Age groups will be as at the 31 December in the year of competition.
- b. The minimum age for competition in Swim England Law must be complied with. Swimmers must be 9 years of age on the day of competition to be eligible to participate.
- c. Age groups for this Competition are as follows: 10/under, 11/under, 12/under and 14/under.

### **5 Events**

- a. Swimmers are restricted to a maximum of two individual events in their own age group, and two individual events in older age groups.
- b. A time limit will be set for each event and a swimmer is eligible for an event if that swimmer has not exceeded the time limit set for that stroke/distance in the previous 12 months prior to the gala date of each round of the Competition.
- c. There are no restrictions on the number of relays in which a swimmer may compete provided they qualify by age.
- d. All relays will be mixed and shall comprise two girls and two boys in any order.
- e. Only swimmers who have competed in other events in a Novice Swimming League gala in the same year of competition are eligible for the cannon.
- f. All events shall start at the deep end. Relay swimmers starting at the shallow end must start in the water.
- g. Action deemed by the Referee as time fixing will result in the offending club being refused membership of the League.

### **6 Venues**

- a. The pool will be a 25 metre pool.
- b. The League Officers will:
  - (i) Select and hire the pools to be used but may request the club that normally uses the pool to make the booking.
  - (ii) Pay the pool hire charge, either direct or through the club making the booking.
  - (iii) Notify clubs of their venue and start of warm-up for each gala of the Competition, at least seven days before the date of that gala. Start of warm-up will vary depending on the venue and availability of the pool used.
  - (iv) Undertake a risk assessment for each venue and inform the lead Referee and lead host club at least one week prior to the gala of any specific points to be checked with the venue in advance of the gala date.

### **7 Host Clubs**

The official promoter of the League is the Dorset County ASA Swimming Committee, noting:

- a. All clubs participating in the League are required to assist in hosting a minimum of one gala each year.
- b. The Swimming Committee will delegate the running of each gala to a host club and whenever possible two clubs will be requested to co-host a gala. The host clubs checklist for the running of a League gala is as specified in Appendix 1.
- c. A representative of the lead host club, and who will not be acting in the capacity of an official, will be deemed the Promoter's Representative of the gala in absentia of the Dorset County ASA Swimming Committee. It is the responsibility of the lead host club to appoint a Promoter's Representative to oversee the running of the gala.
- d. The host clubs will be responsible for the provision of nationally qualified officials and who need not come from the host club as follows:
  - (i) One timekeeper and two chief timekeepers, *and*
  - (ii) a judge qualified at least as a timekeeper and in training for being a judge, *and*
  - (iii) any other officials that may be needed, *and*
  - (iv) personnel required to run the gala, such as programme sellers, recorders and drinks staff.
- e. The Dorset County ASA Officials Secretary will:
  - (i) Appoint the lead and second Referees and Starter for each gala.
  - (ii) Pre-assign officials duties for each gala and issue a list of those duties in advance to the appointed lead Referee for recording of attendance and eligibility on the prescribed form.

- f. The appointed lead Referee:
  - (i) Shall undertake all normal H&S checks on the gala day and note any issues/concerns on the Referee's Report form, which is to be handed to the Promoter at the end of the gala. If such issues present a risk to safe delivery of the gala in accordance with ASA Rules, the appointed lead Referee should halt or suspend the gala until deemed safe to continue.
  - (ii) At the Referee's discretion, may delay the start of the gala (ie, warm-up) by up to 20 minutes if the Referee has been notified of the late arrival of a team.
  - (iii) Shall give the list of officials in attendance at each gala to the Promoter's Representative at the end of the gala.

**8 Visiting clubs**

- a. Each visiting club shall provide for the team entered by that club, one timekeeper and one judge nationally qualified at least as a timekeeper and, for the judge, at least in training to be a judge.
- b. Timekeepers will not officiate for their own club.

**9 Penalties**

- a. Failure to arrange required technical officials: For each technical official not provided, 10 points\* will be deducted from the total points accrued by that club at the end of the gala.
- b. Breach of team sheet declaration: In the event of breach of the team sheet declaration (ie, a swimmer is not eligible, or the Recorder has not been notified of team changes before the final points have been announced):
  - (i) The points gained for the finishing position in that event will be deducted, *and*
  - (ii) A further 20 points\* will be deducted from the gala points attained at the gala.
- c. Infringement of conditions: Any infringement of the conditions covered by clauses 9(a) and 9(b) that cannot be resolved by the Referee shall be notified to the League Officers within 24 hours of the gala for investigation and decision by the Dorset County ASA Swimming Committee.
- d. Appeal: An appeal may be made to the League Officers against any penalty imposed, but only on the grounds that the factual basis of the penalty was incorrect, or the facts were incorrectly interpreted. An appeal should be made in writing to the League Officers within 7 days of the date of the gala or the date of adjudication by the Dorset County ASA Swimming Committee, whichever is the later.

*\* Penalty points will be deducted after any adjustments have been made*

**10 Team sheets**

- a. The club of each participating team shall:
  - (i) Provide a team sheet signed by the coach or team manager, listing for each event the full given name of the swimmer as registered with Swim England and Swim England Membership Number.
  - (ii) Provide the full name and qualifications of their officials.
- b. Team sheets shall be given to the Referee for confirmation at the start of the gala, and then passed to the recorders.
- c. The lead host club will send team sheets to the League Officers in accordance with the timescale specified in Appendix 1.

**11 Recording and Results**

- a. The League Officers will, wherever possible, provide host clubs with a Corgi Data Folder containing the gala set-up and instructions for use.
- b. Swimmers placing and time as ratified by the Referee will be recorded by the host club. Where Automatic Operating Equipment (AOE) is in use, placing and times displayed are subject to ratification.
- c. A nominated delegate of the host club is responsible for notifying the League Officers of the complete results of each gala by email by noon of the day following the gala.
- d. The League Officers will inform clubs of the results and League table after each round.

**12. Gala points**

- a. A time limit will be set for each event and applied as follows:
  - (i) Any swimmer finishing in a time faster than the time limit set for that event will be issued with a speeding ticket, and no points will be awarded to that swimmer for that event.
  - (ii) The time from any speeding ticket swim will be recorded on the results sheet and can be used for ranking purposes provided there was no disqualification.
- b. Points for each event will be awarded as follows in accordance with the number of teams participating in the gala.

	6 Teams						5 Teams					4 Teams			
PLACE	1	2	3	4	5	6	1	2	3	4	5	1	2	3	4
POINTS	6	5	4	3	2	1	5	4	3	2	1	4	3	2	1

- c. In the event of a dead heat, each team will be awarded equal points for that event. Example: points for a dead heat for 4<sup>th</sup> place in an event in a gala of six teams would be 6, 5, 4, 3, 3, 1.
- d. When the number of teams competing is five, the League Officers will multiply the total gala points for each team in that gala by 7/6 regardless of the reason why there were only five teams present. The gala points so attained will be rounded off to the nearest whole number.
- e. When the number of teams is four, the League Officers will multiply the total gala points for each team in that gala by 6/5 regardless of the reason why there were only four teams present. The gala points so attained will be rounded off to the nearest whole number.

**13 League points**

- a. League points are allocated at the end of each round in accordance with the finishing position of a team in its' designated gala.
- b. For Rounds 1 and 2 the maximum number of teams in each gala will be six teams. When there is an equal number of five or six teams participating in the galas, league points will be awarded as follows:

	6 Teams						5 Teams				
PLACE	1	2	3	4	5	6	1	2	3	4	5
POINTS	6	5	4	3	2	1	6	5	4	3	1

When there is an unequal number of four or five teams participating in the galas, league points will be awarded as follows:

	5 Teams					4 Teams			
Place	1	2	3	4	5	1	2	3	4
Points	5	4	3	2	1	5	4	3	1

In the event of two or more achieving an equal number of gala points in the same Round, those teams will be ranked for league points in accordance with the number of first places, then second places etc.

- c. For Round 3 league points will be awarded as follows  
8 Teams = 8pts – 1pt      7 Teams = 7pts – 1pt      6 Teams = 6pts – 1pt    etc
- d. Following Round 3, league points achieved in Round 3 will be doubled for those teams competing in Gala 1 (Finalists' gala) and each team will be awarded a bonus of ten league points. Teams competing in Gala 2 of Round 3 will be awarded a bonus of five league points.

**14 Gala allocation**

- a. For Round 1, the gala draw shall be made each year at a meeting of the Dorset County ASA Council or Dorset County ASA Swimming Technical Committee prior to the competition period.
- b. For Round 2, teams will be ranked in order of gala points (adjusted if necessary) achieved in Round 1. Where teams obtain an equal number of (adjusted) gala points, ranking of those teams will be decided by the number of first places gained and, if necessary, the number of second places etc. In all cases this will be highest to lowest. Teams will then be allocated to Round 2 galas as follows according to ranking.

7 to 12 teams	Ranked Place					
Gala 1	1st	3rd	5th	7th	9th	11th
Gala 2	2nd	4th	6th	8th	10th	12th

- c. For Round 3, teams will be ranked in accordance with the total league points accrued in Rounds 1 and 2. When two or more teams have the same number of league points, the ranking of these teams will be based on the total gala points accrued Rounds 1 and 2. In all cases this will be highest to lowest.
- d. Teams will be allocated to Round 3 galas based on ranking order with the top six or eight teams competing in Gala 1 and the remaining teams competing in Gala 2.

**15 Lane allocation**

- a. (i) For Round 1, the host club will be allocated to lane 3 then lanes 4, 2, 5, 1 and 6 allocated in accordance with the order of the gala draw made for that season and venue at a Dorset County ASA Council or Swimming Committee meeting.
- (ii) For Rounds 2 and 3, clubs will be allocated lanes spearheaded in accordance with FINA rules based on the club/team rankings after previous Round(s).
- b. Allocation of timekeepers to lanes will be at the lead Referee's discretion. Timekeepers will not officiate for their own club or team.

## 16 Final rankings

- a. Teams will be ranked in order of the total of League Points achieved in all three rounds, including any doubling of points and bonus points awarded.
- b. In the event of a tie, the teams involved will be ranked in accordance with the total number of Gala Points achieved in all three rounds.
- c. If there is still a tie the teams involved will be ranked in accordance with the number of first places achieved in all three rounds and, if necessary, the number of second places etc.

## 17 General Conditions

- a. All participants including, but not restricted to, competitors, coaches, officials, gala organisers and spectators, shall comply with the Dorset County ASA Code of Ethics and Code of Conduct. Dorset County ASA reserves the right to take disciplinary action against any swimmer, coach, Club or individual for infringement of these policies.
- b. Only competitors and duly authorised personnel, including any person accompanying a competitor with WPS Functional Ability Classification or a Certificate of Swimming Disability, and who are registered on the Swim England Clubs Child Protection Lists, shall be allowed on poolside.
- c. All competitors are required to observe all safety announcements and conduct themselves with safety in mind at all times. Swimmers will not enter the hired area until the Referee gives permission.
- d. Any swimmer or coach requiring wheelchair access MUST, if it is a requirement of the host leisure centre, ensure that the leisure centre approves this in advance with the swimmer or coach. A Personal Evacuation Plan agreed with the leisure centre must be submitted to the Referee prior to the start of each gala.
- e. It is the responsibility of each Club Committee to ensure that its' coaches, team managers, chaperones and marshals are responsible for their swimmers on poolside, including but not restricted to, behaviour, dress and conduct towards other competitors, officials and gala organisers at all times.
- f. Competitors are not permitted to change on poolside and are required to wear clothing appropriate for land training when warming-up on poolside. Competitors must not undertake land training on poolside in swimwear only.
- g. A designated area on poolside may be allocated to each Club in accordance with the relevant Contractual Agreement with the leisure centre and current Risk Assessment for the Competition. The area designated to each Club on poolside is not negotiable.
- h. The use of a warm-down facility is not available at Dorset Novice Swimming League galas. The junior pool at the venue of a gala may not be used for any purpose.
- i. The Referee is responsible for all aspects of health, safety and fair play in the area hired by Dorset County ASA and can halt the gala at any time if there are perceived risks to competitors, officials, spectators or gala organisers. Spectators are not permitted to block exit routes or sit in gangways.
- j. Dorset County ASA reserves the right to refuse admission to any Club official, coach, competitor or spectator.
- k. Behaviour by any Club official, coach, competitor or spectator deemed to be inappropriate, disrespectful, abusive and/or aggressive will result in that individual being required to leave the area hired by Dorset County ASA and being excluded from all future Dorset County ASA events.
- l. Promotional activities or fundraising at Dorset County ASA events by host clubs, participating clubs or members of affiliated clubs are strictly forbidden under any circumstances.
- m. Swim England Guidance on Photography as published in *Wavepower: Swim England Child Safeguarding Policy and Procedures* applies to this Competition. Spectators may engage in video/photographic activities from the spectator area only; requests for photography on poolside MUST be agreed with the Promoter in advance. The leisure centre may have its own local regulations on this subject, which may supersede this condition and must be observed
- n. Flash photography at the start of a race is prohibited. Anyone not complying will be asked to leave the spectator gallery.

## 18 Officers of the League

- a. The Officers of the Dorset Novice Swimming League are: Swimming Committee Secretary, County Competitions Secretary, and the County Secretary.
- b. League contact details are: R Honeybun, 18 Stour Drive, Wareham BH20 4EW. Tel 01929 554192. Email [r.honeybun@btinternet.com](mailto:r.honeybun@btinternet.com).

**Data Protection statement:** Data will be held on a password protected computer solely for the purpose of this Competition and consent to the holding of personal information, as required by the Data Protection Act 2018, will be deemed to have been given by the submission of the entry for the purpose of participating in this Competition. Data will not be shared and will be held by Dorset County ASA for a maximum of 12 months.

## HOST CLUBS CHECK LIST

	<b>7 days before the gala</b>	Tick
1	<b>Venue:</b> Contact the pool 7 days before the gala to ensure that all the requirements for the gala are available, such as starting platforms and anti-wave lane ropes. The pool will be booked for 3 hours. The competition programme is expected to last for 3 hours following a warm-up of 20 minutes.	
2	<b>Programmes:</b> Ensure that the programmes have arrived and, if not, inform the League Contact Officer immediately.	
3	<b>Personnel:</b> Ensure that all required technical and non-technical personnel requirements have been allocated. Seek additional help from visiting clubs or local personnel in other clubs if necessary. Recommended non-technical assistance is as follows: 1 Promoter's Representative, 1 announcer, 2 recorders, 2 programme sellers, 2 raffle/draw organisers, 1 warm-up marshal (preferably coach), 1 false start rope operator.	
	<b>Day of gala</b>	
1	<b>Promoter's conditions:</b> Ensure that both Referees have a copy of the League Conditions which can be downloaded from <a href="http://www.dorsetasa.org">www.dorsetasa.org</a> .	
2	<b>Promoter's Representative:</b> Ensure that the correct Swim England safety announcements are made before warmup, and again before the competition starts. Check with the appointed Referee that there were no H&S incidents on the day to be reported to the League. Collect the list of authorised officials from the appointed lead Referee and include with the documentation returned post gala.	
3	<b>Warm up:</b> Appoint a warmup marshal to oversee the warmup and who should make himself known to all club coaches. Warm up will be under the control of the officials of each club.	
4.	<b>Photography and filming:</b> Permitted in accordance with ASA guidelines. Photography on the pool deck is not permitted. The leisure centre may have its own local regulations, which may supersede this condition and must be complied with.	
5	<b>Lane allocation:</b> Clubs and Officials to be allocated in accordance with rules 7(e), 14(a-d) and 15(a-b) inclusive.	
6	<b>Incident &amp; Accident book:</b> The host club should have an incident and accident book available.	
7	<b>Admission costs:</b> All adult spectators £4.00 including programme; concessions (under/16 years only) £2.00; raffle 50 pence.	
	<b>After the gala</b>	
1	<b>Results:</b> Notify the League Officers by email of the results of the gala by midday of the day following the gala.	
2	<b>Results:</b> Send hard copies of the complete results of the gala with all relevant paperwork (used and unused) which should arrive with the League Officers by the Tuesday following the gala. (This is essential to enable the League Officers to allocate teams to galas for the following round and ensure that arrangements are in place in adequate time.)	
3	<b>Gala receipts:</b> The proceeds of admission charges, sale of programmes and raffle are the property of Dorset County ASA and must be forwarded to the League Officers within seven days of the gala.	