



# CROYDON BOROUGH SWIMMING ASSOCIATION (CBSA) ANNUAL CHAMPIONSHIPS & AGE GROUP COMPETITIONS 2025

## PROMOTERS CONDITIONS OF ENTRY

### GENERAL CONDITIONS

1. The Annual Championships & Age Group Competitions shall be run under Swim England Laws and Technical Rules.
2. The age of each competitor shall be determined as at the close of the meet, namely as of Sunday 16<sup>th</sup> March 2025.
3. To be eligible for entry, competitors must:
  - a. be a member of a club affiliated to CBSA, or
  - b. be a member of a club affiliated to Swim England and must be resident in the Borough of Croydon on the first day of the meet, namely Saturday 15<sup>th</sup> March 2025. In this second circumstance, the competitor must include their full postal address at the time of entry and, by submitting an entry, will be deemed to have attested to the accuracy of the data supplied.
4. A Swim England registration number must be included with each entry.
5. Questions and queries may be directed by email to the Meet Promoter, Nick Hallam, at [admin@croydonboroughsa.org](mailto:admin@croydonboroughsa.org).
6. The depth of the competition pool at the start end, the turn end, and throughout the length of the pool will be two (2) meters.
7. The gender categories for racing and awards will be:
  - a. Open/Boys (and Open/Male for Open events)
  - b. Girls (and Female for Open events)
8. Where an event is raced as "Mixed", both gender categories will compete together in heats however event results will be split per gender category.
9. The Girls/Female gender categories are for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy. By entering the 'Girls' or 'Female' category, an athlete confirms that their birth sex is female.
10. A secondary strobe will not be available.
11. The Croydon Borough Swimming Association Committee shall decide any matter not provided for in these conditions and will determine the appropriate action against those concerned if any of these conditions are contravened.

### HOW TO ENTER

12. The closing date for entry to all events is Friday 7<sup>th</sup> March 2025.
13. The entry fee for individual events is £4.50 per event for members of a CBSA-affiliated club and £6.00 per event for all other qualifying swimmers.
14. Entries may be submitted electronically, using a HY-TEK Team Manager/Team Unify/Swim Manager Entry file, via e-mail to Nick Hallam at [admin@croydonboroughsa.org](mailto:admin@croydonboroughsa.org) and will be processed electronically using the HY-TEK Meet Manager software application.
15. A HY-TEK Event file for use with the HY-TEK Team Manager software application and Team Unify/Swim Manager websites will be available for distribution by email and will be published online.
16. Entries may also be submitted by post using the official manual entry form accompanied by the correct fee. Manual entries should be posted to the Meet Promoter, Nick Hallam at 34 Kingswood Avenue, South Croydon, Surrey. CR2 9DQ.
17. Full payment must be made in the form of a direct bank transfer to; 60-50-01, 10307265, Croydon Borough Swimming Association; with the payment reference being CBSA plus SURNAME or SHORT CLUB NAME i.e., CBSA HALLAM. Payment must be received no later than Friday 7<sup>th</sup> March 2025.
18. Disability entries are welcomed and are subject to the general conditions and the multi-classification entries conditions below.

19. If the meet is over-subscribed, the promoters reserve the right to reject entries based on the submitted entry times. The fastest swimmers in each age group will be given priority. Clubs will be informed as soon as possible after the closing date of any swimmers whose entries have had to be rejected, and entry fees for rejected swimmers will be returned in full.
20. Applications for refund of entry fee due to certified medical condition/injury will be considered on a case-by-case basis by the Association Executive Board. Applications for medical-based refund must be submitted to the Meet Promoter with all available supporting evidence.

#### DATA PROTECTION

21. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 1998, to the holding of personal information.
22. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event.
23. This data will be shared by form of results with Swim England (Rankings) and the clubs who have entered the meet.
24. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies; Please ensure that you review their privacy policies before any data is submitted.
25. If any persons want to exercise their right to erasure or processing of their personal data, they will need to make a written request to the promoter.
26. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.

#### MEET PROGRAMME

27. The competition takes place over one weekend:

Session	Date	Venue
1	Saturday 15 <sup>th</sup> March 2025 (AM)	Whitgift School (25m x 8 lanes)
2	Saturday 15 <sup>th</sup> March 2025 (PM)	Whitgift School (25m x 8 lanes)
3	Sunday 16 <sup>th</sup> March 2025 (AM)	Whitgift School (25m x 8 lanes)
4	Sunday 16 <sup>th</sup> March 2025 (PM)	Whitgift School (25m x 8 lanes)

28. Whitgift School is located off Nottingham Road, Haling Park, South Croydon, Surrey CR2 6YT. Off-street parking is available.
29. Event age groups will be as follows:

Event(s)	Age Group(s)
400m Freestyle	All
400m Individual Medley	All
200m (All Events)	All
100m Individual Medley	All
100m Butterfly	All, 15/16yrs, 13/14yrs.
100m Freestyle, Breaststroke & Backstroke	All, 15/16yrs, 13/14yrs, 11/12yrs
50m Freestyle	All, 9/10yrs
50m Butterfly	11/12yrs, 9/10yrs
50m Backstroke & Breaststroke	9/10yrs

30. The age group "All" is defined as encompassing all qualifying competitors regardless of age.
31. Events will swim in the same order as laid out on the Official Entry Form.
32. All events will be placed on a Heat Declared Winner (HDW) basis.
33. No time-trials or exhibition swims will be permitted during the competition regardless of the availability of vacant lanes in any given heat.

#### SEEDING

34. All events will be seeded in the standard manner with all heats "spearheaded."

## TECHNICAL AND NON-TECHNICAL OFFICIALS

35. This competition cannot run without people to fill both technical and non-technical roles on the day. Clubs are expected to provide volunteers, both qualified officials and people to fill technical and non-technical roles such as programmes, marshalling, and electronic timing operation etc.
36. All swimming officials and volunteers supporting the delivery of this meet shall be offered reimbursement of expenses as detailed within the published Association Policy – [Officials & Volunteers Expenses Policy](#). Claim forms can be downloaded using this link – [CLAIM FORM](#).

## ENTRY CRITERIA

37. The minimum age for entry into all Open events is 9 years old on Sunday 16<sup>th</sup> March 2025.
38. For all 400m and 200m individual events, entry times must be equal to, or faster than, the qualifying times supplied as part of these conditions.
39. The qualifying times published below are given as short course times. Swimmers may enter if they have achieved the time in a short-course or a long-course pool. Long-course times will be automatically converted upon receipt of entry. Please clearly indicate where long course qualifying times have been used on your entry form.
40. For all 400m and 200m individual events only, entry times will be accepted from club/coach-certified time trials or any other licensed meet.
41. For all 400m and 200m individual events, no “no time” entries will be accepted.
42. By submitting entries to the meet administrator, club representatives are declaring that entry times submitted meet the required criteria.
43. For all events with lower qualifying times, swimmers must equal or beat the qualifying time to be placed in the results. No medal or ribbon will be awarded if this condition is not met.
44. The qualifying times for this competition are:

Session Number	Event Number(s)	Distance	Stroke	Qualifying Time
1	101 & 102	200m	Freestyle	03:30.00
1	115	400m	Individual Medley	07:00.00
2	201 & 202	200m	Breaststroke	04:30.00
2	213 & 214	400m	Freestyle	05:40.00
3	301 & 302	200m	Individual Medley	04:00.00
3	313 & 314	200m	Backstroke	04:00.00
4	401	200m	Butterfly	03:45:00

## MEDALS, RIBBONS & TROPHIES

45. Medals and awards shall be presented on the night as follows:
  - a. Medals - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
  - b. Ribbons – 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> places.
46. For selected events/age-groups for historic reasons, a Trophy will be virtually awarded for first place after the shortly after the completion of the competition. The recipient will receive a citation for their win within the CBSA “Online Trophy Cabinet” alongside a photo, description and history of each trophy and a list of previous winners.

## REGISTRATION AND MARSHALLING

47. Competitors must sign in for each event in which they wish to take part.
48. Competitors may not be signed in if they are not present at the venue.
49. Sign-in closes 45 minutes before the start of each session.
50. Late arrivals or accidental omissions found after sign-in has closed will be considered as scratched entries and will be removed from the competition. No refund will be given for late-arrivals, non-attendance, or mid-session withdrawals.
51. All withdrawals after sign-in must be notified to the control desk as soon as possible.
52. Heat lists will be provided to officials, race marshals/whips and club coaches/team managers on the day.
53. It is the responsibility of competitors to check with the heat lists and their coaches/team managers and be at the marshalling area on time for their event as instructed.

## FACILITIES ACCESS

54. Whitgift School may only be accessed via the entrance located at the junction of Haling Park Road, Pampisford Road and Waddon Road (What3Words location - ///degree.kinds.spends).

**DO NOT ATTEMPT TO ACCESS THE GROUNDS USING THE MAIN NOTTINGHAM ROAD ENTRANCE. THIS REQUIREMENT APPLIES TO VEHICULAR AND PEDESTRIAN ACCESS.**

55. All vehicles must clearly display the issued Meet Parking Pass in the vehicle windscreen when arriving at the facility to gain access and must continue to always do so when parked within the school grounds.
56. Please follow the direction of car park marshals where these are in attendance.
57. Upon entering at the Haling Park Road entrance, proceed to park considerately at the car park located immediately after the entrance gate.

**DO NOT ATTEMPT TO DRIVE THROUGH/PAST THE HALING ROAD CAR PARK INTO THE SCHOOL GROUNDS TO FIND ALTERNATIVE PARKING IN THE SCHOOL GROUNDS.**

58. Proceed on foot to/from the Haling Park Car Park directly to/from the main entrance of the Whitgift Sports Facility using the provided footpaths.

**DO NOT ACCESS ANY OTHER PART OF THE SCHOOL GROUNDS, FACILITIES OR BUILDINGS AND RESPECT OTHER USERS OF THE FACILITIES.**

59. Failure to comply with these Facilities Access conditions may result in you being prohibited from entering the grounds, you/your vehicle being ejected from the grounds, and you/your vehicle being barred from future access. This may affect your athlete's ability to compete in the meet.

## POOLSIDE ACCESS, PROGRAMMES & RESULTS

60. The cost of access to each of the sessions is £4.00 per adult (16 years old and over). Children are admitted at no cost. Payment made to access the session does not guarantee the payer to a seat due to facility restrictions. This will be a cashless meet, please bring a payment card to pay for access.
61. Programmes will be available for download from the CBSA website once published but will not be available in printed format at the meet.
62. Psych Sheets, Heat Sheets, and Live Results will be available via the Meet Mobile App which may be downloaded onto your smart device from the appropriate AppStore. There may be a small annual subscription payable to access the full functionality of the App – CBSA does not receive any part of the subscriptions paid to the App developer.
63. Results will be published on the CBSA website shortly after the end of each meet for download/reference.

## **POOLSIDE SUPERVISION, CHALLENGES AND BEHAVIOUR**

64. All competitors must be supervised on poolside.
65. The Association recognises the [Swim England Team Manager, Coach and Chaperone Policy](#) which came into effect on 01 September 2023 and encourages Clubs to read and understand their poolside supervision responsibilities as defined in that document and the accompanying [FAQs](#). The Association will enforce this policy for the 2025 meet and all future meets.
66. Under no circumstances should a spectator enter the poolside area or cause disruption to the meet by causing officials to cease their duties unless in the case of an emergency.
67. The CBSA committee request that all meet attendees respect the privacy and wishes of other users of the facilities.
68. The promoter reserves the right to request any person to leave poolside without having to give a reason.

## **PHOTOGRAPHY**

69. The permitted use of devices which capture still or moving images is no longer dependent upon pre-registration.
70. Flash photography always remains prohibited.
71. All persons who attend a CBSA Championship meet must have a clear understanding of their responsibilities and obligations as detailed in the Photography Guidance section of Wavepower (the current Swim England Child Safeguarding Policies and Procedures publication). Your adherence to the guidelines and vigilance during the event will assist in our efforts to avoid the misuse of such equipment and the images/videos produced.
72. Still/Moving images of the meet may be taken by representatives of the promoters of the event and may be used for promotional purposes i.e., publication/distribution online/in social media and/or in local press articles. Entry into the competition implies acceptance of this condition.
73. Cameras and other imaging equipment must not be used in the changing rooms.

## MULTI-CLASSIFICATION PARA-SWIMMING INCLUSIVE EVENTS

74. These Championships shall be conducted under Swim England Technical Rules and the relevant IPC Swimming Rules.
75. The Promoters Conditions for these Championships shall apply to the Multi-Classification Para-Swimming events except where specifically varied by any of the following conditions.
76. The Championships shall be run with multi-classification para-swimming inclusive events.
77. The CBSA committee have made a maximum provision of one heat of each of the following events, which shall be swum as the first heat, in which para-swimming competitors may swim:

Stroke/Distance	Classification (Male & Female)
Freestyle – 50m & 100m	S1 - S14 (inclusive)
Freestyle – 200m	S1 - S5 (inclusive) & S14
Freestyle – 400m	S6 – S14 (inclusive)
Backstroke – 50m	S1 – S5 (inclusive)
Backstroke – 100m	S1, S2 & S6 – S14 (inclusive)
Breaststroke – 50m	SB1 – SB3 (inclusive)
Breaststroke – 100m	SB4 – SB9 (inclusive) & SB11 – SB14 (inclusive)
Butterfly – 50m	S1 – S7 (inclusive)
Butterfly – 100m	S8 – S14 (inclusive)
Individual Medley – 200m	SM5 – SM14 (inclusive)

78. All competitors must be a minimum of 11 years old, determined on Sunday 16th March 2025.
79. All competitors have an authorised IPC Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or IPC Swimming classification database at the time of entry.
80. If the number of entries received from para-swimmers for an event is greater than the number of lanes available for the single heat provided, then only the competitors with the most British Para-Swimming points will be accepted.
81. Personal care attendants are only permitted for competitors in the following classes: S1, S2, S3, S4, S5 and S11. A para-swimming competitor in any of these classes may have both a coach and a personal care attendant present.
82. All classes of competitors will swim together (multi-classification), and heats will be seeded with Para Swimmers and able-bodied based on entry times. There will be no Para Swimming/multi-classification specific heats.
83. Final positions will be determined by the number of British Para-Swimming points attained by each competitor in their heat. British Para-Swimming points are awarded to each competitor in relation to how close they are to their classification's world record in each event, respectively. In the event of a dead-heat of equal British Para-Swimming points for a specific classification, there will be no swim-off and both competitors will be awarded the same position.
84. Para-swimming competitors will be included but not placed within the results for the appropriate age category in the able-bodied competition. Para-swimming competitors will also be included in the multi-classification results and placed within those results according to their attainment of British Para-Swimming points.
85. Medals will be awarded, on a multi-classification basis, to the first three places in each event which will be allocated to the top three British Para-Swimming points scorers.
86. If there are less than four para-swimming competitors in any one event, then the "minus 1" rule will be applied to award medals:
  - a. where there are only three competitors in an event, only the top two placed competitors will receive medals.
  - b. where there are only two competitors in an event, only the winner will receive a medal.
87. If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.