

Borough of Kirklees Swimming Club

Competition Guide



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1. VERSION HISTORY

Version	Detail / Changes	Date
4.2	Issued June 2013, combining various other documents into a single updated guide	June 2013
5	<ul style="list-style-type: none">• Added Kirklees & District competition guidance• Clarified 8 year olds can compete on BOK Internal Galas• Clarified guidance on entering non-BOK Calendar competitions• Added Health condition notification to Team Manager guidance	Jan 2014
5.1	<ul style="list-style-type: none">• Clarification that dual registered swimmers should swim for their other (not BOK) club at K&D Galas	Feb 2014
6	<ul style="list-style-type: none">• Clarification of gala entry procedure.• Clarification of withdrawals procedure.• General updates.• Sections 3.6 to 3.9 work in progress.	Oct 2014
7	<ul style="list-style-type: none">• Further update to section 3.• Update to section 4.	January 2016
8	<ul style="list-style-type: none">• Updates following change from ASA to Swim England and changes in national competitions/add open water	February 2018

2. INTRODUCTION

This guide provides valuable information on competitive swimming and how the Borough of Kirklees Swimming Club (BOK) operates to support swimmers in that environment. Some key processes are detailed in the guide relating to protocols that must be followed in the lead up to and during competitions.

BOK is a Swim21 accredited competitive swimming club, run by volunteers and parents and allows, through membership, participants in the Kirklees Active Leisure (KAL) Swim Training Scheme (STS) to compete in swimming competitions. All competitive swimmers within the KAL Swim Training Scheme (STS) join BOK.

To enable KAL and BOK to deliver the highest possible standards the organisations have entered into a working partnership agreement, which ensures BOK are supported at competitions by KAL STS coaches volunteering at these events. These coaches follow a designated coaching and competition plan agreed with the joint Head Coach of KAL and BOK.

Please remember that when you are at a competition, you are representing BOK and KAL, therefore the club expects you to be an ambassador for the club at all times, portraying a positive image of the club to all you meet.

We hope this guide is useful as you progress through your competitive swimming journey. Please do not hesitate to speak to your squad rep if you need any further help or clarification.

Good luck in all your competitions. Always strive to be the best you can be and to the highest level.

2.1. Swimming Stroke Distances

Listed below are the events and distances that can be swum dependent upon age and availability at each competition.

Butterfly, backstroke, breaststroke – 50m, 100m and 200m.

Freestyle – 50m, 100m, 200m, 400m, 800m and 1500m.

Individual medley – 100m (25m of butterfly, backstroke, breaststroke, freestyle).

200m (50m of each stroke as listed).

400m (100m of each stroke as listed).

Team events are also available at selected competitions. There is a slight difference with a team medley as it is swum in a different order to an individual medley – backstroke, breaststroke, butterfly and freestyle.

2.2. Long Course and Short Course

Long course events are swum in a 50 metre long pool and short course events are swum in a 25 metre long pool. You are able to convert times from one format to the other to use the fastest time to enter competitions (except for the Nationals and some Level 1 events). You can use conversion websites to do this, although it is recommended that the Sportsystems version is used as others can produce slightly incorrect results – this is available at http://www.sportsys.co.uk/?page_id=197.

2.3. Competitive Start Award

This award has two levels; Preliminary and Full.

With the Full Competitive Start Award a swimmer is able to dive off starting blocks into shallow water (0.90m). If the water is 0.9m and a swimmer only holds the Preliminary Start Award they must start from the poolside or in the water ONLY. If a swimmer DOES NOT hold either of the above awards THEY MUST START IN THE WATER, which puts them at a greater disadvantage.

2.4. British Swimming Ranked Times

When a swimmer competes at licensed competitions, their times are sent from the meet organiser to British Swimming and are placed on the national rankings (<http://www.swimmingresults.org>). Most competitions will require a “ranked time” for entry purposes, achieved through a combination of internal and external competitions which are listed below. To see your swimmer’s rankings go to ‘Swimming Rankings’ tab on the above website and select the required ranking method (‘Individual Best Times’ displays a swimmer’s personal best times in each event for both long and short course). You can also print the ranking information, as required.

3. BOK ANNUAL SWIMMING CALENDAR

3.1. General Information, Rules & Recommendations

This can be seen on the website at <http://www.bokswimmingclub.co.uk/competitions> and lists the competitions that BOK swimmers can enter. Competitions are aimed at specific squads and are clearly denominated as such. This ensures swimmers attend appropriate competitions for their age and point in the annual training cycle. *The calendar is updated when additional competitions become available, so it is important to check this regularly.*

During this annual cycle the club attends the Arena and White Rose team competitions (swimmers are expected to represent the club, if selected) and promotes internal galas to aid swimmers in achieving entry times for county and regional competitions and attends a number of galas hosted by other clubs as part of the annual training cycle.

It is very important that you *do not enter competitions under BOK that are not on this calendar, or that are not aimed at the squad the swimmer is in.* The reasons for this are:

- All competition entries must be undertaken by the club Competition Secretary, and cannot be done on an individual basis. This ensures the club provides one point of contact, the correct data and communicates with other clubs in a professional manner.
- The BOK competition calendar is agreed in advance with the KAL coaches, with the primary purpose of ensuring both the KAL annual training cycle and the BOK competition calendar are complementary and meet the needs of the swimmer's Long Term Athlete Development (LTAD).

3.1.1. Dual Membership

Should you have dual membership with another club and wish to enter a competition that either BOK, or the squad the swimmer is part of are NOT entering, *it is strongly recommended that you discuss the matter with your KAL Swim Performance squad lead coach first (this also applies to older non-JP2 swimmers wishing to enter Kirklees & District galas).*

3.2. Kirklees and District Galas

Attendance at these galas is aimed at JP2 swimmers, however, any older / other squad swimmers with dual membership wishing to enter these **galas under their 'other' club can do** so.

These are excellent for gaining gala experience and having the opportunity to swim in teams (though you should note that times achieved do not go on the rankings so cannot be used to enter other galas. As a club we recommend that all new swimmers enter these galas to gain essential gala experience. Minimum age for entry is 9yrs at 31st December in the year of competition.

3.3. BOK Internal Galas

Now you have joined BOK you need to get competition experience and gain British Swimming ranked times. There are opportunities to achieve ranked times through internal and identified external competition (see below). Once you are a member of BOK you can enter our own BOK internal swimming galas that are held throughout the year. A minimum age for entry will apply for certain events and also for all events at internal galas where other clubs are invited to participate.

3.4. Open Galas

There will also be other galas available throughout the year that are organised by other swimming clubs and also, perhaps, BOK. For example, graded meets in which swimmers must not have swum faster than set times are another good way of getting on the rankings. Your squad rep will be happy to help you with this process – just ask for help. The swimming year begins late August to early September each year and finishes with British Championships and home nation meets in late July to early August.

There are several higher levels of competition that the swimmers are aiming to qualify for throughout the year, depending on their age and level of swimming ability – Yorkshire County, North East of England Regional, Home Nation and British. These are described in sections 3.6 to 3.9.

3.5. Team Galas

There are opportunities for BOK to enter team galas during the season. Also, some championships also incorporate team events. Swimmers for these galas/events are selected by the KAL Swim Performance scheme (KSP) coaches.

3.5.1. Arena League (October – June)

The National Arena League is a competition with races for all age groups, with teams competing initially in three regional rounds (Oct-Dec) and then progressing, if successful to National Finals in June/July.

3.5.2. White Rose League (July – November)

The National Junior Swimming League is similar to the “Arena League” but is for 9-12 year olds. The Junior League comprises of 12 county rounds with the winners of each county round progressing to either the Northern/Southern Final.

The top 4 teams from the Northern Final and the top 4 teams from the Southern Final go through to the National Final.

3.6. Yorkshire County

3.6.1. Winter Competition (October)

This is a short course event and is swum as age on the last Sunday of the event. You MUST have achieved a qualifying time to enter this gala and this time must be on the British Swimming rankings. Events swum at this event are:-

9 and 10 year old boys and 9 year old girls	50 metres all strokes, 100m Individual Medley (IM)
11 plus boys and 10 plus girls	100m all strokes, 200m Individual Medley (IM)

The qualifying times and schedule of the competition will be shown on the Yorkshire SA website at <http://www.yorkshireswimming.org>, once they are available.

3.6.2. Championships (January/February)

Currently held over 3 weekends in January & February, this is a long course event usually held at both Sheffield and Leeds. One weekend comprises 50m sprints and teams and the other 2 weekends are longer distance events (100m upwards). Age is at 31st December in the year of competition. Age bands are: 10/11yrs; 12yrs; 13 yrs; 14 yrs; 15 yrs; 16 yrs/over.

You MUST have achieved a qualifying time to enter this gala and this time must be on the British rankings. Events held are:

10/11 year olds boys and girls	50m and 200m all strokes, 200m IM and 400m free
12 year olds girls and older	50m / 100m / 200m all strokes, 200m / 400m IM, 400m / 800m free
12 year old boys and older	50m / 100m / 200m all strokes, 200m / 400m IM, 400m / 1500m free

The qualifying times and schedule of the competition will be shown on the Yorkshire SA website at <http://www.yorkshireswimming.org>.

3.7. North East of England Region

3.7.1. 25m Championships

Held in November, this is a short course event. Age is at 31st December in the year of competition. Age bands are: 11yrs, 12yrs; 13 yrs; (Age Group) and 12 to 15 yrs; 16 yrs/over (Junior & Senior).

Entry for each individual event is by qualifying time. The swimmer's time must be on the British Swimming rankings and have been achieved in the 12 months prior to the championships. Details will be available from the Swim England North East website at <http://www.asaner.org.uk>.

3.7.2. 50m Championships

This long course event is held in late April/early May for the Youth & Senior Championships and in mid/late May for the Age Group Championships. Age is at 31st December in the year of competition. Age bands are: 11/12yrs; 13 yrs; 14 yrs (Age Group) and 15 to 18 yrs; 19 yrs/over (Youth & Senior).

Entry for each individual event is by qualifying time. The swimmer's time must be on the British Swimming rankings and the time achieved within a 12 month period. Details will be available from the Swim England North East website at <http://www.asaner.org.uk>.

3.7.3. Open Water Championships

This is an open water event held in June, sometimes in collaboration with other Swim England regions and counties. Qualification times are normally not required for entry. Details will be available from the Swim England North East website at <http://www.asaner.org.uk>.

3.8. Swim England Meets

3.8.1. Swim England National Summer Meet (50m)

This is a long course event for swimmers of English clubs to be held in late July to early August. Age is at 31st December in the year of competition. Age bands are: 12/13yrs; 14 yrs; 15 yrs; 16/17 yrs; 18 yrs/over.

Entries are drawn from the British Swimming rankings database – individual swimmers identified from English ranking list from the specified qualifying window, who have not qualified in that event for British Summer Championships. The number of individuals invited is set by Swim England. A list

of qualifiers will be published on www.swimmingresults.org in early June. Details will be available from the Swim England website at <http://www.swimming.org/sport/major-events/>.

3.8.2. Swim England National Winter Championships (25m)

This is a short course event held in late December. Age is at 31st December in the year of competition. Entry for each individual event is by qualifying time. The swimmer's time must be on the British Swimming rankings and achieved at a gala licensed at the appropriate level after the published qualifying date. Details will be available from the Swim England website at <http://www.swimming.org/sport/major-events/>.

3.8.3. Swim England National Open Water Festival

This is an open water event held in late July/early August. Qualification is normally via the North East Region Open Water Championships. Details will be available from the Swim England website at <http://www.swimming.org/sport/major-events/>.

3.9. British Championships

3.9.1. British Championships – Trials

This is a long course normally held in April. Age is at 31st December in the year of competition. This meet is aimed at senior level swimmers. Entry for each individual event is by qualifying time. This time must be on the British Swimming rankings and achieved at a gala licensed at the appropriate level after the published qualifying date. Details will be available from the British Swimming website at <https://www.britishswimming.org/events-and-tickets/>.

3.9.2. British Summer Championships

This is a long course event to be held in late July to early August. Age is at 31st December in the year of competition. Age bands are: 13/14 yrs; 15 yrs; 16 yrs; 17/18 yrs; 19 yrs/over.

Entries are drawn from the British Rankings database – the top 24 ranked individual British swimmers per event and age band identified from British ranking list from the specified qualifying window. A list of qualifiers will be published on www.swimmingresults.org in early June. Details will be available from the British Swimming website at <https://www.britishswimming.org/events-and-tickets/>.

4. HOW TO ENTER A COMPETITION WITH BOK

- The BOK Competition Calendar lists the galas available to you, dependent on the squad you are in. When the gala is available to enter, details will be emailed out by your squad rep. Check your emails regularly so opportunities to enter galas are not missed.
- Unless advised otherwise, you must complete the latest version of the BOK standard Gala Entry Form, available from the BOK website at <http://www.bokswimmingclub.co.uk/info>.
- You must complete the swimmer's details and enter times for the events to be entered. Times must be the swimmer's personal best (PB) time on the British rankings (see sections 2.2 & 2.4), unless a competition allows a swimmer to enter without a ranked time (your lead coach will advise trial times where appropriate). Times **MUST NOT** be made up or altered, e.g. in an attempt to circumvent qualifying/cut-off times or to gain a faster heat within an event.
- The swimmer should then pass the entry form to their coach, who will check the entries and approve each one by initialling next to each event. If the coach does not want the swimmer to enter a certain event, they will discuss this with them and will cross that entry out without initialling it. The coach will then pass the form back to the swimmer.
- Give the fully completed form to your squad rep, together with the correct payment, by your squad rep's closing date.
- Cheques should be made payable to 'BOK' (for amounts over £10 only), otherwise you will need to pay in cash. Separate cheques must be written for different galas; however 1 cheque to cover all siblings is acceptable for entries into the same gala.

Once entries are compiled, squad reps will circulate the entry reports for checking and, subsequently when available, the draft programme or list of accepted entries. It is imperative that you check your **swimmer's entries and details immediately at these times, as it may not be possible to rectify any mistakes** at a later date.

When you enter a competition, you might enter into several events but, due to demand at the gala and the ranking of swimmers in each event, swimmers may be rejected from all events, or might only be accepted to swim in one or two events. If the latter happens, it is recommended that swimmers still attend the competition; it will give an understanding on the next level up and should be seen as a positive experience rather than a negative one.

Any rejections during the entry process will be advised by the Competition Secretary and refunds arranged where applicable.

PLEASE NOTE:

Due to circumstances beyond the BOK Committee's control, it is not always possible to guarantee that BOK entries will be accepted for all events or competitions.

Please be aware that there are several factors that may affect galas entries, or the running of a competition, e.g.:

Gala full - some lower level open galas are filled on a first come first served basis, meaning popular galas can become full before our entries are submitted.

Entries are rejected - some open galas may be targeted by many clubs, resulting in them becoming over-subscribed. To ensure the gala runs to Swim England specified time limits the promoter may need to reject some entries. Usually a proportion of the slowest entries in each age group are rejected, however the exact method will usually be stated in the promoter's conditions.

Gala cancelled - e.g. due to lack of entries or volunteer officials.

Force majeure - some other unavoidable event or technical problem.

For these reasons, to avoid any financial loss, we recommend any hotel/accommodation bookings made for the purpose of attending galas are made with a flexibility option to amend or cancel the booking in advance of the gala. Any bookings without this option are made entirely at parents' own risk.

NOTE: National Competitions

All national level competitions are entered online by the individual swimmer/parent. Details are published on the British Swimming or Swim England websites and the entry links can normally be found on www.swimmingresults.org. Refer to sections 3.8 & 3.9.

5. WHAT TO TAKE TO A COMPETITION

5.1. Kit

Swimming costumes/trunks, goggles x2, BOK swimming cap, towel(s), poolside shoes – necessary if swimmer needs to leave poolside (flip flops or crocs, for example), BOK T shirt and shorts – put the swimmers name on/in it if possible.

5.2. Food Snacks and Drinks

Swimmers should pack their own bag ensuring they have everything needed for the next day (see list above). Food required for the day should be easily digestible and suitable for grazing throughout the day. Suggested food and drink should be:

Pasta/rice, bread, pitta bread, bagel or muffin, rice cakes, fresh fruit, breakfast cereals or cereal bars, sports drinks, weak squash, water. To enable the swimmers to perform at their best, NO FIZZY DRINKS or CHIPS/FRIED FOOD at lunch time, as this takes additional energy to breakdown and will have a negative effect on performance.

6. COMPETITION PROCEDURES

All competitions that are listed on the competition calendar will have at least one KSP coach and BOK volunteer team manager on poolside, with the exception that open water competitions and national championships will normally have no team managers in attendance.

To allow your swimmer to stand on the starting blocks in the right frame of mind to "be the best that they can be" on the day, swimmers must follow the directions below as part of the race day routine.

6.1. Individual Event Communication

All communications regarding swims, events and timings should be discussed with your lead coach at training during the week. On race day the swimmers are there to race and to promote BOK to the highest of standards. Your support with these routines as a swimmer and/or parent is required to ensure the best result for the individual, the team and the club.

6.2. Withdrawals

If you wish to withdraw a swimmer from a competition you have entered then you **MUST** follow the procedures below.

This is particularly important at Yorkshire, North Eastern and National level, as YOU (not BOK) will be fined by the competition organiser if you do not swim in an event you are entered in. You **MUST** therefore withdraw officially or pay the fine (currently up to £50 per event dependent on the gala). If you reach a final at Yorkshire, North Eastern and National level, you are given 30 minutes to withdraw from it, if you are unable to swim. You must discuss this with your coach who will then arrange to officially withdraw you, if this is agreed. Otherwise, again, you will be subject to a fine.

6.2.1. Prior to Day of Competition

An email should be sent to the BOK Competition Secretary responsible for that particular gala (refer to the Competition Calendar, original gala email or ask squad rep), copying in the lead coach. You must provide the session, event and competitor details for the withdrawal. These should be available from the draft gala programme or accepted entry list that are emailed to parents by squad reps for checking, or on the host club or competition website. If it is too late to notify the gala of withdrawals by email, the Competition Secretary may ask you contact a team manager as per 6.2.2 below. Alternative withdrawal instructions for specific galas may be issued by the Competition Secretary via squad reps.

6.2.2. On Day of Competition

If you have a last minute withdrawal, due to sudden illness for example, then you **MUST** contact the team manager before 7.30am for a morning session and 12.30pm for an afternoon session. Contact details for the team manager(s) will be emailed out via squad reps prior to the competition. You must provide the session, event and competitor details as above.

If you are at a competition and have to leave unexpectedly, you must discuss this with the coach. They will then inform the team manager so they are aware you will not be competing in any of the remaining events that day. If possible, always discuss this before the next session, so you can be officially withdrawn from events you are due to swim in.

6.2.3. Finals Withdrawals

NO swimmer should withdraw from any finals (without the coach's approval). Getting used to championship conditions is essential for the swimmer's development.

6.3. BOK Kit

All swimmers should arrive on poolside in BOK kit. This helps them to prepare mentally for the day/session ahead, reminding them that it is race day and creates a team ethic and environment.

6.4. Health Conditions

As the medical declarations cannot be stored in the team manager bags (for data protection purposes) we ask that the parent/guardian of any swimmer with a health condition make this known to the team managers on poolside.

6.5. Arrival Time

All swimmers are strongly recommended to be on poolside half an hour before the first warm up, e.g. 7.30am, if the first warm-up is at 8am. Going through a set routine on race day is proven to produce good results. This also allows the swimmer to prepare for the warm up in a positive way by increasing heart rate and mobility round the joints. On arrival swimmers must report to a team manager. Being on poolside in good time promotes a strong team ethic/environment and provides support for the swimmers, this is something that is very important and that the club and coaches are very keen to promote.

6.6. Warm-Up

Participate in the main warm up – by being at the pool 30 minutes before the start of the warm up this will support swimmers as they will become familiar with the pool they will be racing in. They can also use the starting blocks, if that is part of their warm up procedure, as designated by the coaching staff. If the swimmer is swimming later on in the session (where possible and as appropriate) the coaches will ask the swimmer to carry out a supplementary warm up prior to their event, this is by consultation with the coaching staff only.

6.7. Leaving Poolside

Any swimmer that needs to leave poolside must inform a team manager and they must return directly to the poolside, all swimmers must stay with the team and NOT relocate themselves with parents.

6.8. Pre- & Post-Race Feedback

The swimmer must report to their coach before each event, in good time to allow them to speak to the coach and be sent to marshalling. All swimmers must NOT leave the poolside without notifying a coach/team manager. It is not a team manager's or coach's responsibility to look for swimmers that have left the poolside and not reported to them in time for an event.

Immediately after swimming an event, the swimmer should speak to their coach for feedback and then it is important that they swim down. Where there is a swim down pool, swimmers must make use of this, to maximise the recovery process and get ready for the next event. Ask your coach at the gala if you are unsure what to do.

6.9. Warm-Up / Swim-Down

Please note that the warm up and swim down facilities are for warming up and swimming down only, and not for any other use. If swimmers use these facilities as a play area, the facilities can and do get shut down which then adversely affects everyone. Any BOK swimmers not using the facilities properly could be asked to leave the facility and withdrawn from the rest of the competition. Once you have completed your warm up or cool down, you should leave the pool and report back to the coach/team manager.

6.10. Tidiness

Swimmers should ensure that they pick up all their belongings at the end of a gala, and throw any rubbish away before they leave the poolside once they have finished all their events and inform a team manager that they are leaving the facility and check with a coach/team manager what time the warm up is for the following session (if required).

7. SAFEGUARDING AT COMPETITIONS

Whilst a swimmer is on poolside, it is the responsibility of the team manager(s), to ensure that the 'Borough of Kirklees Safeguarding Children Policy' is upheld. For this purpose poolside is defined as the immediate surround of the pool. It is the responsibility of parent/carers to ensure safeguarding of their children in public areas of the building. BOK takes no responsibility for direct supervision of children in the changing areas as per the Swim England guidelines that adults not supervise changing facilities. This means that parent/carers have responsibility to ensure they are happy with the safeguarding of their children when they are using the changing facilities.

All adults on poolside at a gala must have a poolside pass to indicate they are allowed on poolside. Parent/carers are therefore not allowed to walk onto poolside. In the event of an emergency, if a parent/carer needs to speak to a team manager, then they should send a message via the swimmer. A team manager will leave poolside when they are able, to speak to the parent. This is for emergencies only - parents/carers should not disturb coaches/team managers while on poolside.

Whilst parent/carers are not allowed on poolside, BOK would expect parent/carers to ensure that their child is delivered safely to the entrance to poolside and then collected from there. Parent/carers who are delayed in collecting their child should inform a team manager with clear guidance on what the club will be required to do.