



Dorset Novice Swimming League

Promoter's Conditions 2017

1. The Competition

- a. The aim of the Dorset Novice Swimming League (thereafter the League) is to provide the novice swimmer with the opportunity to compete on equal terms with other swimmers.
- b. The competition will be held in the first quarter of each year.

2. Eligibility:

- a. All clubs participating in the League shall be affiliated to the Amateur Swimming Association, the ASA South West region and Dorset County ASA or, in the case of a guest club, affiliated to a neighbouring County and Region.
- b. Guest clubs will be invited and allowed to join the League provided:
 - (i) the League has an uneven number of Dorset Clubs registered and having paid the League membership fee by 1 November of the year preceding the Competition, or
 - (ii) the League Officers agree that it is not viable to run the competitions solely with the number of Dorset clubs that have registered and paid the League membership fee for the forthcoming competitions, and
 - (iii) The invited guest club/clubs accept and pay the League membership fee by 1 December of the year preceding the Competition.
- c. All swimmers must hold an unbroken membership of a Dorset Novice League affiliated club in whose name they are entered for 30 days immediately prior to the day of the Competition. If previously not a member of a Dorset Novice League affiliated club, the 30 days rule does not apply.
- d. Dual registered swimmers whose ASA ranked club is not affiliated to the League are not eligible to compete in the League. In exceptional circumstances, the Officers of the League shall decide if a swimmer is eligible to compete. Their decision will be final.
- e. All competitors shall be a paid-up member of the club they represent and have been registered through their club as an ASA Category 1 or Category 2 swimmer.
- f. A swimmer may not compete for more than one club in the League during the period of the Competition.
- g. A swimmer is eligible for an event if he/she has not exceeded the time limit set, where applicable, for that stroke/distance in the previous 12 months prior to the start of the Competition.
- h. Any contingency not covered by these conditions shall be referred to the Officers of the League for resolution.

3 Teams

- a. Only multiple teams from a club affiliated to Dorset County ASA may be accepted into the League subject to lane space available.
- b. Where a club affiliated to Dorset County ASA enters more than one team, a swimmer may only compete for the team for which he/she has competed in any of the previous rounds in the competition year.

4. Age groups:

- a. Age groups will be as at the 31 December in the year of competition. Minimum ages for competitions in ASA Law must be complied with.
- b. Age groups for this competition are as follows: 9 years, 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. There are no restrictions on the number of relays in which a swimmer may compete provided that they qualify by age.
- c. All relays will be mixed. Relays for the 9 years age group may be any combination of mixed swimmers. Relays for all other age groups shall be two girls and two boys.
- d. Only swimmers who have competed in other events in a gala are eligible for the cannon.
- e. All events to start at the deep end. Relay swimmers starting at the shallow end must start in the water.

6. Host clubs:

- a. The official promoter of the League is the Dorset County ASA Swimming Committee. The Swimming Committee will delegate the running of each gala to a host club. A representative of the host club (who will not be acting in the capacity of an official) will be deemed Promoter of the gala *in absentia* of the Dorset County ASA Swimming Committee.
- b. All clubs participating in the League are required to assist in hosting one gala each year. Whenever possible, two clubs will be requested to co-host a gala. It is the host club(s) responsibility to appoint a Promoter to oversee the running of the gala.
- c. The host clubs checklist for galas is as specified in Appendix 1. Host clubs will be appointed by the League Co-ordinators by agreement with those clubs.
- d. The host club(s) will be responsible for the provision of qualified officials to be County qualified or nationally qualified, 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) additional personnel required to run the gala, such as programme sellers, recorders and drinks staff.
- e. The lead and second Referees and Starter will be appointed by the County Officials Secretary.

NOTE: DCASA will undertake a risk assessment for each venue used and inform the host club and lead Referee one week prior to the gala of any specific points to be checked with the venue in advance of the gala date. The appointed lead Referee shall undertake all normal H&S checks on gala day and note any issues/concerns on the referees report form 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.

7. Visiting clubs:

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

8. Penalties:

- a. **Failure to arrange technical officials** For failure to arrange a required technical official, 10 points* will be

deducted from the total points for that club at the end of the gala for each technical official not provided.

- b. **Breach of team sheet declaration** In the event of breach of the team sheet declaration (ie a swimmer is not eligible), or the referee is not notified of team changes, the points gained for the finishing position in that event will be deducted. Additionally 20 points* will be deducted from the gala points attained at the gala.
- c. **Infringement of conditions** Any infringement of the conditions in 8a and 8b that cannot be resolved by the Referee shall be notified to the League Co-ordinators within 24 hours of the gala for investigation and decision by the Officers of the League.
- d. **Appeal** An appeal may be made to the Officers of the League against any penalty imposed, but only on the grounds that the factual basis of the penalty was incorrect or the facts were incorrectly interpreted.

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

9. Pools:

- a. The League Co-ordinators will select and hire the pools to be used but may request the club that normally uses the pool to make the booking. The League will pay the pool hire charge either direct or through the club making the booking.
- b. The pool will be a 25 metre pool.
- c. The League Co-ordinators will notify clubs/teams of their venue for each round of the competition at least seven days before the date of that round.
- e. The start of a gala will vary depending on the venue and availability of the pool used.
- f. At the Referee's discretion, the start of a gala (ie warm-up) may be delayed by up to 20 minutes if notified of the late arrival of a team.

10. Team sheets:

- a. Each team shall provide a team sheet signed by the coach or team manager and listing the names of the swimmers for each event plus the names of that team's officials.
- b. Team sheets will be given to the Referee for confirmation at the start of the gala and then passed to the recorders.
- c. The host club will send team sheets to the League Co-ordinators within the timescale specified in Appendix 1.

11. Recording and results:

- a. The League Co-ordinators 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 will be responsible for notifying the League Co-ordinators of the complete results of the gala by email within 24 hours.
- d. The League Co-ordinators 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 any swimmer finishing in a time faster than that set will be issued with a speeding ticket and no points will be awarded to that swimmer for that event. The time from any speeding ticket swims will be recorded on the results sheet and can be used for ranking purposes providing there was no disqualification.
- b. Points for each event will be awarded as follows depending on the number of teams attending the gala.

	6 Teams					
Place	1	2	3	4	5	6
Points	6	5	4	3	2	1

5 Teams				
1	2	3	4	5
5	4	3	2	1

4 Teams			
1	2	3	4
4	3	2	1

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

13. League points:

- a. League points are allocated in each round on the basis of the position of a team in its gala.
- b. For Rounds 1 and 2 the maximum number of teams in each gala will be 6 teams.

When there is an equal number of 5 or 6 teams attending the galas, league points will be awarded as follows:

	6 teams					
Place	1	2	3	4	5	6
Points	6	5	4	3	2	1

5 teams				
1	2	3	4	5
6	5	4	3	1

When there is an unequal number of 4 or 5 teams attending the galas, league points will be awarded as follows:

	5 teams				
Place	1	2	3	4	5
Points	5	4	3	2	1

4 teams			
1	2	3	4
5	4	3	1

In the event of 2 or more teams obtaining 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 if necessary.

- c. For Round 3 league points will be awarded as set out in the tables for Rounds 1 and 2. In the event of a tie on gala points equal league points will be awarded.
- 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 10 league points. Teams competing in Gala 2 of Round 3 will be awarded a bonus of 5 league points. When applicable, teams competing in Gala 3 of Round 3 will not be awarded bonus league points.

14. Gala allocation:

- a. For Round 1, the gala draw shall be made at the December meeting of the Dorset County ASA Executive each year prior to the competition period.
- b. For Round 2, teams will be ranked in order of gala points (adjusted if necessary) gained 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	
Gala 1	Gala 2
1	2
3	4
5	6

13 to 18 Teams		
Gala 1	Gala 2	Gala 3
1	2	3
4	5	6
7	8	9

7	8
9	10
11	12

10	11	12
13	14	15
16	17	18

- c. For Round 3, teams will be ranked in accordance with the total league points gained 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 gained in Rounds 1 and 2. In all cases this will be highest to lowest.
- d. Teams will be allocated to galas based on ranking order with the top 6 teams competing in Gala 1, the next 6 competing in Gala 2 etc. If there are less or more than 12 teams competing, teams will be divided as equally as possible based on ranking.

15. Lane allocation:

Allocation of club lane will be by draw at the gala, except that in Round 3 the lanes will be spearheaded in accordance with FINA rules based on club/team rankings after Rounds 1 and 2. Allocation of timekeepers to lanes will be at the Chief Referee’s discretion.

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.

Officers of the League: Competitions Secretary, County Secretary, County Promoter

League Co-ordinators contact details:

Ray Honeybun, 18 Stour Drive, Wareham BH20 4EW.

Tel 01929 554192

Email r.honeybun@btinternet.com

Appendix 1

Host Clubs Check List

	Seven days before the gala	Tick
--	-----------------------------------	------

	Seven days before the gala	Tick
1	Venue: Contact the pool 7 days before the gala to ensure that all the requirements for the gala are available, such as starting platforms, 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	Programmes: Ensure that the programmes have arrived and, if not, inform the League Co-ordinators immediately.	
3	Personnel: 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: 2 recorders, 1 announcer, 2 doorkeepers/programme sellers, 2 raffle/draw organisers, 1 warm-up marshal (preferably coach), 1 Promoter's representative, 1 false start rope operator.	

	On the day at the gala	
1	Promoter's conditions: Ensure that both Referees have a copy of the League Promoter's Conditions which can be downloaded from www.dorsetasa.org .	
2	Promoter's Representative: Ensure that the correct ASA safety announcements are made before warm up and again before the competition starts.	
3	Warm up: Appoint a warm up marshal to oversee the warm up who should make himself known to all club coaches. Warm up will be under the control of each club's officials.	
4.	Photography & filming: This is allowed in accordance with ASA guidelines. Persons wishing to engage in any video or photography from the spectator area must register their details with staff at the spectator entry desk. Anyone not complying should be asked to leave the spectator gallery. An appropriate notice informing spectators of the need to register should be displayed. Photography on the pool deck is not permitted. The leisure centre may have its own local regulations on this subject, which may supersede this condition and must be complied with.	
5	Lane allocation: A lane draw will be made, except when spearheading is required by the promoter's conditions. Ensure timekeepers do not officiate for their own club.	
6	Incident & Accident book: The host club should have an incident and accident book available.	
7	Admission costs: All spectators £2.50 including programme; concessions (15/under and 60/over) £1.50; raffle 50 pence.	

	After the gala	
1	Results: Notify the League Co-ordinators of the results of the gala by midday the day following the gala by e-mail.	
2	Results: Send hard copies of the complete results of the gala with all relevant paperwork which should arrive with the League Co-ordinators on the Tuesday following the gala. (This is essential to enable the League Co-ordinators to allocate teams to galas for the following round and ensure that arrangements are in place in adequate time for the following gala.)	
3	Gala receipts: The proceeds of admission charges, sale of programmes and raffle are the property of the League and must be forwarded to the League Co-ordinators within 7 days of the gala.	