



# Essex Swimming League

Affiliated to Swim England London Region



## Rules and Constitution of the Essex Swimming League

1. The League shall be called The Essex Swimming League. Its object shall be to conduct an annual competition between the months of September and June, on dates nominated by the management committee each year. The league year shall commence in September.
2. The League shall be controlled by a management committee, comprising the Chairperson, Vice Chair (if elected), Hon. Secretary, Hon. Treasurer and up to six elected members. The Chair-person shall serve a maximum of three years without having to seek re-election. All nominees for election as officers or members of the management committee shall be delegates of affiliated clubs and shall be proposed and seconded by other delegates. Nomination papers shall be received by the Hon. Secretary not later than 14 days prior to the A.G.M or they will be considered invalid. The officers and management committee shall be elected at the A.G.M.
3. The A.G.M. shall be held prior to the start of the annual competition. Each affiliated club shall be entitled to two delegates. The Hon. Secretary of the competition shall give at least 30 days notice prior to the A.G.M, to the affiliated club, but non arrival of any notice shall not invalidate the meeting. Any club wishing to add to the A.G.M agenda must do so no later than 4 weeks before the date of the A.G.M. The quorum for a general meeting shall be 50% of the affiliated clubs from the previous season plus one additional member and for a meeting of the management committee four.
4. Alterations to the rules of the competition shall be made ONLY at the A.G.M. or at a Special General Meeting called for that purpose. The notice convening the meeting shall include details of the proposed changes and shall be sent to each affiliated Club at least 30 days prior to the meeting. A proposal shall be regarded as carried if at least twice as many votes in favour as votes against it, two thirds majority. Notice of any proposal to amend the rules of the competition shall be received by the Hon. Secretary not later than 60 days prior to the A.G.M.
5. A special meeting shall be called by the Hon. Secretary on instruction of the management committee or within 60 days of receipt by him of a requisition signed by at least ten delegates from a minimum of five affiliated clubs and stating the business to be discussed. The business to be discussed shall be stated on the notice convening the meeting and no other business shall be discussed.
6. At each gala:-
  - a) Host clubs will be the promoters of the gala.
  - b) Referee and at least 2 Judges shall be registered officials.
  - c) The league will be responsible for:-
    - A. Appointing Referee/s
    - B. Appointing a Starter
    - C. Providing a pack containing: - a copy of the current rules, gala programmes, recording slips, judging and timekeeping slips
  - d) Host club will be responsible for appointing :-
    - A. A minimum of 1 judge
    - B. A minimum of 2 Chief Timekeepers
    - C. Competitor's Steward
    - D. Recorders
    - E. Announcer
    - F. Timekeeper for own lane
    - G. 2 Stewards as identified in the pool profile
  - e) Visiting clubs must provide :-
    - A. Timekeeper for own lane
    - B. 1 Judge, qualified if possible.
  - f) All swimmers must be a member of the club they are representing and Minimum Category 1 Swim England registered to compete.
  - g) All officials must be a member of Swim England or the I.O.S.
  - h) The age groups shall be 11 and under, 13 and under, 15 and under and Open. Age calculated at midnight on the day of the gala. Competitors may compete in their own age group and above.
  - i) All swimmers must be 9 years old by midnight on the day of the last league galas in accordance with the relevant Swim England law on minimum ages.

7. Limits on events for competitors:  
Swimmers shall be allowed to compete in 2 individual events and any number of relay events, this shall be in their own age group and above.
8. Representation:
  - a) No swimmer may represent more than one club or team during the annual competition.
  - b) It is permitted for clubs to enter A and B teams in the competition.
  - c) No club is permitted to swim A and B teams in the same division of the competition.
9. The management committee shall have power to deal with any matter connected with the competition for which provision is not made in the rules.
10. At the A.G.M. an appeals committee may be elected. The appeals committee shall consist of three members who shall be members of a county executive and shall not be members of the current management committee. In addition two members may be appointed at the A.G.M. to deputise when called on by the management committee.
11. Clubs desiring to enter the league may do so only if:-
  - a) The Hon. Secretary of the competition has received a formal application accompanied by the entry fee and an undertaking to conform to the Rules of the League, if elected.
  - b) The application is approved by the management committee.
  - c) Any new club accepted into the league will be placed into the lowest division.
12. An entry fee will be set each year by the management committee. This fee plus any outstanding fines shall be paid to the league treasurer by the 31st of July prior to the year of the competition. Failure to comply may result in the club being excluded from the competition.
13. Clubs wishing to withdraw from the following season's competition must notify the Hon. Secretary not later than the day of the A.G.M. Withdrawals after this date will result in the club being invoiced the affiliation fee and fined for the galas in which they will not be competing in during the season. Failure to pay these invoices may result in the matter being referred to Swim England.
14. The competition will be held over four rounds. Competing teams will be grouped into a division, the aim being that each division shall consist of a maximum of eight clubs. The competition will comprise three rounds followed by division final(s).
15. The programme of events shall be numbered odds for girls, evens for boys and will be as follows:

Event No.	Age Group	Event / Stroke	ALL Divisions Lengths
			25m
1-2	11 & U	Freestyle Relay (4 x 2)	8
3-4	Open	Butterfly	2
5-6	13 & U	Backstroke	4
7-8	15 & U	Breaststroke	4
9-10	11 & U	Freestyle	2
11-12	Open	Medley Relay (4 x 2)	8
13-14	13 & U	Freestyle Relay (4 x 2)	8
15-16	15 & U	Freestyle	4
17-18	11 & U	Butterfly	2
19-20	Open	Backstroke	4
21-22	13 & U	Breaststroke	4
23-24	15 & U	Medley Relay (4 x 2)	8
25-26	11 & U	Medley Relay (4 x 2)	8
27-28	Open	Breaststroke	4
29-30	13 & U	Freestyle	4
31-32	15 & U	Butterfly	2
33-34	11 & U	Backstroke	2
35-36	13 & U	Medley Relay (4 x 2)	8
37-38	15 & U	Freestyle Relay (4 x 2)	8
39-40	Open	Freestyle	4
41-42	11 & U	Breaststroke	2
43-44	13 & U	Butterfly	2
45-46	15 & U	Backstroke	4
47-48	Open	Freestyle Relay (4 x 2)	8
49		8 x 2 Squadron Freestyle Relay, one swimmer from each Age Group, alternating Girls then Boys, 8 swimmers, to be swum in ascending age order.	16

16. There will be a draw for lanes prior to the commencement of each gala, except for the FINAL round when the lanes will be seeded in accordance with the points clubs have received in the previous rounds.
17. The results of the gala must be emailed to the league by the host club, (email address [results@essexswimleague.org.uk](mailto:results@essexswimleague.org.uk)) within 24 hours.

18. Gala Organisation:

18.1 Divisions:

Where more than eight teams are competing for the first round of the season teams will be allocated into separate divisions based on their final placings at the end of the prior season competition. The top team of each division at the end of the season will be promoted and the bottom team will be relegated. Where the format of the league has to change this could be affected, but any changes will be discussed and decided at the A.G.M.

18.2 Points Calculations:

**Swimming points** will be awarded for each individual event during a gala, these will be used to determine the relative position of teams for a gala.

**League points** will be awarded to teams in descending amounts based on the result of each gala.

18.3 Swimming Points:

Swimming points shall be assigned based on the number of teams allocated to that division at the commencement of the season.

- a) In the event of a division being formed of **EIGHT** clubs the following points calculations shall apply: A first place in any event shall score EIGHT swimming points, second place SEVEN points and so on regardless of how many teams are competing in a specific gala.
- b) In the event of a division being formed of **SEVEN** clubs the following points calculations shall apply: A first place in any event shall score seven swimming points, second place six points and so on regardless of how many teams are competing in a specific gala.
- c) In the event of a division being formed of **SIX** clubs the following points calculations shall apply: A first place in any event shall score six swimming points, second place five points and so on regardless of how many teams are competing in a specific gala.
- d) In the event of a division being formed of **FIVE** clubs the following points calculations shall apply: A first place in any event shall score five swimming points, second place four points and so on regardless of how many teams are competing in a specific gala.
- e) Where swimmers are placed equal in any event the total swim points for the swimmers will be summed and shared equally.
- f) Non starters and disqualified swimmers shall score no points.
- g) **Where more than ONE division exists:** In the event that not all clubs forming the division compete in a gala the total swim points will be adjusted by multiplying by the adjustment factor provided in the following table.

Division Size	Teams Competing					
	7	6	5	4	3	2
8 teams	0.97	0.92	0.83	0.72	0.58	0.42
7 teams	N/A	0.96	0.89	0.79	0.64	0.46
6 teams	N/A	N/A	0.95	0.86	0.71	0.52
5 teams	N/A	N/A	N/A	0.93	0.80	0.60

18.4 League Points:

- a) League points will be awarded at the end of each round based on the total swim points achieved by teams within their division. The lowest placed team in the lowest division will be awarded one league point. For every place achieved above the bottom team each team will be awarded one additional league point. For example, in a twelve team competition the team finishing first in the first division will be awarded 12 points and the team finishing last in the bottom division will be awarded 1 point. Teams failing to compete in any round will be counted as finishing last but will score zero points for that round.
- b) In the division finals the league points awarded are doubled.
- c) In the event of a draw on swim points for any individual gala the teams involved will share the league points equally.

18.5 In Season Promotion / Relegation

**Where more than ONE division exists:**

- a) After BOTH the first and second galas in a season, the two highest placed teams in each division (excluding division one) will be promoted to swim in the next highest division for the next round.
- b) The lowest scoring two teams of each division (excluding the lowest division) will be relegated to swim in the next lowest division for the next round.

#### 18.6 Division Finals

- a) **Where more than ONE division exists:** The fourth round will be considered the division finals. Teams will be placed in the gala based on the total number of league points awarded during the first three rounds. In the event of a draw on league points then places for the final will be awarded based on total swim points earned during the first three rounds.
  - b) The final result of each division is determined from the total number of league points gained across all rounds. Any tie in the final positions shall be resolved by reference to the total number of swimming points scored over the season.
19. Fines: Teams not attending a gala will be automatically fined £50.00. Each competing team must supply a competent judge and timekeeper. Any club failing to supply these officials at a gala shall pay the league a fine of £50.00 for each official not reporting to the gala referee. All fines must be paid within four weeks of the date on the fine notification letter. Non payment of fines will be dealt with by the league management committee. Following payment of the fine the club involved may appeal.
20. Licensed Galas:  
Where a gala has been licensed by SwimEngland the following revised requirements will apply:
- a) All club-supplied officials must be a current SE licensed official at a minimum of J1 Trainee and at least one should be qualified at Judge Level 1 or above. Clubs may coordinate and/or exchange officials with other clubs in order to ensure that this requirement is met.
  - b) A Team List should be supplied by each club to the Host Club, by midnight on the day preceding the gala in the designated ESL format. This form should indicate the swimmer(s) planned to compete in each event and also indicate the officials who will attend on behalf of the club with their SE membership number and qualification level.
  - c) Any changes to the planned swimmers must be supplied in writing to the Records Desk, on the prescribed ESL Change Form, arriving by the start of the event two events prior to the event where that swimmer was due to compete (e.g. changes for event 49 must be received before the start of event 47). Forms received after that time will result in the team scoring zero points for that event.
  - d) As Promoter, the Host club will be responsible for returning the requisite SwimEngland reports to the East Region Licensing officer. The league-appointed Lead Referee will be responsible for returning the Referee's report. Copies of the Promoter and Referee report should also be supplied to the league licensing officer ([licensing@essexswimleague.org.uk](mailto:licensing@essexswimleague.org.uk)) and/or Essex Swimming League Secretary ([secretary@essexswimleague.org.uk](mailto:secretary@essexswimleague.org.uk)).
  - e) The Host Club is responsible for maintaining an accurate list of competing swimmers and times via AOE and submitting the updated swimmers' results (incorporating any on-the-night amendments) via email to the ESL Licensing Officer ([licensing@essexswimleague.org.uk](mailto:licensing@essexswimleague.org.uk)). This updated list is to be provided within 24 hours to enable the ESL Licensing Officer to compile and send achieved times to the Rankings database within the required period.
  - f) Where a series of galas has been licensed by SwimEngland, the age of a swimmer shall be calculated at midnight on the day of the last gala.
21. Travel Expenses:
- a) Mileage Expenses are claimable by Swim England licensed officials where the individual has been requested to attend a gala as one of the league-appointed officials (i.e. Referee or Starter) and are attending the event solely for this purpose (e.g. does not have a child competing at that gala).
  - b) Fuel costs are reclaimable at a rate up to 25p per mile, or at the latest mileage rate determined by the Essex League management committee or AGM. The individual's home address will be considered the start and return point for the purposes of calculating maximum claimable mileage.
  - c) Parking charges for the period of the gala will be refunded on production of a receipt and providing that there was no practical cheaper alternative available.
  - d) All expense claims shall be made in writing to the Essex League Treasurer.