

2018 CCASA Development Gala

Rules and Procedures

General conditions:

- A1. **ASA conditions:** *The competition will be swum under ASA Laws, Regulations and Technical Rules of racing.*
- A2. **Swimmer eligibility:** *The CCASA swimmer eligibility rules will apply. See the Appendix to this document.*
- A3. **Disabled swimmers:** *Attention is drawn to the CCASA Disability Annex to Competition Rules.*
- A4. **Licensing:** *This gala is licenced to level 3.*

Relevant dates for the 2018 competition and entry fees

- B1. **The gala date** will be Sunday 2nd December 2018
- B2. **The Hy-Tek entry file** must be received by the designated recorder by midnight on Friday 2nd November 2018
- B3. **Entry fees** must reach the Treasurer by midnight on Friday 9th November 2018 by cheque or BACS.
- B4. **The entry fees** are £5.50 per event.

Individual events in the Development Gala:

- C1. **Qualifying times:** There will be no qualifying times but there are upper cut off entry times.
- C2a **Entry disqualification with respect to times.** A swimmer who had achieved a ranked qualifying/consideration time for an event in the Cornwall County (CC) championship /age group competition at closing date for entry to the 2018 competition . Or a qualifying time for CC intermediate gala at closing date for the 2018 competition may not enter ANY event in 2018 development gala, even if he or she did not enter or swim in either, the CC championships /age groups competition or the CC intermediate gala. Except where rule C2 b and C2c applies
- C2b A swimmer who was too young to enter the CC championship /age group competition and CC intermediate gala but who has since reached a permitted age to enter the CC development gala, may enter the CC development gala regardless of whether his or her time would have allowed entry to the CC championship /age group or CC intermediate gala.
- C2c A swimmer who did not enter because they did not achieve entry time to CC Championship/ age group and CC intermediate galas 2018 by the entry closing date for

these competitions but they have SINCE achieved the development cut off times may enter the Development Gala 2018.

- C3. **Age** . The age will be the age on day for 9 year olds . Age as at 31.12.2018 for 10/11/12 and 13 and over .
- C3a. **Age groups:** The age groups will be 9 years, 10 years, 11 years, 12 years and 13 years & over for both boys and girls .
- C4. **Entry times and heats:** Events will be swum in heats based on the entry times submitted and certified by the swimmer's club. Swimmers with no entry times will be placed in the early heats. The order of events will be as listed in the Programme of Events. All ages will swim together according to seeding by entry times. The slower heats in each event will be swum before the faster heats in that event.
- C5. **Results:** Results will be decided on a heat declared basis without finals.
- C6. **Individual awards:** Medals will be awarded to the 1st, 2nd & 3rd swimmers in each event in each of the age groups defined in Paragraph C3a above.

Organisational rules for the Development Gala:

- D1. **Programme:** The draft programme showing the gala date and session times will be distributed to clubs in advance of the closing date for entries. The final programme of session times will be distributed to clubs after all entries have been received. Start times for the second or subsequent sessions of the day will be flexible depending on the actual time taken for earlier sessions. A spectator programme will also be produced for sale.
- D2. **Entries and deletions:** The designated recorder will provide the necessary computer (Hy-Tek) file for entries to the clubs and the competition organiser will provide a corresponding form for entries that can be issued to swimmers. Clubs with swimmers entering the competition must fill in the computer file and return it to the designated recorder by the stated deadline for entries (normally the Friday preceding three weeks before the date of the competition or as otherwise notified, see Section B above). It must be accompanied by a printout of the entries in pdf format (that can be produced from the Hy-Tek program). The recorder will then send to each club a list of the swimmers entered for checking by the club and/or its relevant swimmers. The club must immediately notify the recorder of any such errors or omissions.

Deletions should be notified to the designated recorder as soon as possible and late deletions must be notified to the recorders by the start of warm-up. Clubs should retain the completed entry application forms for six months after the competition is over in case of queries. Signatures to the swimmers' entry application form are essential. Submitted times must be 25 metre times (converted if necessary).

The designated recorders have a right to refuse entries and changes that are received outside the deadlines.

- D3a. All data relating to the entry and results processing will be held on computer using system software. Swimmer entries will be managed on a computer. By submitting entries, consent is thereby given, as required by the Data Protection Act 1998, to the holding of personal information on computer. Rights of access to personal information Data protection Act 1998 rule 7 applies.

- D3b If for any reason a swimmers name shall be with-held from publication this MUST be notified to your club for onward notification to the CCASA competition organiser and designated recorder . The CCASA will require certain particulars such as age to check that the swimmer is entered and the swimmers club may be required to provide evidence that it is correctly entered.
- D4. **Photography:** your attention is drawn to ASA wavepower document 2.4. please be aware that venue policy and procedure may apply.
- D5. **Entry fees:** The entry fee for individual events will be as stated above. Each club must pay the fees for the swimmers it has entered in a single payment to the County Treasurer within the 7 (seven) days following the closing date for entries by cheque or BACS. Cheques must be made out to “CCASA”. If the club fails to meet this deadline, it will incur a fine of 10% of the total of the entry fees for that club’s swimmers.
- D6. **Failure to swim:** If a swimmer fails to compete in an event he or she has entered without notification to the recorders by the start of warm up, his or her club will incur a fine of £5 per entry. This may be waived in exceptional circumstances.
- D7. **Warm-up:** The warm-up schedule appropriate for the numbers of swimmers with times and lane allocations for each session will be provided to club coaches and / or team managers prior to the warm-up. CCASA will arrange a senior warm-up marshal via the host club for the session, but each club will be expected to assist in the warm-up for its own swimmers. There will be two or more warm-up periods before each session.
- D8. **Presentation of medals:** Medals will normally be collected from the medals table during the gala after the results for each event have been announced. Presentation may be delayed in the event of queries or technical issues.
- D9. **Communications:** Communications with swimmers will normally take place through their clubs, even if the CCASA has contact details for swimmers.
- D10. **Force majeure:** In situations of force majeure or other unforeseen circumstances leading to the cancellation of galas or parts of galas or other incomplete performance, CCASA’s liability will be restricted to a maximum of a refund of the entry fees to those affected for the affected events. CCASA will communicate the circumstances to clubs as soon as possible and seek to make alternative arrangements when this is reasonably feasible.
- D11. **Other issues:** In the event of any ambiguity in these rules, or if any issues arise that have not been dealt with in these rules, the Promoter will make a decision. If the issue is raised or known sufficiently in advance of the gala, the appropriate CCASA committee or competition organiser will make the decision in consultation with the chief referee and other CCASA personnel if appropriate. If it becomes apparent on the day, the Promoter’s representative will make the decision in consultation with the chief referee and other CCASA personnel if appropriate. This decision will not be subject to appeal except on the grounds that it is contrary to ASA laws or regulations.

Eligibility rules

These eligibility rules may only be changed by a general meeting of the Association.

1. **ASA Laws & Regulations:** Competitions shall be open to competitors eligible according to ASA Laws and Regulations who meet the other conditions for eligibility set out below.
2. **Residence:** To be eligible swimmers must ordinarily reside in Cornwall or neighbouring Devon. (For the sake of clarification swimmers who spend term time outside the county for educational purposes but otherwise meet this residential condition are eligible. Likewise swimmers at educational institutions in Cornwall during term time are eligible.)
3. **Club membership:** To be eligible a swimmer must also be a member of a CCASA affiliated club and registered with the ASA as a member of a CCASA affiliated club for not less than 60 days immediately prior to the competition or the first day of a series of competitions. The swimmer must compete for one club only for the duration of the competition or series of competitions, which must be the club in whose name he or she entered the competition or series of competitions. [Note: This means that a swimmer can change from one CCASA affiliated club to another during the 60 day period but not after the entry date.]
4. **Club membership:** To be eligible a swimmer must be a genuine active member of a CCASA affiliated club who commonly trains with that club under whose name he or she is entered into the competition and it is expected that their first county loyalty will be to Cornwall swimming. To achieve this it is stipulated that a competitor entering any CCASA Competition must perform the majority of his or her training with a club or clubs affiliated to the CCASA during the qualifying periods of residence in the County or neighbouring county as required by the residence rule (Rule 2) above.
5. **County loyalty:** No competitor competing for any other county in the same discipline in the same year may compete in competitions promoted by CCASA. (Except in an Inter County Competition).
6. **Members of H.M. Forces:** Members of H.M. Forces based in Cornwall who are registered in accordance with ASA Laws and Regulations may enter CCASA competitions without being a member of a CCASA affiliated club. Neither members of H.M. Forces based in Cornwall, nor their spouses or children, will be subject to the 60 day rule. However their spouses or children must be members of a CCASA affiliated club and adhere to the other eligibility rules.
7. **Protests & complaints:** Any protest or complaint regarding implementation of the rules may require clubs to provide supporting documentation or other evidence. Such protests or complaints will be dealt with in accordance with ASA laws and regulations.
8. **Extenuating circumstances:** Regardless of the above eligibility rules, in the interests of the sport in cases of extenuating circumstances, the CCASA officers shall decide whether a swimmer will be allowed to compete. Their decision will be final. Their decisions will relate to individual swimmers and will not set binding precedents, but may be taken into consideration in future decisions.