

## **9. Meet procedures**

### **Heats**

- 9.1 A withdrawal system will be in operation. Competitors or their representatives must inform the organisers at least one hour before the start of the session if they do not intend to swim. Notification may be by email, telephone or text – details will be advised to all competing clubs - or by completing the form shown in section 17 below. There will be no refund of entry fees for such withdrawals unless the withdrawal is for medical reasons in which case an appropriate certificate must be provided.
- 9.2 Any swimmer who has previously withdrawn can be reinstated before the appropriate closing deadline without penalty.
- 9.3 Fines:
- 9.3.1 A fine of £20 may be levied in respect of each competitor/team who fails to

ASANWR event until the fine has been paid.

- 9.14 Where a reserve is brought in as a result of a declared withdrawal then the final shall be re-seeded. Where a reserve is brought in at short notice the reserve shall occupy the vacant lane and there shall be no changes made to the allocation of other lanes.

### **Teams**

- 9.15 Each competing club shall declare their intention to swim by submitting to the recorders a list of the names of its swimmers in swim order (see section 16 below) **no later than one hour prior to the warm up for the session in which the event shall be swum**. If a team sheet is not received by this time then the team concerned will be withdrawn from the event.
- 9.16 If the individuals or swim order is changed after the declaration form has been submitted, another declaration form must be submitted before the event is swum.
- 9.17 In the event of a race being recalled following a faulty start, the order of swimming may be changed so that another member of the same team swims the first leg. Substitutions may only be made in the case of an emergency.
- 9.18 A team shall be disqualified if they do not swim in the declared order.

### **Other**

- 9.19 Any swimmer who withdraws from a heat or from a final of any event on medical grounds will not be allowed to compete again on the same day. However, they may compete on subsequent days, if any, of the championships. If they do not comply with this requirement they may be fined £20 for each event in which they compete.
- 9.20 A swimmer/team failing to comply with any of the foregoing conditions shall not be allowed to compete in the Championships.
- 9.21 Wherever possible there will be at least a 1 hour break after the end of the morning session and before the commencement of the warm up for the finals.

withdraw and then does not swim (except in the case of genuine illness or of a proven emergency).

- 9.3.2 Each 'no show' will be subject to a separate fine of £20.
- 9.3.3 Fines will be levied on the club which enters a competitor unless the Championship Manager has been advised of any change to the membership status of the competitor.
- 9.3.4 The individual(s) concerned shall not be eligible to swim in any future ASANWR event until the fine has been paid.

- 9.4 Heat Start Lists will be made available to clubs as soon as possible after the commencement of the warm-up of each session.
- 9.5 Events that culminate in a final shall be spearheaded with the last three heats being cyclically seeded. All heats for HDW events shall be spearheaded.
- 9.6 Competitors are responsible for reporting to the Competitor's Stewards one event prior to the one in which they are competing. This applies to both heats and finals.

## **Finals**

- 9.7 For the finals, the maximum number of places practicable (up to 8) shall be allocated. Two reserves will be declared for finals where possible.
- 9.8 Lanes for finals shall be allocated on the spearhead principle.
- 9.9 The names of finalists and two reserves shall be announced as soon as practicable after completion of the heats.
- 9.10 **Finalists who do not intend to swim must withdraw** by completing the relevant form (see section 15 below) no later than 30 minutes after the end of the Heats session.
- 9.11 **ALL FINALISTS MUST REPORT TO THE COMPETITORS STEWARDS FOR THE FINAL UNLESS THEY HAVE WITHDRAWN.**
- 9.12 Reserves are not obliged to report to the competitors stewards but they may do so if they wish. If they choose not to report there will be no penalty.
- 9.13 Fines:
  - 9.13.1 Any withdrawals that are later than 30 minutes after the end of the Heats session may incur a £20 fine (except in the case of genuine illness or of an emergency).
  - 9.13.2 **ANY FINALIST** who fails to withdraw and then does not report to the Competitors Stewards at the marshalling area (except in the case of genuine illness or of a proven emergency) may incur a £20 fine.
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