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- SW03** **Trophies and Medals**
- 03.01** Placing of competitors, in clause 01.03 shall be determined, firstly, from performances in the finals, followed by performances in the semi-finals, followed by heat times and placing. (If indicated)
- 03.02** Perpetual Trophies, as appropriate, will be presented to the Champions who shall be members as in clause 01.03.
- 03.03** Medals / Prizes shall be awarded as shown on the Meet Information Sheet.
- 03.03.01** Failure of a swimmer to attend the appropriate presentation will result in the swimmer forfeiting his/her award.
- SW04** **Officials**
- Technical Officials shall be selected from lists approved by Swim Wales (WASA Ltd), ASA and SASA and the Officials Licensing system maintained by British Swimming.
- SW05** **Doping Control**
- Competitors taking part in the Meet may be subject to random doping control. Competitors are required to bring with them either a passport or other form of identity incorporating their photograph.
- SW06** **Meet Procedure**
- 06.01** Heats
- The placing of competitors in heats will be given in the Meet Information.
- 06.02** Finals
- (Please note this may vary with different competitions - please see Meet Information).
In the finals, the maximum number of places practicable shall be allocated up to a total of eight competitors. When the programme of events includes semi-finals and finals the following shall apply: -
- 06.02.01** Semi-finalists shall be cyclically seeded from the results of the heats.
- 06.02.02** Finalists shall be allocated lanes using the spearhead principle from the results of the semi-finals.
- 06.02.03** In the 800 & 1500m events the fastest eight Competitors shall go forward to the final heat which shall be swum in the finals session unless stated in the Meet Pack.
- 06.02.04** The fastest heat of HDW events will be spearheaded
- 06.03** Withdrawals Procedure - Individuals
- 06.03.01** The Meet office must be informed of any withdrawals before 17:00 on the day before the event is due to be swum.
- 06.03.02** Under exceptional circumstances and at the discretion of Swim Wales, withdrawals on the day of an event may be accepted.
- 06.03.03** Competitors failing to comply with the above shall be fined £10 for each inappropriate withdrawal.
- 06.03.04** Competitors wishing to withdraw from a semi-final or a final must inform the Meet Office (or Withdrawals Table if applicable) in writing on the relevant form immediately after the list of semi-finalists or finalists has been published or announced but within 15 minutes of the end of the session.
- 06.03.05** Competitors who fail to appear for finals or the final heat of a Heat Declared Winner event may be fined and may be subject to further disciplinary action.
- 06.03.06** Any competitor withdrawing from a semi-final or a final preventing a reserve from taking part (except in the case of genuine illness or of a proven emergency) may be fined as an inappropriate withdrawal and may be suspended immediately from all events at the Meet.
Where a reserve is brought in, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of other lanes.
- 06.04** Start Sheets
- Start sheets will be prepared after the withdrawal deadline each day and will be available at the beginning of each session
- 06.05** Marshalling
- It is the responsibility of the swimmer to report to the marshalling area in plenty of time before the event
- 06.06** Call Room
- Finalists must report to the Call Room prior to the advertised start time for their final and shall remain in the Call Room until taken to the poolside for their race. Swimmers who do not report to

the Call Room, or who are not present in the Call Room when their event leaves the room to be taken to the poolside, shall be deemed as a withdrawal in breach of meet conditions.

Swimmers and reserves who do not comply with the above conditions will be treated as a withdrawal as in points 06.03.05/06

PLEASE NOTE IF SWIMMERS DO NOT REPORT TO THE CALL ROOM, THEY WILL NOT BE ALLOWED TO SWIM IN THE FINAL.

06.07 Presentations

The event manager may decide to carry out presentations during the finals session. Competitors must report to the Presentation Marshall immediately after completion of their final. Appropriate clothing, i.e. full tracksuit and training shoes must be worn for the presentation. (Awards may not be presented if inappropriately dressed). Presentations will only take place if time permits.

SW07 Other conditions

07.01 Starts

Over the top starts will, where necessary or appropriate, be used during Meets (except in the backstroke events).

07.02 Competitors' passes.

No competitor passes will be issued but all swimmers are asked to have their membership card with them. Checks on these may take place throughout the Meet.

07.03 Coaches/Chaperones

All Coaches and Chaperones must have relevant accreditation. Applications for coaches/chaperones passes must be made on the official form enclosed in the information pack/available at the event webpage. All coaches chaperones and support staff must be a registered member of Scottish Swimming/Swim Wales/ or the ASA and be registered on their home country's Child Protection Database.

Please note the closing date for coaches/chaperones passes will be the published in the meet pack/on the event webpage. Applications received after this published date may be rejected.

SW08 Safety

08.01 All competitors are required to ensure that they observe all safety announcements and conduct themselves with safety in mind at all times.

08.02 Objects must not be thrown by spectators in the venue.

08.03 Hot food and drink must not be consumed in the pool hall.

08.04 Foul or abusive language will not be tolerated at the event and may result in removal from an event, session and/or meet.

SW09 TV, Video or Close Range Photography

09.01 Swim Wales Photography Guidance

Following consultation and to ensure consistency across the ASA and Swim Wales events, Swim Wales have made the decision to adopt the same 'photography at events' guidelines as the ASA Wave Power.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones). It applies to all training sessions, activities and events run by a Swim Wales affiliated organisation. It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

09.02 Aims

The Swim Wales Photography Guidance aims to help organisations avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

09.03 Recommended best practice

• The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim Wales guidelines.

• A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing. A suggested template allowing parents to indicate refusal of consent is provided on the ASA Wave power document p. 117.

• In the case of any event or competition where the host organisation has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The Swim Wales guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context. • Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended. The Swim Wales does not wish to stop parents photographing their child if they wish, but all organisations must ensure they do all they can to safeguard each child's wellbeing.

09.04 The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities, etc.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organisation's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

09.05 Guidance on filming children during training sessions

The filming of children during training sessions is not recommended. The requirement for any filming must be justified by the organisation, (e.g. to assist in stroke development).

Assuming filming is justified, written consent is required from the parents of each child who should then be invited to attend the filming and to subsequently view the video.

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above. Filming should cease and/ or the footage destroyed should any concerns be raised or if consent is withdrawn.

Once the footage has served its purpose, it should always be destroyed, unless the need to keep it can be justified.

09.06 Mobile phones

Mobile phones that have a camera facility/hardware are recognised as a camera or photographic device. All organisations need to make their members aware that while the Swim Wales does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, we do support the requirement that phones should emit a 'noticeable sound' if the camera facility is used.

Organisations should also remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Please refer to the ASA Wave Power Changing Room Policy (p. 65) in addition to the guidance on child abuse images on p. 67 and on the use of electronic information on p. 70.

09.07 Should photographs or footage of children be posted on an organisation's website?

It is recommended that photographs or footage of individual children should not be kept on an organisation's website, and certainly not with the child's name as this could lead to the child being identified, approached and placed in a vulnerable position. The same applies to printed materials such as an organisation's annual report or kit. Many organisations will use a child's first name, surname or nickname only, with parental consent, so as not to identify them fully. Parental consent may be withdrawn at any time and the organisation should take all reasonable steps to respect the wishes of the parent/carer.

SW10 Scratches and oversubscription

In the event of an oversubscription Swim Wales reserve the right to scratch and remove entries as deemed appropriate. This is at the complete discretion of Swim Wales and the event management. Entries are not confirmed until a confirmed entry list of swims is published after the close of entries. This will be published on the event webpage.