



County Association
of the
East & London Regions

2018 HANDBOOK

President:
Mr Steve Turner

INDEX

Officers for 2018	2-4
Past Presidents, Honorary Treasurers, Honorary Secretaries, Life Members & Executive Committee for 2018 & Standing Committees	5-7
ECASA Rules/Constitution	8-19
General Conditions of Swimming Competitions & Championships	18-24
SWIMMING SECTION	
Essex County Records – conditions	25-26
Swimming Results for 2017	27-28
Swimming Long & Short Course Records	30-37
Swimming Officials	38
DIVING SECTION	
Competitions	39-42
SYNCHRONIZED SWIMMING SECTION	
Novice Competition	43-46
WATER POLO SECTION	
Championship Conditions	47-51
Club Secretaries	52-56
Change of Secretary Form	57

OFFICERS 2018

President

Mr Steve Turner

president@essexswimming.org

President Elect

Mrs Cheryl Ellis

presidentelect@essexswimming.org

Secretary

Mr H Watkinson

secretary@essexswimming.org

Chairman

Mr F Gale

chairman@essexswimming.org

Treasurer

Mr Keith Bridge

treasurer@essexswimming.org

Representative to Regional Management Boards

East Region

Mr P Hayes

paul.hayes1962@virginmedia.com

Helen Stephens **hs_newport@hotmail.com**

London Region

No Appointment Required

Section Managers

Swimming

Mr P Robins

p.robbins7@ntlworld.com

Synchronized Swimming

Amy Davis

Amy.Davis@simmons-simmons.org.uk

Masters Swimming

Doug Drake

Doug.drake1956@btinternet.com

Diving

Vacant

Water Polo

Mr Dean Walker

dean@chelmsfordswimmingclub.org.uk

Swimming Officials

Mrs K. McGuire

swimmingofficials@essexswimming.org

Open Water
Mr P Hayes
paul.hayes1962@virginmedia.com
County Disability Officer
Vacant

Other Members of the Management Committee

Trophies Officer
Vacant

Records Officer
Mr K Bridge
kb@west-webbe.co.uk
Swimming Events Manager
Mrs L Motin,
eventmanager@essexswimming.org

Management Committee (Elected Members)

Mrs L Richards
LisaR@hillsprospect.com
Mr M Callcut
mike.callcut@hotmail.co.uk

Active Past Presidents

Mr F Gale
chairman@essexswimming.org

Mr Tom Baster
tom.baster@yahoo.co.uk

Kay McGuire
kay_mcguire@hotmail.com

Sandra Spooner
spoonersandra@hotmail.com

Mr H Watkinson,
secretary@essexswimming.org

Other Appointments

County Welfare Officer
Mrs C Ellis
Cheryl.ellis63@live.co.uk

County Volunteer Officer
Mr Tom Baster
tom.baster@yahoo.co.uk

County Dinner Secretary
Mrs C Ellis
Cheryl.ellis63@live.co.uk

Minute Secretary
Sandra Spooner
spoonersandra@hotmail.com

Web Manager

Vacant

webmanager@essexswimming.org

Custodians

President, President Elect, Chairman, Secretary, and Treasurer of The Association

Examiner of Annual Accounts

Smiths Accountancy Services Limited

Chartered Certified Accountants

20 May Avenue, Canvey

SS8 7EE

SUB COMMITTEES

President, President Elect, Chairman, Secretary and Treasurer are members of all Sub Committees

Emergency

Mr N McGuire, Mr F Gale, Mr H Watkinson

Swimming

Manager of Swimming - Mr P Robins

Manager of Swimming Events – Mrs L Motin

Mr. T Baster, Mr F Gale, Mr N McGuire,

Synchronized Swimming

Manager of Synchronized Swimming – Amy Davis

Diving

Manager of Diving – Mr B Clarke

Masters Swimming

Manager of Masters Swimming - Mr D Drake

Water Polo

Manager of Water Polo – Mr D Walker

Finance

Mr N McGuire, Mr F Gale Mr K Bridge

Mr H Watkinson, Managers of Swimming, Masters Swimming, Water Polo,

Diving and Disabilities

Swimming Officials

Manager of Officials – Mrs K McGuire

Mr F Gale, Mr H Watkinson

**PAST OFFICERS OF THE ASSOCIATION
PRESIDENTS**

1908/10	A.George	1959	F.F.Smith	1990	A.Warn
1911	D.R.Amor	1960	G.J.Larcombe	1991	D.Ballard
1912	D.H.Logan	1961	P.G.Child	1992	F.Willmott
1913	T.J.Sanderson	1962	G.Clarke	1993	J.Eddy
1914/23	R.A.Jones	1963	Miss M.Count	1994	P.A.Carpenter
1924	E.T.Fryer	1964	W.Yates	1995	N.Edgell
1925	E.J.Jenkinson	1965	J.O.Yates	1996	P.Wagstaff
1926	J.W.Watts	1966	G.E.Brown	1997	R.Edney
1927/28	J.D.Sutton MBE	1967	A.J.Gurr	1998	Mrs C.H.King
1929	F.Newell	1968	C.H.Radley	1999	Mrs. S.Warn
1930	T.J.Sanderson	1969	J.J.Lewis	2000	G.Hardcastle
1931	E.T.Fryer	1970	Mrs S.G.Gurr	2001	N.A. McGuire
1932	S.Evans	1971	A.S.Allan	2002	R.Howkins
1933	Miss J.D.Sutton	1972	G.R.Eddowes MBE	2003	K.O'Brien
1934	H.P. Bolden	1973	C.J.Butler	2004	B.Cridland
1935/36	H.Rees	1974	A.Turner	2005	P.Eddy
1937/38	H.G.Vandome	1975	Mrs S.M.Lewis	2006	S.Georgandis
1939/45	L.Miller	1976	S.P.Pitt	2007	Mrs K McGuire
1946	M.E.Jones	1977	H.A.Fox	2008	Mr F Gale
1947	R.Miller	1978	R.A.Tower	2009	Mrs A Morgan
1948	J.R.Ayres	1979	H.F.Joiner	2010	P Hayes
1949	R.Morris	1980	Mrs R.Joiner	2011	B Cridland
1950	C.H.Radley	1981	G.V.Pratten	2012	H Davis
1951	G.R.Eddowes MBE	1982	A.F.Jordan	2013	T Baster
1952	F.W.Oddy	1983	D.A.Payne	2014	S Spooner
1953	E.W.Pascoe	1984	D.P. Lowe	2015	H Watkinson
1954	C.J.Scott	1985	Mrs D.M.Lowe	2016	K Bridge
1955	R.H.Clewes	1986	R.Lilley MBE	2017	L Motin
1956	H G Vandome	1987	Capt J.Cousins	2018	S Turner
1957	S.R.Prior DFC	1988	Mrs L.Springett		
1958	W.C.Rowse	1989	C.G.Bourne		

Honorary Treasurer

1908/12	R.Amor	1972/74	R.A.Pettegree	1990/98	C.Gill
1913/31	D.H.Logan	1975/80	S.P.Pitt	1999/2012	S.Georgandis
1932/58	H.G.Vandome	1981/85	K.W.Chesworth	2012	K Bridge
1959/71	Miss M.Court	1986/89	D.Fitzgerald		

Honorary Secretary

1908/09	H E Sands	1922/26	C H Crosby	1964/88	J J Lewis
1910/13	F M Withers	1927/28	Mrs J M Lilley	1984/2000	Mrs D M Lowe
1914	C M Crichton	1929/31	H G Lindsell	2001/2007	R A Whitehead
1920/21	F Newell	1932/64	L Miller	2007	Mrs H Davis
				2016	H Watkinson

Honorary Life Members

1990	J J Lewis	1993	Mrs R Joiner	1998	H. Fox
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THE ESSEX AWARD
For Service to Swimming in the County
(Presented by Dennis Payne – President Essex ASA 1983)

Winners

1983	A.Turner	1998	R.Edney and Mrs J.Edney
1984	Mrs S.M.Lewis	1999	Mrs M.Willmot
1985	H.Joiner and Mrs R.Joiner	2000	Mrs D.M.Lowe
1986	A.Warn	2001	B.Kapp
1987	A.Jordan	2002	Mrs J.King
1988	Mrs D.M.Lowe	2003	N.H.Edgell
1989	P.Wagstaff	2004	P.Hayes
1990	H.Fox and Mrs D.Fox	2005	R.Howkins
1991	Miss E.A.Baines	2006	A.L.Harper
1992	Mrs C.King	2007	F Gale
1993	The Coaches of E.C.A.S.A.	2008	Mrs E Marrable
1994	Mrs L.Springett	2009	P Nice
1995	F.Davis and Mrs H.Davis	2010	A Pepper
1996	I. and Mrs M.Macleod	2011	C Blades
1997	N.McGuire and Mrs K.McGuire	2012	M Neary

Essex County ASA

Affiliated to ASA East Region and ASA London Region

December 2008

RULES

Preamble

1.1 In these Rules:

“A.S.A.” shall mean the Amateur Swimming Association;

“Region” shall mean the ASA East and ASA London Regions; and hereafter reference to Region refers to both Regions unless the context indicates to the contrary;

“County” shall mean the Essex County ASA comprising the ceremonial County of Essex together with the London Boroughs of Barking and Dagenham, Havering, New-ham, Redbridge and Waltham Forest;

“Club” shall include all affiliated bodies, organisations and associations unless the con-text indicates to the contrary;

words importing the masculine gender shall include the feminine;

words of the plural number shall include the singular and words of the singular number shall include the plural;

the term swimmer shall include synchronised swimmer, diver and water polo player unless the context indicates to the contrary.

Name

2 For all legal or official purposes relating to the performance of its duties as an integral component of the Region the Body shall be called Essex County A.S.A.

Composition

3 The Essex County ASA shall consist of the clubs, associations, organisations and bodies affiliated to the Region whose principal location where the club’s swimming activity takes place is located as defined in 1.1.3.

Objects

4.1 The objects of the Essex County ASA shall be to:

4.1.1 Promote development of swimming and swimming related activities and in particular to promote swimming, diving, synchronised swimming and water polo championships and competitions

4.1.2 carry out the aims and objects of the Region;

4.1.3 obey and enforce the laws, rules, resolutions and rulings of the A.S.A. and the Region;

In the event that there shall be any conflict between any rule of Essex County ASA and/or any of the

Governing Body Rules then the governing body rules shall prevail.

5. Responsibilities of the County

Association 5.1 Essex County ASA shall

be responsible for managing the sport of swimming within its boundaries for those clubs affiliated to it ;

- 5.1.2** follow the resolutions and rulings of the A.S.A. Board and/or ASA Council and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within its jurisdiction;
- 5.1.3** be accountable to the Region for the proper discharge of its function;

5.2 In relation to its Administration and Finances the Essex County ASA shall:

- 5.2.1** determine the uses to which its funds are allocated; set up and implement a Strategic Plan including a budget indicating the source of the required funding and how it will be spent; have the authority to set a County element of the affiliation and membership fees due from each of the clubs affiliated to it;

6 Finance, property, accounting and dissolution

- 6.1** Any changes in the Essex County ASA banking arrangements shall be decided by the Management Committee
- 6.2** The Essex County ASA's financial year shall end on 31st March, to which date all reports and accounts shall be completed
- 6.3** Every member of the Essex County ASA Management Committee, employee, servant or agent of the Essex County ASA shall be indemnified by Essex County ASA and it shall be the duty of Essex County ASA to pay all costs, losses and expenses which any such person may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties
- 6.4** Any member of the executive or its standing committees will be entitled to claim expenses in accordance with the guidelines agreed by the Management Committee. All expenditure is to be supported by legitimate documentation.
- 6.5** Essex County ASA may purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so
 - 6.5.1** any property of Essex County ASA, other than cash at the bank, shall be vested in not more than five Custodians, who shall be the Officers of the Association. They shall deal with the property as directed by resolution of the Essex County ASA Management Committee and entry in the minutes shall be conclusive evidence of such a resolution;

the Custodian(s) shall be entitled to an indemnity out of the property of Essex County ASA for all expenses and other liabilities properly incurred by them in the discharge of their duties

Essex County ASA may be wound up or dissolved upon the passing of a resolution by a 75 % majority of those attending a quorate Essex County ASA AGM/Special General Meeting, which has been duly called for the purpose. If upon the winding up or dissolution of Essex County ASA there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, such sums shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Association for the furtherance of those objects) as nominated by the last Essex County ASA Management Committee.

7 Affiliation

7.1 Allocation

A club wishing to affiliate to the Region for allocation to Essex County ASA shall submit a copy of its rules to the Region with an application form and affiliation fees as set by the Region. Upon affiliation the Region shall provide to Essex County ASA details of the club's membership and details of the club's Secretary as the contact point for the club.

7.2 County fees

Each club allocated by the Region to Essex County ASA shall pay to the A.S.A./ Region/County as required, a County fee as the case may be which shall be set by the County before 30th November in the preceding year.

7.3 Concessions

The Essex County ASA Management Committee shall have the authority to remit the whole or part of the County affiliation fee payable by member clubs.

7.4 Resignation

A club wishing to resign from the Region shall give notice in writing to that effect before 1st January or it shall be held liable for its Regional/County affiliation fee for the subsequent year. Resignation from the Region shall automatically terminate affiliation to Essex County ASA

7.5 Suspension and its effect

- 7.5.1** Any club made the subject of a suspension imposed by the Region shall be automatically suspended by the Essex County ASA
- 7.5.2** A member of a club which has not paid its liabilities to Essex County ASA and/or to the Region and/or to the A.S.A. by the appointed date shall not be allowed to compete during the period of suspension in any open competition in the name of that club.
- 7.5.3** An association, body or league which has not paid its liabilities to the Essex County ASA and/or to the Region and/or to the A.S.A. by the appointed date shall not be allowed to run its own teaching or training sessions or run competitions during the period of suspension.
- 7.5.4** Any insurance arranged by the A.S.A. or the Region will not provide cover for any person, club, association, body or organisation relative to any incident occurring during the period of suspension.

8 Government

8.1 There will be three levels of government of Essex County ASA

- 8.1.1** The Annual General Meeting
- 8.1.2** The Management Committee
- 8.1.3** The Standing and other Committees

9 Officers

9.1 The Executive Offices of ESSEX county ASA shall be the President , President Elect, The Chairman,the Secretary and the Treasurer

10 Essex County ASA Annual General Meeting

10.1 Composition

10.1.1 Only eligible persons under Section 8.2 , who must also be members of the ASA shall be eligible to attend the Essex County ASA Annual General Meeting, Subject to the foregoing, the Annual General Meeting shall be comprised of:

10.1.1.1 the President

10.1.1.2 the Chairman

10.1.1.2 the Secretary

10.1.1.2 the President Elect

10.1.1.3 the Treasurer

10.1.1.4 the Past Presidents,

10.1.1.5 the Hon. Life Members of Essex County ASA .

10.1.1.6 the members of the Management Committee;

10.1.1.7 the Managers of the Disciplines

10.1.1.8 the delegates of affiliated clubs elected in compliance with these Rules.

10.1.2. Twelve of those members entitled to attend and vote shall form a quorum at any meeting

10.2 Annual General Meeting

10.2.1 The Annual General Meeting of the Essex County ASA shall be held at least once in any calendar year.

10.2.3 Not less than fourteen days notice of the meeting shall be given to all affiliated clubs and those eligible to attend the Essex County ASA Annual General Meeting.

10.2.3 The agenda together with a report of the proceedings of Essex County ASA and any proposed rule changes, any other motions and, if available, the examined financial statement of the preceding year, shall be distributed with the notice convening the meeting.

10.2.4 The meeting shall be held at such a venue and at such a time as the Management Committee shall determine, which shall be notified to clubs with the notice convening the meeting.

10.3 Special Meeting of Essex County ASA

10.3.1 The Management Committee may call a Special Meeting on its own initiative and shall call one within twenty one days of receiving a written request for such a meeting signed on behalf of at least six different clubs or other affiliated bodies. Each signatory to the request shall be a member of his club. No business shall be discussed at such a meeting

other than that pre-scribed by the Management Committee or that stated in the request, as the case may be.

10.3.2 Not less than fourteen days notice of a Special Meeting shall be given to all affiliated clubs, and the notice shall specify the object of the meeting. The meeting shall be held at such a venue and at such a time as the Management Committee shall determine, which shall be notified to clubs with the notice convening the meeting.

11. Representation at the Essex County ASA Annual General or Special Meeting

11.1 Fee-paying clubs

Each club affiliated to Essex County ASA shall be entitled to representation based on the total number of its members in the previous year according to the club's ASA. Annual Return of Club Membership. Each Club is encouraged to provide at least one delegate for the meeting as clause 11.1. The number of delegates to which each club is entitled shall be:

- Up to 50 members - one delegate;
- 51 to 200 members - two delegates;
- Over 201 members - three delegates;

11.2 Delegates

A delegate shall be appointed by the club he represents. The club's Secretary, or other person authorised so to do, shall sign the delegate authorisation form, supplied for the purpose, as certification that the delegate is a *bona fide* member of the club and that he has been duly appointed a delegate of the club to the Annual General Meeting or Special Meeting..

12 The Essex County ASA

12.1 The AGM shall have the responsibility to:

- 12.1.1** oversee the work of the Management Committee and receive its reports and accounts;
- 12.1.2** abide by the standing orders for its conduct;
- 12.1.3** consider and decide any proposed additions, alterations or rescissions to these Rules;
- 12.1.4** keep accurate minutes of its meetings.

12.2 In particular, the Annual General Meeting shall

- 12.2.1** at the Annual General Meeting appoint, from time to time an Independent Financial Examiner, as required, who shall not be members of the Management Committee;

12.2.2 at the Annual General Meeting elect the following, each of whom shall be a member of a club allocated to Essex County ASA

12.2.2.1 the President, who shall be the retiring President Elect

12.2.2.2 the President Elect;

12.2.2.3 the Secretary and Treasurer

12.2.2.4 the Representative to the Regional Management Board(s);

12.2.2.5 the Managers of the Swimming, Synchronised Swimming, Masters Swim-ming, Diving, Water Polo, and Officials Committees, together the 'Standing Committees';

12.2.2.6 Minute Secretary, Trophy Officer, Records Officer, Events Manager .

12.2.2.7 the required number (9) of Essex County ASA Management Committee Members. Not more than two thirds can come from clubs affiliated to either ASA London or ASA East Regions;

13.

13.1 The Essex County ASA Annual General Meeting may:

13.1.1 discuss any matters which are relevant and pass resolutions and orders concerning them;

13.1.2 appoint a special committee to consider and report upon any matter; the number of members of the committee and a quorum to be determined by the Annual General Meeting. The President, Secretary and Treasurer shall be *ex officio* members of any such committee unless the Annual General Meeting directs otherwise;

14. The Essex County ASA Management Committee/

14.1 Composition

14.1.1 The Management Committee shall comprise the following, each of whom shall be a member of the A.S.A. through membership of a club affiliated to the County

14.1.1.1 the President;

14.1.1.2 the President Elect

14.1.1.3 the Chairperson

14.1.1.4 the Treasurer

14.1.1.5 the Secretary

14.1.1.6 the Minute Secretary

14.1.1.7 the Records Officer

14.1.1.8 the Events Manager

14.1.1.9 the Trophy Officer

14.1.1.10 the Representative to the Regional Management Board

14.1.1.11 the Managers of the Swimming, Synchronised Swimming, Masters Swimming, Diving, Water Polo, Disabilities, Open Water, and Officials,

14.1.1.12 the County Swimming Coach

14.1.1.13 six members, each of whom shall be elected annually by the Essex County ASA AGM from nominations received. Retiring members shall be eligible

14.1.1.13 for reelection.

Past Presidents.

A member shall take office from the end of the meeting at which his election has been effected or at which he has been co-opted to the Committee and shall remain in office until his successor takes office;

The Chairman is to be elected annually by the Management Committee and may be subject to a 3 year term

14.2

14.2.1 The Management Committee shall have the authority to co-opt such other persons for any specific purpose who may speak but may not vote. In addition it will appoint suitable persons to the following County roles. Such persons will not necessarily be members of the Management Committee:

- 14.2.1.1** County Welfare Officer
- 14.2.1.2** County Volunteer Officer
- 14.2.1.3** Membership Officer
- 14.2.1.4** Web Manager
- 14.2.1.5** Equity Officer

14.2.2 Any member of the Management Committee who is absent from three consecutive Meetings between two consecutive Annual General Meetings, without having received leave of absence or giving any explanation accepted as valid by the Management Committee, may be deemed to have stepped down from their position and the Management Committee

14.2.3 The Management Committee may fill any vacancy which may occur during a term of office. Such a replacement shall take office immediately and remain in office until the next Annual General Meeting of the Association when he is eligible to stand for re-election.

14.3 Meetings

The Management Committee shall meet as often as it deems necessary or desirable for the good governance of Essex County ASA. There shall be a minimum of 5 meetings in any calendar year. The Secretary shall give at least seven days notice of each meeting by means of an agenda.

14.4 Quorum

The quorum at any meeting of the County Management Committee shall consist be 6 members entitled to vote.

14.5 Powers and responsibilities

14.5.1 The responsibilities of the Management Committee shall include but not be limited to:

- 14.5.1.1** manage the sport of swimming within its boundaries subject to the strategic direction of the Region for those clubs affiliated to it.
- 14.5.1.2** carry out any specific duty laid upon it by the AGM
- 14.5.1.3** have day to day management of the affairs of Essex County ASA

14.5.1.4 appoint any officers, managers, and members of the standing and other committees, not elected by the AGM;

14.5.1.5 monitor and evaluate the work of the Standing and other Committees, and any other persons appointed to specific tasks within Essex County ASA, including the production of budgets, accurate minutes of their meetings and reports of their other activities;

14.5.1.6 maintain appropriate channels of communication with, clubs and individuals.

14.5.2 in particular, the Management Committee shall:

14.5.2.1 if considered appropriate, set the annual affiliation fee in line with the budget;

14.5.2.2. determine who shall be the authorised signatories of the Essex County ASA's bank accounts;

14.5.2.3 ensure that minutes of its meetings are produced and retained for a minimum of 6 years and then archived;

14.3.2.4 at its first meeting after the Annual General Meeting, elect the chairperson from its members and appoint the members of the Standing Committees,

14.3.2.5 determine any question arising as to the correct interpretation of any of these rules, or any other question not herein provided for;

14.4 The Management Committee may:

14.4.1 Enter into contracts on behalf of its members for purposes of meeting the objectives of the Association.

14.4.2 Following a motion which has been passed by a majority of at least two thirds of those voting, discharge a Standing Committee and elect a new committee in its place

14.5 The Management Committee shall have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

15 Standing Committees

15.1 Masters Swimming, Swimming, Diving, Synchronised Swimming, Swimming Officials, Emergency and Water Polo Committees

15.1.1 Composition

Each committee may consist of up to five members and the *ex officio* members as detailed.

The Swimming Committee shall comprise of the following voting members – the Swimming Events Manager; The County Coach and three other members. Other people maybe co-opted on to the committee but will not have voting rights unless agreed by the Management Committee

15.1.2 Duties

The Management Committee may lay down (and from time to time amend) detailed terms of reference identifying the powers, duties and responsibilities of each committee

15.2 Provisions applicable to Standing and other Committees

15.2.1 Standing Orders

Except where varied by any provision of this Rule 15, the applicable sections of the Standing Orders for the conduct of the Management Committee

shall apply to each Standing Committee in all respects as if it were the Management Committee.

15.2.2 Ex officio members

15.2.2.1 The Manager of each Standing Committee shall be a voting member of that Committee.

15.2.3 Attendance at Standing Committees

15.2.3.1 The following may attend any meeting of any Standing Committee with the power to vote and shall be given notice of all such meetings:

15.2.3.1.1 The President;

15.2.3.1.2 The President Elect

15.2.3.1.3 The Chairman

15.2.3.1.4 The Secretary;

15.2.3.1.5 The Treasurer;

15.2.4 Quorum

The quorum at any meeting of any committee shall be 1/3rd the number of voting members.

15.2.5 Co-option

Each committee shall have power to co-opt members for any special purpose, without the power to vote unless such co-option has been agreed by the Management Committee, in which case such appointees will be considered to be voting members and who must be members of the A.S.A..

15.2.6 Chairman

Each Standing Committee shall elect a Chairman from its own voting members.

15.2.7 Minutes

Each Standing Committee shall keep Minutes of Its meetings, including a list of those present, which shall be submitted to the Management Committee.

Standing Orders for the Conduct of Essex County ASA Affairs

1. Standing Orders for the conduct of the County Annual General Meeting

1.1 Chairman

1.1.1 The Chairman shall:

1.1.1.1 have unlimited authority upon every question of order;

1.1.2.3 Have the right to vote on any motion and in the event of a tie the proposal or motion shall be 'not carried'

1.2 Motions

1.2.1 A proposal for consideration at the Annual General Meeting shall be sub-mitted in writing so as to arrive at the nominated address no later than the nominated date :

1.2.1.1 by the Management Committee or

1.2.1.2 by a club, body, association or organisation allocated to Essex County ASA

Proposals received in accordance with this section, which shall be proposed and seconded shall be sent to the clubs, bodies, associations and organisations entitled to be represented at the Annual General or Special meeting not less than fourteen days before the Annual General Meeting or Special meeting

A motion of which due notice has not been given may not be discussed

1.2.2 person eligible to attend the Annual General Meeting or a club, body, asso-ciation or organisation affiliated to Essex County ASA may either by writ-ten question addressed to the Secretary and/or at the Annual General Meet-ing, question or have discussed any item in the published minutes of the last Annual General Meeting or any subsequent Special Meeting, the Annual Report, the Financial Statements

1.3 Procedures at Annual General or Special Meetings

1.3.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Management Committee shall be proposed by a member of that Management Committee while those which emanate from a stand-ing or other committee shall be proposed by the manager of the commit-tee.

1.3.2 A proposal to change Essex County ASA Rules or Standing Orders shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a Essex County ASA Rule or otherwise, shall require a simple majority of those members voting

1.3.3 The County Annual General Meeting shall be open to the public and accord-ingly except as provided in these rules or with the permission of the Chairman, nobody except a member of the Annual General Meeting may take part in the business.

1.4 Voting

1.4.1 The Secretary shall appoint two scrutineers, one of whom shall super-vise the proper conduct of the scrutinising process. They shall receive from each delegate his delegate authorisation form signed in accord-ance with these rules. An authorisation form which has not been fully completed or which is of doubtful validity shall be referred to the Chairman for a decision on whether it is acceptable.

- 1.4.2 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of delegate forms.
- 1.4.3 Voting on elections shall be by secret ballot and any ballot paper containing more votes than the number required shall be void.
- 1.4.4 Completed voting papers shall be deposited in a ballot box provided for the purpose not later than ten minutes after the advertised starting time of the meeting: the ballot box shall be closed at the expiry of such ten minutes and voting papers will not be received thereafter. The voting paper shall contain such of the nominations made as require to be voted upon. Proxy voting shall be permitted provided they are received by the Secretary in advance of the meeting.
- 1.4.5 The result of each ballot shall be announced by the Chairman during the meeting.
- 1.5 Changes to Essex County ASA Rules
- 1.5.1 Any proposal to change a Essex County ASA Rule shall only be considered at the Annual General Meeting or at a Special General Meeting called for that (and possibly other) purposes.
- 1.5.2 Rule changes approved by the Annual General Meeting shall become effective immediately after the close of the meeting and the revised rules will be available within 14 days. Rules .

1.6 Nominations, applications and appointments

- 1.6.1 Nominations for the President Elect, the Secretary, Treasurer, the Managers of the Standing Committees, County Representative on Region Management Board, and such other nominations as are required shall reach the Secretary or his authorised substitute no later than the date. Each of these nominees shall be proposed and seconded. The nomination shall be in writing and the nominee shall signify thereon his willingness to stand for election.

Standing Orders for the conduct of the Management Committee

- 2.1 The Management Committee shall be governed by the following rules.

- 2.1.1 The Chairman shall have unlimited authority upon every question of order at each meeting of the Committee and, for the purpose of any meeting, shall be the sole interpreter of the rules governing the Committee.

- 2.1.2** The minutes of the previous meeting as circulated shall be considered as the first substantive item on the agenda after the apologies for absence have been recorded.
- 2.1.3** The minutes of standing committees or other committees and reports of officers or other individuals shall not be considered unless they have been distributed with the agenda, unless the Chairman and the members of the Committee agree.
- 2.1.4** Every motion shall be proposed and seconded.
- 2.1.5** All proposals, including amendments to proposals shall require a simple majority of those members voting unless otherwise specified in these rules.
- 2.1.6** The Chairman shall have a right to vote on any motion and in the event of a tie the proposal or motion shall be deemed 'Not Carried'

**GENERAL CONDITIONS:
COVERING SWIMMING CHAMPIONSHIPS, DIVING CHAMPIONSHIPS, SYNCHRO, DISABILITY, AGE GROUP WATER POLO COMPETITIONS AND MASTERS CHAMPIONSHIPS**

The following conditions shall apply to County Championships, subject to any special conditions applying to the particular event.

1. All Championships Age Group Competitions Masters shall be held annually (unless the Executive Management Committee find it is not expedient to do so) under ASA Laws on dates ratified by the Executive Management Committee. Swimming Championships are licensed.
2. To be eligible, competitors must:
 - (i) Be amateurs except for the Masters Competitions where professionals may also compete.
 - (ii) Be an A.S.A. registered member of an Essex affiliated swimming club at the closing date for the entries of the relevant Championships.

Competitors

No swimmer competing in any Championship or Age Group Competition of another County shall be eligible to compete in the Essex County Championships or Age Group Competitions in the same year.

Competing in any Championships of another County in the same competition year shall not be eligible to compete in the Essex Championships

The Executive Management Committee may grant exemption to a competitor who requests dispensation in writing.

who is not qualified to swim in the Championships or Age Group Competitions of any other County.

3. Entries on the official forms or in approved electronic format duly authorized by an eligible club official must be received no later than the date fixed for the closing date for entries. Submission of entries on disk will constitute acceptance of the conditions set out on the individual and team paper entry forms. The Manager reserves the right to request evidence of date of birth of entrants for Junior Championships. **NO LATE ENTRIES WILL BE ACCEPTED**
4. An incorrect or incomplete entry in respect of an individual swimmer or relay team will be rejected.
5. Entry fees shall be ratified by the Executive Management Committee. The entry fee shall accompany the entry or the entry shall be void.
6. Medals may be awarded to the winner, second and third places in each championship.
7. The winners of the various championships shall be entitled to hold the trophies allocated to those championships from the date of giving satisfactory security until the date the event is next held or earlier if the Executive Management Committee should require.
8. The Executive Management Committee shall ratify qualifying standards may times for entry into any County Championship, , such times to be published not later than the Annual General Meeting in the year for which they are effective such times to be published not later than the Annual General Meeting preceding the year for which they are effective.
9. One start rule will operate for all Swimming Competitions and Championships.
10. Any issue not provided for by these conditions shall be referred to the Discipline Manager for the Executive Management Committee to decide.

11. Pool Safety. It is the Clubs responsibility to ensure that their competitors are made aware of the Safety regulations of the respective Pools. Should there be an emergency announcement they must ensure that all members under their control leave the area in accordance with given instructions.
12. A competitor will only gain points, where applicable, in any County Championship for the club under which the entry was accepted unless condition 13 applies.
13. The Age Group series of Championships is classified under ASA Rules as one Championship and the age at the last day of the Championship shall determine the relevant age.
14. In the interests of safety and to ensure the smooth running of a Championship, the Swimming Commit tee reserves the right to restrict the number of entries in any event
15. A competitor who is a member of more than one club may only represent one of those clubs in any Championship or Competition in the competition year.
16. A competitor may only represent one club at a time. A competitor may swim for different clubs during the course of a Championship but any points earned by a competitor who swims for a different club will be accumulated against the original club for the purposes of determining awards and allocation of trophies. For the purposes of this condition each Championship will be considered a separate event (as defined in condition 11, the Age Group series is defined as one Championship).
17. The County Association expects all those attending or competing in its Championships to observe the highest standards of safety and social behavior. The County Associ-ation reserves the right to exclude with immediate effect any swimmer, coach, official, spectator or any other person attending the venue in connection with an event from the remainder of the Block for those Competitions which operate over more than one weekend or, in all other cases, for the remainder of the Competition, where their behavior is considered unacceptable.

Examples of unacceptable behavior shall include but not be limited to Abusive, threatening or intimidating behavior towards other swimmers, coaches, officials (technical or non-technical) or spectators. Persistent questioning of the authority/decision making of the officials Vandalism

Theft

The decision to exclude shall be delegated by the County Association to the Promoter (which term shall include any appointed deputy). The Promoter will take the decision upon receipt of at least one written statement supporting the accusation (in exceptional circumstances the Promoter may suspend this requirement). However, in the period until such statement is received, which shall be no more than 60 minutes after the event or identification of those involved in the event, the Pro-moter has the right to require the individual involved to withdraw to an area nominated by the Promoter until a decision is taken in respect of the unacceptable behavior. Should the individual concerned refuse to obey the Promoter's requirements, then the Promoter shall suspend the gala with immediate effect until the matter is resolved to the satisfaction of the Promoter.

On receipt of the written statement or, if this requirement is suspended, based on the information available, the Promoter will make his decision. Such decision will be binding for the remainder of the Block/Competition. In the event that an individual is excluded, then the decision of the Promot-er must be formally ratified by the Emergency Committee of the Association within 14 days of the exclusion. Such ratification shall be formally advised in writing to the excluded person.

Any person who is excluded shall have the right of appeal against the exclusion to the Management Committee of the Association. Notice of such appeal is to be made in writing to the Secretary of the Association, to be received by him no later than 14 days after the date of the formal ratification notice. In the event of an appeal, then the Emergency Committee of the Association shall appoint an appeals panel to consist of 3 persons including at least one member of the Management Committee who has not been previously involved in the case. The outcome of the appeal will be binding on both parties. Persons against whom action has been taken and whose

case is not finalised shall remain excluded from attending any venue at which a County event is taking place until the conclusion of the matter.

Where those involved in the exclusion are members of the ASA, a copy of the written statements or a report by the Promoter where no written statements have been supplied, shall be sent to the Secretary of the Club of which the party is a member within 14 days of the end of the weekend Block or competition.

Any action taken under this section shall not prejudice an individual's right under ASA law. Nor does it preclude the Association or individual members of the ASA from taking action in respect of the incident under the ASA Disciplinary rules and/or civil/criminal proceedings.

In this clause words importing the one gender include all other genders and words importing singular include the plural and vice versa

**SWIMMING SECTION SPECIAL
CHAMPIONSHIP CONDITIONS (See also General
Conditions)**

The following special conditions shall apply to the Championships indicated:

LONG DISTANCE (Open Water)

- 1 Shall be run in accordance with Region Conditions and entry requirements.
- 2 The County Competition shall be awarded to the Top County performance in the District Competition.

TEAM CHAMPIONSHIPS

- 1 Each member of a competing team must comply with the eligibility rules of the General Conditions.
- 2 Clubs may enter a maximum of two teams in any Team Event but members shall swim for one team only and the members of each team must be notified to the Swimming Manager or his representative on the day of the competition not later than the stated time for re-entry.

COMPETITION NOTES

1. Competitors in Junior Championships must be 16 years or under on the date of the competition (17 years in respect of Diving Championships).
2. Competitors who fail to achieve the qualifying time may have to submit proof that they have achieved this standard or be excluded from further events.
3. Time trials will not be permitted during the Championships.

CLUB TROPHIES AND AWARDS (SWIMMING)

The following is a list of Trophies and Awards (together with conditions and points scoring system) that all Clubs making entries into the Championship swimming events will be automatically entered for.

The Hugh Joiner Trophy

1. The Trophy will be awarded annually to the Club scoring the highest number of points in all the Senior and Junior County Championship swimming events (including championship relays and long distance events).

The Griffin Trophy

2. The Trophy will be awarded annually to the Club scoring the most points in the Ladies and Men's (Senior/Junior) Championship relay swimming events.

The 'Masters' Shield

3. The shield will awarded annually to the Club scoring the most points in the Ladies and Men's (Senior/Junior) 800/1500m Championship events.

The Albert Turner Trophy

4. The Trophy will be awarded annually to the Club scoring the most points in the Age Group Championships.

The 'Bob' Fitzgerald Shield

5. The Shield will be presented to the Club scoring the most points during the Special Age Group Relays. In Championships the first six placed swimmers in the individual events and the first six placed teams in team events will score points with respect to their placing as follows: 1st - 12 points; 2nd - 8 points; 3rd - 6 points; 4th - 4 points; 5th - 2 points and 6th - 1 point.

In the event of Clubs scoring an equal number of points, the Trophy, Shield or Award will be presented to the Club with the most first places. If this does not resolve the tie, the Club with the most second places and so on.

The David Jacob Memorial Shield

- 6 The Shield will be presented annually to the Club scoring the most points in the Badcats Relay swimming events

The Captains Trophy

7. The Trophy will be awarded to the top BAGCATS swimmer who gains the most points in the qualify-ing events.

The points will be automatically calculated from the swim program

Plaistow United Trophy Awards - Male and Female

8. To be awarded annually for the best competitive performances in all disciplines. Nominations are to be submitted to the Swimming Manager by September 30th each year.

Higgs Sheild

- 9 To be awarded annually for the best performance at the Nationals
Nominations are to be submitted to the Swimming Manager by September 30th each year.

Essex County Records

The following distances and strokes shall be recognised for Essex County Records:

Freestyle:	50, 100, 200, 400, 800 and 1500 metres
Backstroke:	50, 100 and 200 metres
Breaststroke:	50, 100 and 200 metres
Butterfly:	50, 100 and 200 metres
Individual Medley:	100, 200 and 400 metres
Freestyle Relay Team:	4 x 200 (Open); 4 x 100 (Open) and 4 x 50 metres (Junior)
Medley Relay Team:	4 x 100 (Open) and 4 x 50 metres (Junior)

All Records shall be recognised for men and women, for long and short course, and for open and junior age classification. The open classification shall have no age limits; in the junior classification the following age limits apply:-

- (a) For individual records a swimmer shall be under the age of 16 years at midnight on the day of the swim;
- (b) For team records all members of the team shall be under the age of 17 years as at 31st December in the year of the swim.

The conditions following shall apply:

1. The Swimmers

1.1

For ind

1.1.1 be members of an affiliated Essex Club; AND

1.1.2 be eligible to compete in Essex County Championships; AND

1.1.3 EITHER:

1.1.3.1 have entered and competed in an Essex County Championship Competition;

OR

1.1.3.2 have represented the County

in the twelve months prior to, but including, the date on which the record time is claimed.

1.2 Swimmers shall be eligible competitors and registered in accordance with ASA Law.

2. The Pool

2.1 Short Course Records may only be made in pools 25 metres in length.

2.2 Long Course Records may only be made in pools 50 metres in length.

2.3 The start and finish shall be at ends of the pool.

2.4 All Records shall be made in still water. Any movement of water due to the normal operation of the filtration system may be disregarded.

2.5 The course shall be certified correct by an appropriate qualified person.

3. The Event

3.1 A record may only be made in:

- 3.1.1 a scratch competition held in public under ASA Laws & Technical Rules provided that the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
- 3.1.2 an unpaced individual race against time held in public provided that the date and venue have been fixed and advertised as such before the day of the event and the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
- 3.2 A swimmer in an individual event may apply for a record at an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance which must be from the start of the event. The swimmer must complete the scheduled distance of the event without disqualification.
- 3.3 The first swimmer in a relay event may apply for a record over the distance of his leg or an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance. Such performance shall not be nullified by any disqualification of his team or team members occurring after his leg is completed.

4. Application and Approval

- 4.1 Records made at Essex County Championships shall be considered automatically by the Records Administrator.
- 4.2 Applications for Records made at District, National, International and Licensed Competitions shall be made by the swimmer to the Records Administrator. Production of a certified time card or the relevant page from the official results is sufficient evidence.
- 4.3 Records made at time trials or at competitions not covered in Rule 4.1 shall be claimed within 40 days by the swimmer on the official form available from the Records Administrator.
- 4.4 The Records Administrator shall advise the Management Committee of all notified Essex Records for its approval.

RESULTS 2017
COUNTY CHAMPIONSHIPS WINNERS

Event	Trophy	Winner	Club	Time
MEN				
50m Back	Eddy	S Perks	BAS	00:28.50
100m Back	Miller	A Veasey	BAS	01.01.51
200m Back	Pitt	T Berry	BAS	02.12.24
50m Brst	Townley	L. Clifford-Stephenson.	B&D	00:28.71
100m Brst	Galaxy	L.Clifford-Stephenson.	B&D	01.06.38
200m Brst	Yewlands	S Bryan	BAS	02.34.61
50m F/S	Davis	J Ayling	ROM	00.25.04
100m F/S	Cook	LClifford-Stephenson	B&D	00:53.98
200m F/S	Starfish	T Berry	BAS	02.01.29
400m F/S	Newell	T Berry	BAS	4:19.61
1500m F/S	Stone	H Spencer	KIL	17:17.45
50m Fly	Thurrock	M Arnold	HAR	00:26.87
100m Fly	Morris	M Arnold	HAR	01.00.12
200m Fly	Clarke	L Binning	ROM	02:16.57
200m I/Med	Deacon	A Veasey	BAS	02.14.85
400m I/Med	Vandome	A Veasey	BAS	04.52.53

++ County Record

RESULTS 2017
COUNTY CHAMPIONSHIPS WINNERS

Event	Trophy	Winner	Club	Time
LADIES				
50m Back	Killerwhales	E Iley	BWF	00:30.37
100m Back	Lewis	A Peddle	EPP	01.06.10
200m Back	Pitt	E Wheeler	CHE	02.23.71
50m Brst	Townley	A Ransome	HAR	00:34.55
100m Brst	King	K Stoimenova	NEW	01.15.80
200m Brst	Court	V Petraityte	BAS	02:43.63
50m F/S	Pratten	K Marriott	BWF	00:27.80
100m F/S	Fryer	A Low	CHE	00.59.37
200m F/S	Sutton	S Freeman	COL	02.10.15
400m F/S	Miller	E Wheeler	BAS	04:35.01
800m F/S	Boggas	E Wheeler	BAS	09:33.70
50m Fly	Colchester	E Duley	COL	00.28.67
100m Fly	Havering	E Duley	COL	01.06.02
200m Fly	Marigold	O Norman	COL	02.28.20
200m I/Med	Martin	E Wheeler	BAS	02.26.83
400m I/Med	Yates	E Wheeler	BAS	05:00.50

++ County Record

COUNTY CHAMPIONSHIPS TROPHY WINNERS

Hugh Joiner Trophy

Griffin Trophy

Albert Turner Trophy

Bob Fitzgerald

Masters Shield

Plaistow United Trophy Award

(Male) Lewis Binning (Romford)

(Female) Sophie Freeman (Colchester)

Higgs Trophy Abbie Low (Chelmsford)

LONG COURSE RECORDS - BOYS (UNDER 16)**AS AT 31ST JANUARY 2013**

Event	Time	Name	Club	Venue	Date
Backstroke					
50 Metres	27.87	Samuel Perks	BAS	Sheffield	25/07/17
100 Metres	1.00.50	James Cooper	BAS	Sheffield	26/07/17
200 Metres	2.10.33	Ethan Harrington	CHE	Luton	04/05/14
Breaststroke					
50 Metres	00.30.54*	Ian McKenzie	BTR	Rome	23/07/1987
100 Metres	01.05.33*	Ian McKenzie	BTR	Rome	23/07/1987
200 Metres	02.24.40*	Ian McKenzie	BTR	Rome	25/07/1987
Butterfly					
50 Metres	00.25.96*	Mark Foster	BOS	Cardiff	04/05/1986
100 Metres	00.56.90*	Daniel Coombs Christian Rob- inson	ROM KIL	Coventry Amersfoort	1994/08 1989/03
200 Metres	02.05.92*				
Freestyle					
50 Metres	00.24.00*	Mark Foster	BOS	Cardiff	05/05/1986
100 Metres	00.52.46*	Mark Foster	BOS	Coventry	13/04/1986
200 Metres	01.57.15	Christian Rob- inson Christian Rob- inson	KIL KIL	Amersfoort Amersfoort	1989/03 1989/03
400 Metres	04.04.11				
800 Metres	08.38.49	Sam Blunt	HAL	Sheffield	26/05/2000
1500 Metres	16.11.61	Sam Blunt	HAL	Sheffield	26/05/2000
Individual					
Medley					
200 Metres	02.09.00	Roberto Pavoni	BRE	Norwich	05/11/2006
400 Metres	04.33.60	Roberto Pavoni	BRE	Sheffield	06/08/2006
Freestyle Relay (under 17)					
200 Metres	01.44.78	Romford SC	ROM	Crystal Pal- ace	1999/05
Medley Relay (under 17)					
200 Metres	01.52.38	Barking SC	BAK	Leeds	1990/08

LONG COURSE RECORDS - GIRLS (UNDER 16)

Backstroke

50 Metres	30.22	Meghan Maybanks	DUN	Sheffield	30/07/16
100 Metres	1.04.57	Eliza Duffy	CHE	Corby	27/01/2013
200 Metres	2.17.14	Laura Stephens	COL	Sheffield	24/07/13

Breaststroke

		Kemeliya			
50 Metres	34.33	Stoimenova	NEW	LAC	05/11/17
100 Metres	1.14.81	Chloe Francis	BAS	Sheffield	30/07/2006
200 Metres	2.40.13	Elena Sheridan	ROM	Rotherham	14/05/2011

Butterfly

50 Metres	28.15	Sophie Freeman	COL	Sheffield	26/07/17
100 Metres	1.01.01	Elena Sheridan	ROM	Sheffield	30/07/2011
200 Metres	2.10.40	Elena Sheridan	ROM	Belgrade	07/07/2011

Freestyle

50 Metres	26.83	Macey Lawrence	BAS	Luton	29/04/17
100 Metres	0.58.19	Jackie Willmott	SOS	Blackpool	1980/05
200 Metres	2.03.23*	Jackie Willmott	SOS	Blackpool	26/05/1980
400 Metres	4.10.27*	Sarah Hardcastle	SSY	Los Angeles	31/07/1984
800 Metres	8.32.60*	Sarah Hardcastle	SSY	Los Angeles	03/08/1984
1500 Metres	16.46.48*	Jackie Willmott	SOS	Edinburgh	25/04/1980

Individual

Medley

200 Metres	2.20.43	Elena Sheridan	ROM	Sheffield	27/07/2011
400 Metres	4.48.42	Elena Sheridan	ROM	Sheffield	31/07/2011

Freestyle Relay (under 17)

200 Metres	1.53.77	Killerwhales SC	KIL	Coventry	1991/08
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Medley Relay (under 17)

200 Metres	2.06.36	Killerwhales SC	KIL	Coventry	1991/08
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* Was also a British Record

LONG COURSE RECORDS - MENS

AS AT 30 NOVEMBER 2017

Event	Time	Name	Club	Venue	Date
Backstroke					
50 Metres	0.27.44	Daniel Stepton	ROM BAR/D	Basildon	27/11/2011
100 Metres	57.46	Daniel Stepton	AG	Basildon	20/02/16
200 Metres	2.01.83	Roberto Pavoni	BRE	Sheffield	31/03/2010
Breaststroke					
50 Metres	28.13	Lewis Clifford- Stephenson	KIL	Sheffield	29/07/15
100 Metres	1.02.57	Christopher Watkinson	BTR	Sheffield	04/04/2006
200 Metres	2.16.61	Christopher Watkinson	BTR	Sheffield	06/04/2006
Butterfly					
50 Metres	0.25.56	Daniel Coombs	ROM	Sheffield	1995/04
100 Metres	54.96	Karl Batorski	HAR	Sheffield	28/07/15
200 Metres	1.57.29	Roberto Pavoni	BRE	Sheffield	29/03/2010
Freestyle					
50 Metres	22.95	Lewis Clifford- Stephenson	KIL	Sheffield	02/08/15
100 Metres	0.50.96	Mark Foster	BOS	Coventry	1987/
200 Metres	1.51.12	Alan Lindenberg	BWF	Glasgow	23/06/10
400 Metres	3.53.73	Daniel Fogg	BWF	Sheffield	01/04/2008
800 Metres	8.03.39	Daniel Fogg	BWF	Sheffield	04/04/2008
1500 Metres	15.06.97	Daniel Fogg	BWF	Quebec	01/08/2008
Individual Medley					
200 Metres	2.01.93	Roberto Pavoni	BRE	Sheffield	02/04/2010
400 Metres	4.14.55+	Roberto Pavoni	BRE	Sheffield	01/04/2010
Freestyle Relay					
400 Metres	3.37.09	Basildon SC Conor Harrold, Augustus Veasey, Harvey Jolly, George Epsly	BAS	Sheffield	28/07/17
800 Metres	8.02.00	Standard			
Medley Relay					
400 Metres	4.05.77	Basildon SC	BAS	Sheffield	30/07/17

Samuel Perks, Samuel Bryan, Mason Hunnisett, James Cooper

LONG COURSE RECORDS - WOMENS

Backstroke

50 Metres	29.66	Martha Duley	COL	Colchester	29/07/17
100 Metres	1.02.54	Eliza Duffy	CHE	Glasgow	11/04/14
200 Metres	2.16.61	Eliza Duffy	CHE	Sheffield	29/03/14

Breaststroke

50 Metres	32.12	Grace Gilroy	KIL	Sheffield	25/07/17
100 Metres	1.09.78	Grace Gilroy	KIL	Sheffield	30/07/17
200 Metres	2.32.42	Grace Gilroy	KIL	Sheffield	27/05/17

Butterfly

50 Metres	27.97	Elena Sheridan	ROM	Cardiff	21/06/2012
100 Metres	1.00.68	Elena Sheridan	ROM	Sheffield	20/06/2012
200 Metres	2.10.39	Elena Sheridan	ROM	Sheffield	26/06/13

Freestyle

50 Metres	26.45	Meghan Maybanks	DUN	Sheffield	27/07/17
100 Metres	57.65	Martha Duley	COL	Sheffield	08/04/17
200 Metres	2.02.34	Sarah Hardcastle	SSY	Amersfoort	1986/02
400 Metres	4.07.68*	Sarah Hardcastle	SSY	Edinburgh	27/07/1986
800 Metres	8.24.77*	Sarah Hardcastle	SSY	Edinburgh	29/07/1986
1500 Metres	16.42.18	Nathalie Brown	BOS	Manchester	11/04/2001

Individual Medley

200 Metres	2.17.05	Elena Sheridan	ROM	Stratford	05/03/2012
400 Metres	4.47.34	Elena Sheridan	ROM	Sheffield	11/02/2012

Freestyle Relay

400 Metres	4.02.38	Chelmsford SC Eliza Duffy, Evangelina Fisher, Courtney Sanders, Hannah Travell	CHE	Basildon	04/05/13
800 Metres	8.47.47	Chelmsford SC Eliza Duffy, Evangelina Fisher, Courtney Sanders, Hannah Travell	CHE	Luton	05/05/13

Medley Relay

400 Metres	4.27.58	Chelmsford Courtney Sanders, Evangelina Fisher, Eliza Duffy, Hannah Travell	CHE	Luton	05/05/13
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SHORT COURSE RECORDS - BOYS (UNDER 16)

AS AT 31ST JANUARY 2013

Event	Time	Name	Club	Venue	Date
Backstroke					
50 Metres	27.55	Samuel Perks	BAS	Basildon	30/09/17
100 Metres	58.82	Ethan Harrington	CHE	Basildon	30/03/14
200 Metres	2.04.65	Ross Hughes	BRE	Fullwell Cross	19/02/2000
Breaststroke					
50 Metres	0.30.00	Roberto Pavoni	BRE	Blackshots	20/01/2007
100 Metres	1.04.57*	Ian McKenzie	BTR	Fullwell Cross	1988/01
200 Metres	2.19.70*	Ian McKenzie	BTR	Braintree	1988/02
Butterfly					
50 Metres	0.25.48	Mark Foster	SSY	Bonn	1986/02
100 Metres	0.58.08	Daniel Coombs Christian Robin- son	ROM	Fulwell Cross	1994/01
200 Metres	2.04.19		KIL	Plymouth	1988/11
Freestyle					
50 Metres	0.23.41	Mark Foster	SSY	Barnet Copthall	1986/03
100 Metres	0.50.81	Mark Foster	SSY	Barnet Copthall	31/03/1986
200 Metres	1.55.68	Martin Carl Christian Robin- son	REB	Harlow	1990/10
400 Metres	4.00.29		KIL	Plymouth	1988/11
800 Metres	8.16.76	Roberto Pavoni	BRE	Blackshots	04/03/2007
1500 Metres	15.52.33	Dane McKnight	BWF	Waltham Forest	28/05/2004
Individual Medley					
100 Metres	1.00.49	Roberto Pavoni	BRE	Blackshots	26/11/2006
200 Metres	2.05.03*	Roberto Pavoni	BRE	Blackshots	08/03/2007
400 Metres	4.25.14	Roberto Pavoni	BRE	Blackshots	03/03/2007
Freestyle Relay (under 17)					
200 Metres	1.40.78	Killerwhales SC	KIL	Fulwell Cross	1997/11
Medley Relay (under 17)					
200 Metres	1.52.38	Killerwhales SC	KIL	Fulwell Cross	1997/11

SHORTCOURSE - GIRLS (UNDER 16)**Backstroke**

50 Metres	29.35	Meghan Maybanks	DUN	Basildon	25/09/16
100 Metres	1.02.60	Emily Iley	WAL	Sheffield	08/10/17
200 Metres	2.16.23	Brooke Frost	BAS	Sheffield	20/12/15

Breaststroke

50 Metres	34.09	Vejune Petraityte	BAS	Sheffield	15/12/16
100 Metres	1.13.38	Brock Whiston	ROM	Braintree	11/03/12
200 Metres	2.34.68	Elena Sheridan	ROM	Southend	19/02/2011

Butterfly

50 Metres	28.17	Holly Hildrew	ROM	Basildon	17/01/15
100 Metres	1.00.89	Elena Sheridan	ROM	Sheffield	16/10/2011
200 Metres	2.09.85+	Elena Sheridan	ROM	Luton	10/09/2011

Freestyle

50 Metres	26.19	Macy Lawrence	BAS	Luton	06/11/16
100 Metres	57.88	Holly Hildrew	ROM	Basildon	15/03/14
200 Metres	2.01.46*	Sarah Hardcastle	SSY	Darlington	1984/04
400 Metres	4.08.82*	Sarah Hardcastle	SSY	Darlington	1984/04
800 Metres	8.27.31*	Sarah Hardcastle	SSY	Bergen	1984/12
1500 Metres	16.06.68*	Sarah Hardcastle	SSY	Brentwood	1985/02

Individual Medley

100 Metres	1.04.67	Holly Hildrew	ROM	Basildon	30/03/14
200 Metres	2.18.64	Sarah Hardcastle	SSY	Brentwood	1985/02
400 Metres	4.44.27	Elena Sheridan	ROM	Isle of Man	11/09/2011

Freestyle Relay (under 17)

200 Metres	1.51.81	Killerwhales	KIL	Barnet Cophthall	1990/03
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Medley Relay (under 17)

200 Metres	2.05.73	Rochford & District	ROC	Fullwell Cross	1996/04
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* Was also a British Record

+ British Junior Record

SHORTCOURSE - MENS

Backstroke

50 Metres	24.50	Daniel Stepton	BAR/D AG	Basildon	18/12/15
100 Metres	53.96	Daniel Stepton	BAR/D AG	Basildon	29/10/16
200 Metres	1.58.55	Roberto Pavoni	BRE	Brisbane	29/08/09

Breaststroke

50 Metres	26.70	Lewis Clifford- Stephenson	KIL	Sheffield	19/12/15
100 Metres	1.00.38	Lewis Clifford- Stephenson	BAS	Edinburgh	13/12/14
200 Metres	2.17.85	Roberto Pavoni	BRE	Brisbane	30/08/09

Butterfly

50 Metres	24.10	Daniel Stepton	BAR/D AG	Sheffield	20/12/15
100 Metres	53.28	Karl Batorski	HAR	Luton	06/11/16
200 Metres	1.57.16	Roberto Pavoni	BRE	Brisbane	29/08/09

Freestyle

50 Metres	21.92	Lewis Clifford- Stephenson	KIL	Sheffield	17/12/15
100 Metres	48.97*	Mark Foster	BOS	Monaco	13/12/87
200 Metres	1.47.71	Martin Carl	REB	Sheffield	1992/12
400 Metres	3.47.29	Daniel Fogg	BWF	Paris	21/12/08
800 Metres	7.58.77	Daniel Fogg	BWF	Sheffield	16/11/07
1500 Metres	15.01.66	Daniel Fogg	BWF	Paris	20/12/08

Individual Medley

100 Metres	56.16	Roberto Pavoni	BRE	Brisbane	24/09/08
200 Metres	2.00.37	Roberto Pavoni	BRE	Melbourne	22/09/08
400 Metres	4.12.33	Roberto Pavoni	BRE	Brisbane	30/08/09

Freestyle Relay

400 Metres	3.30.48	Boro Waltham Forest SC	WAL	Blackshots	20/01/07
800 Metres	7.43.22	Basildon SC	BAS	Luton	07/11/15

Medley Relay

400 Metres	3.52.04	Basildon SC	BAS	Luton	08/11/15
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SHORT COURSE - WOMENS

Backstroke

50 Metres	28.75	Martha Duley	COL	Sheffield	11/11/17
100 Metres	1.01.33	Eliza Duffy	CHE	Millfield	08/12/13
200 Metres	2.09.12	Aimee Willmott	LAC	Stratford	06/12/14

Breaststroke

50 Metres	31.36	Grace Gilroy	KIL	Sheffield	11/11/17
100 Metres	1.08.87	Grace Gilroy	KIL	Sheffield	12/11/17
200 Metres	2.27.56	Jamie King	BWF	Sheffield	1996/12

Butterfly

50 Metres	28.09	Nicola Rees	ROM	Basildon	15/02/14
100 Metres	1.00.19	Elena Sheridan	ROM	Braintree	10/03/12
200 Metres	2.07.61	Elena Sheridan	ROM	Edinburgh	13/12/13

Freestyle

50 Metres	26.19	Macy Lawrence	BAS	Luton	06/11/16
100 Metres	56.76	Verity Goodey	BOS	Sheffield	18/10/2009
200 Metres	1.58.10	Aimee Willmott	LAC	Stratford	06/12/14
400 Metres	4.03.91	Aimee Willmott	LAC	Eninburgh	13/12/14
800 Metres	8.25.00*	Jackie Willmott	SOS	Nuneaton	02/04/1982
1500 Metres	16.00.03*	Sarah Hardcastle	BOS	Brentwood	23/02/1986

Individual Medley

100 Metres	1.04.88	Elena Sheridan	ROM	Southend	20/02/2011
200 Metres	2.11.65	Aimee Willmott	LAC	Eninburgh	13/12/14
400 Metres	4.34.24	Aimee Willmott	LAC	Edinburgh	13/12/14

Freestyle Relay

400 Metres	4.01.09	Basildon	BAS	Luton	06/11/16
800 Metres	8.40.00	Standard			

Medley Relay

400 Metres	4.27.60	Brentwood	BRE	Fullwell Cross	2002/02
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*** Was also a British Record**

ECASA - SWIMMING OFFICIALS

A full record of Swimming Officials in the County (and their qualifications) is maintained by and is available, upon request from the Hon. Sec. Officials committee. The records identify registered, licensed technical Officials eligible to officiate at all Regions, County and Open events.

In accordance with the recommendations of the ASA and to comply with the Data Protection Act details of officials will only be available from the Hon .Swimming Officials Committee

Essex County Diving

General Conditions:

1.1 Essex County Diving events shall be conducted in accordance with ASA Law and F.I.N.A Technical Rules of Diving and are promoted as 'Open' and 'Closed' events with separate 'Closed' and 'Open' medals being presented.

1.2 All ages are as at the 31st December in the year of competition.

Competition Eligibility:

1.3 Closed Events – Entries for 'Closed' events will be accepted for divers who are members of clubs affiliated to Essex County ASA. A diver shall not have competed in the closed Championship or competition of another County in the same year other than as an individual member of a synchronised pair.

1.4 Open Events – Entries for 'Open' events will be accepted for divers who are members of any club affiliated to the ASA through their Regional Association, or the Scottish or Welsh ASA or one of the countries affiliated to F.I.N.A.

1.5 A competitor may only enter one appropriate 'Closed' or 'Open' event category.

County Medals:

1.6 Separate appropriate medals shall be presented to 'Closed' and 'Open' entered competitors.

1.7 Those entered divers who are ranked first, second and third shall be awarded the appropriate medal.

1.8 There shall be separate events for males and females.

Competition Officials:

List A Judges/Referee: Eligible Regional officials who are actively involved in diver assessment.

List B Judges: Eligible Regional competitors over the age of 15yrs, club coaches and assessed individuals.

Essex County Diving Challenge – Junior and Senior

Group 'E' divers are not eligible to enter Junior or Senior Essex County Diving Challenge.

Group 'D' divers are not eligible for Senior Essex County Diving Challenge.

Age Range:

Junior Boy/Girl – 10yrs to 18yrs

Senior Male/Female – 12yrs and Above

Event Conditions:**Essex County Diving Challenge - Level 1 Skills**

Entries for Level 1 events will only be accepted from those divers who have not competed in a County, Regional or National Level 2 competition in the same age group in the same year or competed in any Level 3, level 4 or level 5 competitions /championship at any time

Age Groups:

Group E 8/9 yrs Group D 10/11 yrs Group C 12/13 yrs Group B 14/15yrs

List A - Hurdle step straight jump (1.0), 100c (1.0), 101c, 101b **List B** - Back Fall

Straight (1.2), 200c (1.0), 201c, 301c

Essex County Diving Challenge – Level 2 Skills

Entries for Level 2 events will be accepted from divers who have not competed in Level 3/4/5 or Junior /Senior County Challenge.

Age Groups:

Group E 8/9 yrs Group D 10/11 yrs Group C 12/13 yrs Group B+ 14/16 yrs

Category	Board Height	Event Conditions	Tariff	Information
Age Groups E & D & C Boys & Girls	Section 1 1m Springboard	1 . Hurdle Step Straight Jump	1.0	1. For Jumps arms are optional on entry. 2. Position of arms at start of back fall is optional.
		2 . Back Tuck Jump – with arm swing	1.0	
	Section 2 1m Springboard	3. One Dive From List A 4. One Dive From List B	Tariff to Count	3. Number of steps on approach to the hurdle is optional.
	Section 3 3m Springboard	5 . Pike Fall with Hands Grabbed	1.0	4. The start position for pike fall is 90 degrees or below. 5. Competing will exclude a diver from Level 1 County Competition.
		6. Sitting Forward Tuck Roll	1.2	

Dive List A – 1m 101c, 101b, 103c, 103b, 401c, 401b

Dive List B – Back Fall Straight (1.2) 201c, 201b, 301c, 301b

Category	Board Height	Event Conditions	Tariff	Information
Age Group B+ Boys & Girls	Section 1 1m Springboard	2 Skills From List C 2 Skills From List D (Minimum of two groups from each list)	Tariff To Count	Competing will exclude a diver from Level 1 County Competition whilst in the same age group. No Repeat Dives From The Same Height Board
	Section 2 3m Springboard	2 Skills From List E (Minimum of two groups to be covered)	Tariff To Count	

Level 2 continued:

Dive List C – 1m 101c, 101b, 103c, 103b, 401c, 401b, 402c, 403c

Dive List D – 1m 201c, 201b, 301c, 301b, 5221d, 5122d, 202c, 203c

Dive List E – 3m 101c, 101b, 103c, 103b, 401c, 401b, 403c, 201c, 201b, 301c, 301b

Essex County Diving Challenge – Junior and Senior

Group 'E' divers are not eligible to enter Junior or Senior Essex County Diving Challenge.

Group 'D' divers are not eligible for Senior Essex County Diving Challenge.

Age Range:

Junior Boy/Girl – 10yrs to 18yrs

Senior Male/Female – 12yrs and Above

Category	Board Height	Event Conditions	Tariff	Information
Junior Boys & Girls	1m Springboard	Four Different Dives From Three Groups	No Limit	1. Platform limited to 5m to facilitate younger divers and local competition. 2. Junior/Senior results may be extracted from one event.
	3m Springboard	Four Different Dives From Three Groups	No Limit	
	5m Platform	Three Different Dives From Two Groups	No Limit	
Senior Male & Female	1m Springboard	Five Different Dives From Four Groups	No Limit	3. Competing will exclude a diver from Level 1&2 County diving events.
	3m Springboard	Five Different Dives From Four Groups	No Limit	
	5m Platform	Four Different Dives From Three Groups	No Limit	

ECASA - DIVING, SYNCHRO & WATER POLO OFFICIALS

A full record of Diving, Synchro & Water Polo Officials in the County (and their qualifications) is main-tained by and is available, upon request, from the respective discipline Sec. The records identify regis-tered, licensed technical Officials eligible to officiate at all Regions, County and Open events.

In accordance with the recommendations of the ASA and to comply with the Data Protection Act details of officials will only be available from the respective discipline Sec.

SYNCHRONISED SWIMMING CHAMPIONSHIPS

SPECIFIC CONDITIONS - SYNCHRONISED SWIMMING

1 GOVERNING LEGISLATION

The championships shall be held under the ASA Laws and ASA Technical Rules and the ASA National Synchronised Swimming Championship Conditions except as provided by the general championship conditions (all disciplines) and the following specific conditions.

2 ENTRY QUALIFICATIONS

2.1 An entrant shall have obtained the following minimum ASA synchronised swimming awards at least twenty-eight days before the date of the championships;

Figures: Grade 4F Solos: Grade 3R Duets/Teams: Grade 3R

2.2 Clubs may enter one or more teams in team free routines but members shall swim for one team only.

3 ENTRIES

Entry shall be made in triplicate on the official form of the Association and shall reach the Synchronised Swimming Manager by the specified closing date which shall be at least twenty one days before the date of the championships, together with the appropriate entry fees.

4 ORDER OF APPEARANCE

4.1 When the entries are closed, the Synchronised Swimming Manager shall make random draws for the order of appearance in the figure championships and separate random draws for the order of appearance in the duet and team free routine championships.

4.2 The results of the figure championship shall be used to qualify for entry to the solo free routine championship. The order of appearance in the solo free routine championship shall be drawn by lots, in groups of four swimmers. The lowest placed group will swim first, the next lowest group second and so on. If there are not sufficient swimmers to form a group of four the smallest group shall swim first.

5 EVENTS

5.1 There shall be no junior championships.

5.2 The events will be:

Figure championship

Solo free routine championship

Duet free routine championship

Team free routine championship

5.3 There shall be separate figures events for males and females

6

FIGURES CHAMPIONSHIPS

6.1 The competition shall consist of four figures. Each competitor shall perform the two compulsory figures and two additional figures drawn as a group from the four groups listed below. **6.2**The referee, who shall be appointed by the synchronised swimming committee, shall draw the group of figures to be performed not less than 24 hours before the start of the championships at a time decided by the synchronised swimming committee.

7

ROUTINE CHAMPIONSHIPS

7.1 Competitors with the ten highest figures scores shall qualify to perform solo free routines.

7.2 Competitors with the five highest combined average figures scores shall qualify to perform duet free and team free championship routines.

7.3 In the event that the Championships and Intermediate competition shall be run together, then the following will apply.

7.3.1 Maximum of 10 solos over both categories shared 50/50 where appropriate. If one category shall not have an entry of the maximum 5, then the other category may make the solo numbers up to 10.

7.3.2 Maximum of 6 duets over both categories shared 50/50 where appropriate. If one category shall not have an entry of the maximum 3, then the other category may make the solo numbers up to 6.

7.3.3 Maximum of 6 teams over both categories shared 50/50 where appropriate. If one category shall not have an entry of the maximum 3, then the other category may make the solo numbers up to 6

7.4 The names of swimmers due to compete in the duet free and team free routine championships must be submitted in writing to the referee before the start of the session in which all routine championships are to be held.

7.5 Changes to the lists submitted at **7.3** may only be made in the case of sudden illness or accident of the competitor and if another swimmer listed for the routine is ready to compete without delaying the event.

7.6 The time limit for routines including 10 seconds deck work shall be as follows:-

SYNCHRONISED SWIMMING AGE GROUP COMPETITION

8 GOVERNING LEGISLATION

The synchronised swimming age group competitions shall be held under the ASA Laws and ASA Technical Rules and the Essex ASA synchronised swimming championship conditions except as provided by the following conditions.

9 ELIGIBILITY

9.1 Entrants shall be eligible ASA registered competitors and members of a club, affiliated to the Essex ASA. Such membership shall be continuous from and including 1st January in the year of the competition unless the competitor has never previously been a member of a club affiliated to any ASA district association.

9.2 Anyone who competes in the championships or competitions of another county swimming association shall not be eligible to compete in these competitions in the same year.

9.3 An entrant shall have obtained the following minimum ASA synchronised swimming awards at least twenty-one days before the date of the competitions:-

	<u>Figures</u>	<u>Solos</u>	<u>Duets/Teams</u>
9 and 10 years	Grade 1F	Grade 1R	Grade 1R
11 and 12 years	Grade 1R	Grade 1R	Grade 1R
13 and 14 years	Grade 2F	Grade 2R	Grade 2R
15,16 & 17 years	Grade 3F	Grade 3R	Grade 2R
18 years and over	Grade 3F	Grade 3R	Grade 2R

9.4 Ages shall be as at 31 December in the year of the competition.

10 ENTRIES

10.1 The executive shall decide the entry fee annually and all fees shall be payable at the time of entry.

10.2 Entry shall be made in triplicate on the official form of the Association and shall reach the Synchronised Swimming Manager by the specified closing date, which shall be at least twenty-one days before the date of the event.

10.3 Any question of a competitor's age or club membership shall be determined by reference to the records of the ASA registration scheme.

11 ORDER OF APPEARANCE

The Synchronised Swimming Manager shall, when the entries are closed, make random draws for the order of appearance in the figure competitions and separate random draws for the order of appearance in the routines competitions.

12 COMPETITIONS

12.1 The events in each age group shall be:-

- Figure competition
- Solo free routine competition
- Duet free routine competition
- Team free routine competition

12.2 There shall be separate figures events for males and females.

13 FIGURE COMPETITIONS

13.1 The figure competitions shall be run in five age groups:

- 9 and 10 years
- 11 and 12 years
- 13 and 14 years

15, 16 & 17 years

18 years and over

13.2 In the event of an excessive number of entries to the competitions, the synchronised swimming committee may reduce the number of figures to be performed in any age group by random draw.

13.3 The competitions shall consist of four figures. Each competitor shall perform the two compulsory figures and two additional figures drawn as a group from the three groups listed below.

The 9 and 10 years age group and the 11 and 12 years age group shall perform the same set of figures:

360	Compulsory Figures: Walkover Front	2. 1	311	Kip	1.8	Group Points
344	Group 1: Neptunus	1. 8	321	Somersub	2.0	7.7
342	Group 2: Heron	2. 1	101	Ballet Leg Single	1.6	7.6
401	Group 3: Swordfish	2. 0	301	Barracuda	2.0	7.9

13.3.2 The 13 and 14 years age group, the 15, 16 & 17 years age group and the 18 years and over age group shall perform the same set of figures.

WATER POLO CHAMPIONSHIPS

REFEREES

For most games, a club has been nominated to be responsible for providing the referees. The home club secretaries need to confirm the fixture with the nominated club. Where an individual is nominated, confirm fixtures direct with the nominated referee. Failure to notify the appointed club/ referee may result in a fine and possible loss of points.

If your club is nominated to referee, it is your club's responsibility to do so, or find a replacement. May I remind you that there is provision in the rules to fine clubs up to £100 that do not provide an ACTIVE referee. To avoid any possible fine I would suggest that your Club referees at least four of its allotted games. (Obviously this only applies to teams taking part in competition).

Referees must include their mileage on the match form when claiming expenses otherwise they may not be paid. Mileage will be paid up to 30p per mile (less would be appreciated).

So I can monitor the referee situation, please ensure referees names are on the match sheet (legibly), even if no expenses are being claimed.

CLUB WATER POLO SECRETARIES

If you have not already done so, Please send me your player registrations ASAP, by post or Email. Additional registrations during the season will be acknowledged and confirmed by Email.

A match result form must be sent to me by the Home team water polo secretary as per championship conditions or an explanation if the match is not played on the arranged date. Failure to do so within two weeks of the match **will** result in a fine. Please keep me informed of cancellations / re-arrangements of fixtures.

PLEASE READ THE RULES (WHICH APPEAR ON THE COUNTY WEBSITE) CAREFULLY.

CHECK THE DETAILS OF YOUR FIXTURES ARE CORRECT.

CONDITIONS GOVERNING THE WATER POLO CHAMPIONSHIPS

1. Membership of the League shall be open to Clubs affiliated to ECASA. Entries shall close on 1st December of the previous year. The entry form, must be forwarded to the Water Polo Manager, together with the entry fee for each team entered, together with a contribution towards referees expenses, based on the total referees expenses of the previous year. The entry form must show with respect to each team entered, the name and address of their Water Polo Secretary who will be responsible for the arrangement of the teams fixtures throughout the season.
2.
 - a) The Championships shall be conducted annually between 1st April and 31st October.,
 - b) Matches shall be played on a home and away basis. Three points shall be awarded for a win, two points for a draw and one point for a team fulfilling a fixture, but losing. No points will be awarded to a team who forfeits or concedes a match, or who attends a match with insufficient players to fulfil the fixture.
 - c) In the event of two or more teams having equal points at the top of any division in the League's final positions, such teams shall play additional games between themselves on a knockout basis. The draw to be made by the Executive Committee. These games must be played to a decisive finish. The result of these games shall then decide the winners of the division. The same principle to apply to teams at the bottom of a division to determine relegation
 - d) The team finishing at the top of each division shall be promoted to the division above and the team finishing at the bottom of each division shall be relegated to the division below.
3.
 - a) Each club must nominate at least one person to serve on the referees panel for each team entered in the League. The referee nominated may be of any grade including probationer, but must be an

active referee. Failure to do so shall result in the club being liable to a fine not exceeding one hundred pounds. This rule does not apply to Junior teams.

4. a) Any team which through bad domestic administration causes concern to the League, shall be liable to suspension from the League but may seek re-election to the League in the following season.
5. a) In the event that any of the Championships or Competitions are played on a shared venue basis, the Executive Committee will arrange dates and venues and determine which teams will play at which venue. The costs and expenses of any such Tournament shall initially be borne by the league. Participating teams in any such Tournament will be required to share the costs and expenses equally in such amount as the Executive committee shall determine at the end of the season. The Executive Committee shall be entitled to make a levy on participating teams from time to time on account of the final liability of such teams in such sum as it thinks fair and reasonable.
6. a) A list of players with full details as required on the Official Form, must be submitted by the last day of January each year. Failure to comply with this rule will result in a fine of twenty pence for each player to be registered after that date fee for each player. The consent of the Committee shall be required in the case of any player resident outside the Southern Counties District. The WP Manager, on receipt of an application by post with full details shall have the power to register players joining their club subsequent to the date on which registration closed. The fee for such additional registrations shall be one pound twenty five pence per player and the sum total of fees accumulated by each club shall be paid at the end of each season on demand. Players will not be deemed registered until written confirmation of such registration has been received by the club WP Secretary and ASA Registration number submitted to the WP Manager within twenty eight days by the club WP Secretary.

b) All players shall be first claim to the club they represent at the date on which entries close.

The Committee shall have power to make exception to the above rule in the following cases:-

- i) Where the club to which the player is first claim has no place to offer that player in any of its teams.
- ii) If any club has entered only the Junior Championships. In such case a player wishing to play in any Senior Championship may apply to the Committee in order that he may be considered by another club.
- iii) If the club has entered only a Senior Championship. In such case a player wishing to play in any Junior Championship may apply to the Committee in order that he may be considered by an-other club.

- c) NO player shall be registered for more than one club in either the Senior or Junior Championship in any one season.
- d) Each club participating in the Championship League shall register seven players, who shall be active players, as first team. In the event of any of these seven players not taking part in either of the first two games played by the club, an additional player MUST be registered before the third game is played. None of the players so registered shall be eligible to play in any team other than his club's first team throughout the current season, except by express permission of the WP Committee or their appointed officer. The WP Committee shall vet all registrations submitted and to ensure that the 'spirit' of the rule is complied with.

The first team Must play two matches before any other team entered by that club.

- e)
 - i) All other registered first claim members of the club shall be eligible to play in any League game played by his first team except when any club has only one reserve team, then any player, having taken part in two games for the first team is immediately and automatically registered as a first team player. After such registration he shall not be allowed to play in any further reserve team games.
 - ii) When any club has more than one reserve team, any third or fourth team player taking part in two games for the first team is immediately and automatically registered as a second team player and shall not be allowed to take part in any further third or fourth team games. Should any player subsequently take part in two further first team games, Rule 6e)i) will apply.
 - f) Any club playing an unregistered or unqualified player in a League match shall forfeit any points gained in that match to their opponents and be liable to a fine of not less than one pound and not exceeding five pounds. The said player shall be liable to suspension for a period of time as defined by the Committee.

NOTE:

The definition of a first claim member in the competition shall be 'One who has joined the club he represents prior to joining any other swimming club of which he is a member and which is competing'.

7 As soon as possible after 1st January of each year the WP Manager shall convene a meeting of club representatives to arrange fixtures, venues and times of starting for all games, all to be included in the fixture list in the handbook. No further confirmation of games will be necessary to visiting clubs. Competing clubs failing to be represented at the meeting, at the discretion of the Committee shall be fined a sum not exceeding fifteen pounds.

8 a) No club shall be permitted to alter the date of any match after the fixture list has been published, except in the following circumstances.

- i) The closure of the home club's bath for any reason on the time and date of the match.
- ii) If two or more members of the TEAM (not the club) are required to compete in a County, District, ASA or International match on the same day.
- iii) When prior permission has been given by the WP Committee (or by a representative on their behalf) for exceptional circumstances not covered by i) and ii).

If i), ii) or iii) be accepted by the WP Committee the alternative date must be notified when the claim is made.

iv) By mutual agreement of both teams.

v) By a club giving fourteen days notice to their opponent's Secretary and Championship League Secretary of its inability to fulfil a fixture. In such cases a new date for the fixture must be agreed within one month of the cancellation. If it is not possible to reasonably rearrange the fixture, the club canceling shall forfeit the match.

The appointed referees and the WP Manager must be given ten days written notice of any alteration of fixtures for any reason.

b) A club canceling a fixture in accordance with v) above shall not be liable to any financial penalty. A club canceling a fixture with less than fourteen, but more than seven days notice shall forfeit the fixture to their opponents. Such a club shall not be liable to any separate financial penalty.

c) i) A Club canceling a fixture with less than seven days notice shall forfeit the match to their opponents and be liable to a fine of £10.00. In the event of a second such fixture cancellation by the same club, in the same season, the penalty will increase to £20.00. A third such cancellation will attract a penalty of £30.00 and so on.

ii) A club canceling a fixture with less than seven days notice and not notifying the Referees of the cancellation will be liable to a further £5.00 penalty for each Referee who attends the cancelled fixture.

iii) A visiting club canceling a fixture with less than seven days notice may also be liable to a contribution toward the cost of bath hire, to a maximum of £20.00. Such costs may only be awarded upon application by the home club. The WP Committee prior to awarding any such costs must be satisfied that the home club claiming the same was unable to reasonably use the pool time in question. The WP Committee however should give favourable consideration to any such claim where the visiting club has cancelled the match on the day the fixture was due to be played.

iv) A home club canceling a fixture on the day of the game may also be liable to a contribution toward the cost of any travelling expenses incurred by the visiting club, to a maximum of £20.00. Such costs may only be awarded upon application by the visiting club.

v) A club attending a fixture and being short of the required number of players (seven) shall forfeit the match to their opponents and be liable to a fine of £5.00. Increasing to £10.00 for a second offence and so on.

N.B. A club short of the required number of players, ten minutes after the time scheduled for the game to start, shall have deemed to have breached this rule.

vi) In the circumstances described in v) above, the defaulting club shall not be liable to pay Referees' expenses (as at ii), pool hire costs (as at iii), or travelling expenses (as at iv) or a fine (as at v) providing they at least five players present to permit a non League match to be played, thereby ensuring that all present have a game and the facilities and officials are used.

d) In a final tie, a club which is unable to put a team of qualified players into the water at the prearranged time shall be liable to pay a fine of fifteen pounds maximum, the expenses of their opponents and all officials of the match and the game shall be awarded to their opponents.

All claims shall be made to the WP Manager, notification to clubs of fines incurred shall be made by the WP Manager and their collection shall be his responsibility.

Any club not having paid fines incurred within one month of being notified of such fines being due shall be deemed to be in fault and fined a further two pounds.

9 a) It shall be the duty of the Committee at an early date in each year to arrange for referees from the panel of the Water Polo Referees Association.

b) The home team shall be responsible for all officials other than the referee(s). Any deficiency shall be reported by the referee(s). The home club shall also be responsible for advising the referee (s) of the time and venue of the match at least ten days before the match. Clubs failing to provide adequate officials or equipment or failing to give proper notice to the referees shall be liable to a fine of fifteen pounds maximum.

c) Should the appointed referees not be present at the appointed starting time of the match, the teams may by agreement appoint a substitute. If the match is not played due to the failure of any referee to attend, both clubs, MUST, within one calendar month agree to a date of rearrangement. If the match is not rearranged the Executive Committee may declare it void. Should it be that the referees do not attend because they have not been duly notified in accordance with Rule 7b, by the home team, the WP Committee may award the match to the away team and the home club shall be liable to a fine of fifteen pounds maximum

10. In all games, at home, away or in a neutral bath, each club shall wear their own caps. The home club should wear white caps and the away club blue caps.

If, as a result of a club failing to comply with this rule, a game cannot be played, the offending club shall forfeit the game and be liable to a fine not exceeding ten pounds.

In a neutral bath the first named club shall be considered to be the home club.

For offences against this rule the WP Committee are empowered to impose a fine not exceeding five pounds on the offending club.

NOTE:

Full ASA times to be played in all matches if possible and the thirty five second rule to apply provided both captains and the referee agree. The referee to be the final arbiter.

11. At all matches each captain before entering the water shall give to the referee, in writing on the match form, the names of his players and sign the match form. The referee shall complete the form at the end of the match. The home club WP Secretary shall send it to the WP Manager within three days. Should the referee take the match form away with him after the match, the home club WP Secretary shall inform the WP Manager of this fact within three days. Failure to comply with this rule may incur a fine of fifteen pounds maximum. Failure to return the match form within twenty eight days will incur a further fine of fifteen pounds maximum.

In the event that appointed referees do not appear, provided they have been duly notified in accordance with Rules, the home club secretary should include this on the match form when sending to the WP Manager.

12 a) The winner of the Division shall be entitled to hold League Trophies. The trophies shall be handed to the winning clubs on receipt of an appropriate guarantee.

b) In each division, members of the winning team and the runners may receive medals or certificates at the discretion of the Management Committee.

c) Any club not returning any League Trophy in its possession at the Annual General Meeting may be fined £15.00. (fifteen pounds) maximum per trophy.
Any club not returning any League Trophy in its possession for presentation at the League's Fixture Meeting may be fined £50.00 (fifty pounds) maximum per trophy.

d) In the event of any trophy being returned not polished and in good repair the club responsible shall pay the cost of having the trophy professionally cleaned and/or repaired or five pounds whichever is the greater.

f) Any club, not collecting at the AGM a trophy they have won, may be fined £5.00 (five pounds) maximum.

All fines accumulated by each club shall be paid at the end of the season on demand.

The Committee shall have power to deal with any matter not provided for in the foregoing rules

CLUB SECRETARIES 2018

Club	Secretary	Email
Barking & Dagenham Aquatics Club	Linsey Docherty	secretary.bdaquatics@gmail.com
Basildon and Phoenix SC	Dawn Nicholls	clubsecretary@phoenixbasildonsc.org
Billericay Friday Swimmers	D Wood	delwood@waitrose.com
Borough of Southend Swimming & Training Club	Stephanie Stanley	secretary@boss-southendswimclub.co.uk
Borough of Waltham Forest (Gators)	Lekshmy Pillai	secretary@bwfsc-gators.org.uk
Braintree & Bocking SC	Mark Henn	secretary@braintreeswimming.org.uk
Brentwood SC	Judith Croxton-Stroud	ClubSecretary@BrentwoodSwimmingClub.co.uk
Canvey Island SC	Angela Nolan	ciswimclub@gmail.com

Chelmsford DC		info@chelmsforddivingclub.co.uk
Chelmsford SC LTD	Lynn Collins	Secretary@chelmsfordswimmingclub.org.uk
Clacton-on Sea SC	Sarah Stebbing	sarahstebbing@hotmail.co.uk
Colchester Oysters SSC	C Elder	colchesteroysters@gmail.com
Colchester Phoenix ASC	Sue Banes	secretary@phoenixswim.club
Colchester SC	Helen Stephens	secretary@colchesterswimming.com
Dive London Aquatics Club	Alex Harrison	alexwharrison@aol.co.uk
Dunmow Atlantis SC	Amanda Simmons	chair@dunmowatlantis.co.uk
Eastern Otters Water Polo Club	Alan Fennell	alanfe@websters.co.uk

Epping Forest & District SC	Fiona Jones	secretary.efdsc@outlook.com
Halstead SC	Donna Hall	dsdtdkjwhall@tiscali.co.uk
Harlow Penguin SC	Joanne Broderick	secretary@harlowpenguins.com
Harwich, Dovercourt and Parkston SC	Jo Kent	secretary@hdpssc.co.uk
Havering Cormorants Diving Club		haveringcormorants@outlook.com
Havering Dolphins	William Dyer	HaveringDolphins@gmail.com
Hornchurch SC	Frank Gold	secretary@hornchurchsc.org.uk
Ilford Diving Club		johnw@skline.freeserve.co.uk
Killerwhales SC (Havering)	David Sida	secretary@killerwhalesc.com

Leyton SC	Jo-Ann Young	joyoung2@me.com
London Borough of Redbridge SC	Steve Bywater	bywater.sj@gmail.com
Maldon Sharks SC	Mitch Vaughan	secretary@maldonsharks.co.uk
Newham & University of East London (UEL) Swimming Club	Deborah Harouma	clubsecretarynsc@gmail.com
Newham Young Britons ASC	Maureen Monk	mo_monknybc@hotmail.com
Redbridge Borough Masters	Pauline Tester	paulinetester@hotmail.co.uk
Rochford & District SC	Brian Jenkinson	secretary@radsswimming.org.uk
Romford Town SC	Angela Eguakhide	aeguakhide@hotmail.co.uk
Runnymede SC	Orla Foley-Wright	secretary@runnymedeswimmingclub.com

Saffron Walden ASC	Lindsaye Fox	secretary@saffronseals.org.uk
Southend Diving club	Bill Clark	bill.clark1@talktalk.net
Southend-on- Sea SC	Karen Bailey	sossc@live.co.uk
Stanway Swimming Club	Torquil Smith	secretary@fsst.org.uk
Thurrock SC	Corinne Williams	clubsecretarytsc@gmail.com
Waltham Forest Diving Club	Bill Johnston	Billwfdc@yahoo.co.uk
Walthamstow Tritons	Karen Hayes	karen.hayes@tritons.org.uk
Witham Dolphins SC	Rachel Banning	secretary@witham-dolphins.org.uk
Woodham Swimming Club	Sally Pretor	sally.dowler@nhs.net

Essex County Amateur Swimming Association

County Association of the ASA London and ASA East Regions

Change of Secretary Form

Please use this form to advise of any changes to the following positions within your club.

CLUB

New Hon Secretary
New Open Secretary
New Competition Secretary (delete as necessary)

Mr / Mrs / Miss / M/s First Name
Surname
Address
.....
.....
.....
.....
Postcode.....
Telephone.....
E Mail.....

Please send this form to:-

**Mr Henry Watkinson
Secretary
Essex County ASA**

Please note that changes to the Hon Secretary should also be notified in writing to the ASA London Region (for clubs and associations headquarters in the London Boroughs) to Mr V.Davies, 6,Ashleigh Court, Ave-nue Road, London N14 4EL and for ASA East Region Clubs and Associations (for clubs and associations headquartered in the Ceremonial County of Essex) to ASA East Regional office,

5 The Court,
Lanwades Business Park,
Kentford,
Suffolk
CB8 7PN
Tel: 01638 552451

Email: secretary@essexswimming.org