



**Scottish  
Swimming**

# **2023 Scottish National League Prelims**

**(Under World Aquatics Rules/Scottish Swimming Regulations)**

**Round 1 — to be held between 2<sup>nd</sup> and 29<sup>th</sup> October 2023**

**Round 2 — to be held between 30<sup>th</sup> October and 19<sup>th</sup> November 2023**

**Final — Saturday 16<sup>th</sup> December 2023**

## VENUE DETAILS, SESSION TIMES, EVENTS & ELIGIBILITY INFORMATION

<b>Dates</b>	Round 1 to be held between <b>2<sup>nd</sup> and 29<sup>th</sup> October 2023</b> Round 2 to be held between <b>30<sup>th</sup> October and 19<sup>th</sup> November 2023</b> Round 3 <b>Final - 16<sup>th</sup> December 2023</b>
<b>Venue</b>	Rounds 1 & 2 – Club choice of venue (must be 25m) Round 3 – Final – Tollcross International Swimming Centre, 350 Wellshot Road, Glasgow G32 7QR
<b>Age Groups</b>	A participating Team consists of both a 15 & under Team, <b>and</b> an Open Team for each event. Competitors aged 15 & under can swim in both categories: i.e. 15 & under <b>and</b> Open events.
<b>Events</b>	50m Freestyle 100m Freestyle, Backstroke, Breaststroke, Butterfly 200m Individual Medley 4 x 50m Mixed Medley Relay 4 x 50m Mixed Freestyle Relay 4 x 50m Freestyle Relay 4 x 50m Medley Relay  Age as at 31 <sup>st</sup> December 2023
<b>Scottish Swimming Contact</b>	Lindsay Lewis, Event Manager, Scottish Swimming Tel: 07715 710581                      Email: <a href="mailto:nationals@scottishswimming.com">nationals@scottishswimming.com</a>
<b>Promoter</b>	SASA National Swimming Committee
<b>Entry Process</b>	Entries will be by computer file. These will be issued to all clubs registered to take part in the leagues on Monday 25 <sup>th</sup> September.
<b>Results Deadline</b>	<b>Round 1 as soon as possible but no later than 16:00 on Monday 30<sup>th</sup> October</b> <b>Round 2 as soon as possible but no later than 16:00 on Monday 20<sup>th</sup> November</b>
<b>Eligibility and Entry Information</b>	Entry to the Leagues will be £10.00 per team. All competitors must be registered with SASA and members of the Club for which they are competing. All Rounds must take place in a 25m pool. Rounds 1 and 2 can be swum on any day and at any time but must fall within the time frame: <ul style="list-style-type: none"> <li>• Round 1 between <b>Saturday 2<sup>nd</sup> October to Sunday 29<sup>th</sup> October 2023</b></li> <li>• Round 2 between <b>Monday 30<sup>th</sup> October to Sunday 19<sup>th</sup> November 2023</b></li> </ul> <b>NB: Times achieved in Round 1 cannot be used for Round 2 or vice versa.</b> Clubs may enter as many Teams as they wish by registering <a href="#">here</a> on or before <b>Sunday 24 September 2023</b> . All Clubs taking part must be affiliated to a Scottish District or be a Composite Club affiliated to Scottish Swimming. For the purposes of the National Leagues 2023, a Composite team shall be considered a Club, subject to the condition that the team and constituent Clubs decide between them on the agreed approach to enter:

The two options are:

- (1) All Clubs that are members of the Composite team can enter under the Composite team; or,
- (2) All Clubs that are members of the Composite team can enter as individual Clubs.

**Mixing of (1) & (2) is not allowed.**

**No athlete having swum for one Club in Round 1 can swim for another Club in Round 2 or in the Finals.**

Each athlete can enter a maximum of **2** individual events (across both age categories) in each Round.

There is no limit to the total number of athletes that can take part, or the number of relays that an athlete can participate in.

Clubs that do not field a full team or contest all events can still submit their results to their respective League Administrator for ranking. The intention is to encourage as many Clubs as possible to participate.

Clubs must make their own arrangements to complete Rounds 1 and 2.

All licence levels (including Level 4) are allowed, it is the Club's choice which one to use for Rounds 1 and 2.

Clubs **must** make sure that any licence and registration information has been submitted and approved in advance of each Round. **Licence applications should be made to your district.**

All results **must** be submitted, no later than the results deadline date, to their respective District League Administrators by email, using the following addresses:

**East: sasaeastdistrictentries@gmail.com**

**Midland: midlandmeetentries@gmail.com**

**North: Smdawson23@outlook.com**

**West: entries@scotswimwest.co.uk**

**For further information on how to enter rounds 1 and 2, please see Appendix 1**

**PLEASE NOTE RULE CHANGE: For 2023, Clubs must contest each Round (in person) against a minimum of one other Club. It will no longer be possible for a Club to take part in Rounds on their own.**

Compete in a dual meet with one other Club	Minimum Level 4 registration required	Results confirmed by a licenced referee, independent observer, or head coach of both Clubs
Compete in a multi-club event up to 4 Clubs	Minimum Level 4 registration required	Results confirmed by a licenced referee, independent observer, or the head coach of each Club
Compete in a multi-club event of more than 4 Clubs	Minimum Level 3 licence required.	Results confirmed by a licenced referee

AOE is not required but can be used in all rounds.

Starting blocks and backstroke starting devices are not compulsory but their use is encouraged and should be used if available.

<b>Swimwear</b>	<p>British Swimming and SE advise that FINA BL8.1 only applies to Olympic Games and FINA events. A suit check will only be made if a World or European record is claimed. There is no requirement for officials to check that costumes are on the approved FINA list. Bylaws BL 8.2 and BL 8.3 cover our requirement for design and material.</p> <p><b>SW8.0 Scottish Swimming Rules</b> <b>SW8.8 Swimwear Policy</b></p> <p>SW8.8.1. For events held under the direct jurisdiction and control of Scottish Swimming the Scottish Swimming 'Swimwear Policy' shall apply. The policy can be found at <a href="#">here</a>.</p>
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## SCHEDULE OF EVENTS

**Clubs must swim each Round in the order listed below.** The contest should not be treated as two sessions but a break of up to 30 minutes is permitted at the end of Part 1. Amending the event order, the splitting of races, or the combining of races is no longer permitted.

Schedule of Events	Part 1		Part 2	
	Mixed 15 & under	4 x 50m Freestyle Relay	Girls 15 & under	4 x 50m Freestyle Relay
Mixed Open	4 x 50m Freestyle Relay	Open Womens	4 x 50m Freestyle Relay	
Girls 15 & under	200m Individual Medley	Boys 15 & under	4 x 50m Freestyle Relay	
Open Womens	200m Individual Medley	Open Mens	4 x 50m Freestyle Relay	
Boys 15 & under	200m Individual Medley	Girls 15 & under	100m Backstroke	
Open Mens	200m Individual Medley	Open Women	100m Backstroke	
Girls 15 & under	100m Freestyle	Boys 15 & under	100m Backstroke	
Open Womens	100m Freestyle	Open Mens	100m Backstroke	
Boys 15 & under	100m Freestyle	Girl 15 & under	50m Freestyle	
Open Mens	100m Freestyle	Open Women	50m Freestyle	
Girls 15 & under	100m Breaststroke	Boys 15 & under	50m Freestyle	
Open Womens	100m Breaststroke	Open Mens	50m Freestyle	
Boys 15 & under	100m Breaststroke	Girls 15 & under	100m Butterfly	
Open Mens	100m Breaststroke	Open Women	100m Butterfly	
Girls 15 & under	4 x 50m Medley Relay	Boys 15 & under	100m Butterfly	
Open Women	4 x 50m Medley Relay	Open Men	100m Butterfly	
Boys 15 & under	4 x 50m Medley Relay	Mixed 15 & under	4 x 50m Medley Relay	
Open Mens	4 x 50m Medley Relay	Mixed Open	4 x 50m Medley Relay	

## LEAGUE FINAL

<b>National League Final</b>	<p>Clubs will qualify for the National League Final (Round 3) based on the ranking of the results of <b>all</b> Teams in each event across the country (cumulatively from Round 1 and Round 2).</p> <p>There will be four Divisions in the Final (Round 3), each with 10 teams (First, Second, Third and Fourth Divisions). There will be two reserve teams. The top two teams in the Second Division Final will be reserves for the First Division Final, the top two teams in the Third Division will be reserves for the Second Division and so on. If fewer than forty teams enter the Scottish Swimming National League there will be only 1st, 2nd and 3rd Division Finals. If fewer than thirty teams enter there will only be Division 1 and Division 2 Finals.</p> <p>If at the end of Round 2, there are two or more teams tied for 10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup> or 40<sup>th</sup> position, a place in the appropriate Division shall be determined by the fastest time recorded in Rounds 1 or 2 of the Mixed Open 4 x 50m Medley Relay. Thereafter the place for 10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup> or 40<sup>th</sup> position and the 2 reserves teams shall be confirmed.</p> <p>The final will be swum concurrently in two 25m pools at Tollcross International Swimming Centre on <b>Saturday 16th December 2023</b>. Divisions 1 &amp; 2 in Pool 1 and Divisions 3 &amp; 4 in Pool 2.</p> <p>No more than one team from a Club can qualify for any one Division at the Scottish Swimming National League Final. Any Club that has two or more teams ranked in the top twenty teams will be offered one team in the First Division Final and another in the Second Division Final and so on down to the Fourth Division.</p> <p><b>Separate Meet Information will be published for the Finals</b></p> <p><b>Please Note: Scottish swimming will be implementing the new Transgender &amp; Non-Binary Competition Policy as of 1<sup>st</sup> December 2023. As the League Final is being held after that date, the policy will apply to this Meet. Once the policy has been finalised the Meet Information for the Finals will include the policy or the Meet Information will be updated accordingly when it becomes available. We will communicate through the Scottish Swimming Social Media Channels if changes need to be made.</b></p>
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## Appendix 1 - HOW TO ENTER ROUNDS 1 and 2

### SUPPORT NOTES FOR RECORDING AND SUBMITTING RESULTS

Before hosting or attending your first Scottish Swimming National League 2023 League Match, be sure to consider how you are going to manage not only your team selection and the competition, but also how you are going to submit your times (the times from your League Match will become your entries into the National League).

How you run your League Match is up to you! You can run it on Meet Manager, Team Manager, another swimming competition or club management tool, using excel or on paper. The results must be recorded and then submitted as an Entries File prepared from the Hy-Tek Events File provided. The only condition in Rounds 1 and 2 is that it must be a fair contest between two or more Club teams.

Even though Clubs will compete against each other in Rounds 1 and 2, each Club is responsible for submitting their own results. **It is not the responsibility of the host Club to compile or send in the performances of other Clubs in their respective Round.**

#### Using the Scottish Swimming National League Hy-Tek Events File:

- Save the Events File to your computer
- Select File on the Team Manager homepage
- Click Import
- Select Meet Events to import the Events File (remember where you have saved the file)
- Select Meets from the homepage
- The National League files should now be listed

The Events File has been set up to be as easy to use as possible with the following conditions pre-set:

- Events in the correct order for the National League
- Age set as 31 December 2023
- A swimmer will not be accepted that has an NT against their name.

All you now need to do is fill in your entries!

Entries into each National League Round can easily be prepared using the times recorded at the relevant League Match that you held, or took part in, if those times have been recorded in Team Manager because either:

- The League Match was run on Meet Manager and the results have been imported into Team Manager.
- The League Match was run or recorded on Team Manager.

Entries into the National League can also be prepared using custom times to input the times recorded at a League Match where the above do not apply, for example if the League Match was run on paper using timecards.

To enter a custom time:

- Select the swimmer
- Click the entered box for the relevant event
- Enter the custom time into the correct field

Once you have prepared your Entries File, make sure that you have complied with the conditions of entry and then submit the file to your **District Leagues Administrator**. Be sure to submit your entries before the deadline. It is best to send as early as possible after your League Match to allow time for any queries to be dealt with.

## Submitting Two or More Teams for Team Manager Users

### SET UP ADDITIONAL TEAMS

Setting up additional teams:

- Select Teams from the Homepage
- Select Add
- Add in Team abbreviation e.g. E\*\*X and add B (E\*\*XB)
- Full Team name should be inserted adding the letter
- at the end e.g. Scorpion Swim Team B
- Short Name should be added in the same way
- This should be done for as many teams as you wish

**PLEASE DO NOT ADD A TEAM WITH AN 'A' AT THE END**

### ATTACH SWIMMERS TO TEAMS

- Select athletes;
- Select athlete;
- Under 'Member of' select 'Team 2'
- The dropdown will show the team designations you have added;
- Select a team to allocate the swimmers to;
- This can be done under Team 3 should you wish to allocate the swimmers to another team etc.
- Select 'OK'

### ENTERING SWIMMERS UNDER DIFFERENT TEAMS

- Select entries by name;
- Select 'Swim for Team' at the top of the page;
- Once this is selected the swimmers you have allocated to this team will show on the list below;
- Select the entries per swimmer as you would normally;
- Do this for each team you wish to enter;

Athlete Name	First Name	Last Name	Sex	Birthdate	Age	Entries
Armstrong, Kara	Kara	Armstrong	F	09/11/07	13	09-Nov-07 14
Chilpala, Natalie	Natalie	Chilpala	F	25-Feb-08	14	
Curtis, Darcey	Darcey	Curtis	F	30-Jul-09	12	
Dahanayake, Vilra	Vilra	Dahanayake	F	03-Mar-08	14	
Duncan, Milham	Milham	Duncan	F		17	
Furniss, Elliot	Elliot	Furniss	M	17-Sep-05	16	
Henderson, Alice	Alice	Henderson	F	11-Sep-08	13	
Henderson, Amie	Amie	Henderson	F	28-Mar-06	16	
Henderson, Thomas	Thomas	Henderson	M	05-Apr-04	18	

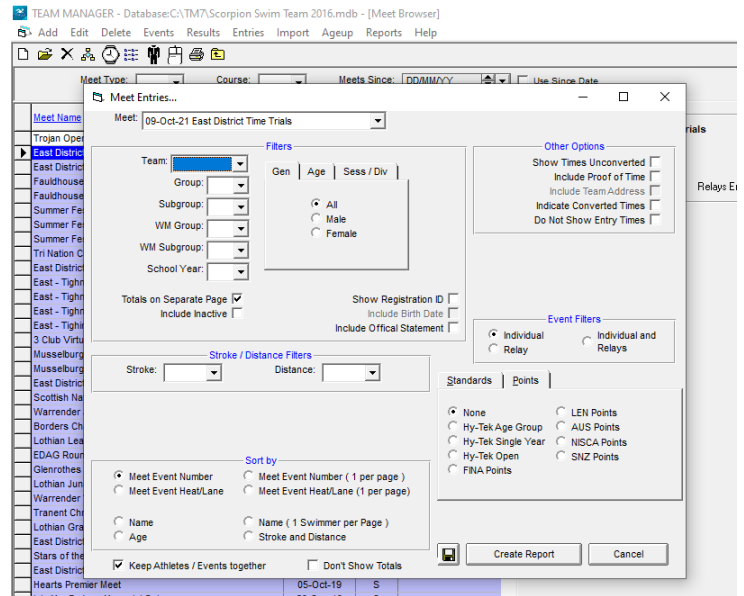
## Submitting Two or More Teams for Team Unify Users

Unfortunately, at present Team Unify does not have the facility to support entries from more than one team.

Prepare and submit your entries as per the normal process using the Hy-Tek Events File, ensuring the individual swimmers and relays are selected to comply with the National League rules.

When you email the Entries Files, please also send team lists for each of your teams in the email so that the results can be processed for each team.

It is important to make it very clear which swimmers are representing which Teams and remember that a swimmer cannot be a member of more than one Team in any one round.



## Checking Your Entries

Check your entries before you submit them!

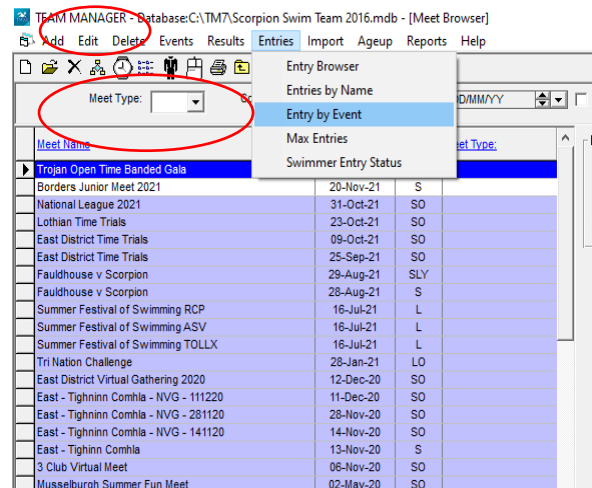
The easiest way to do this is to prepare and check reports using the Reports Menu.

Things to check for:

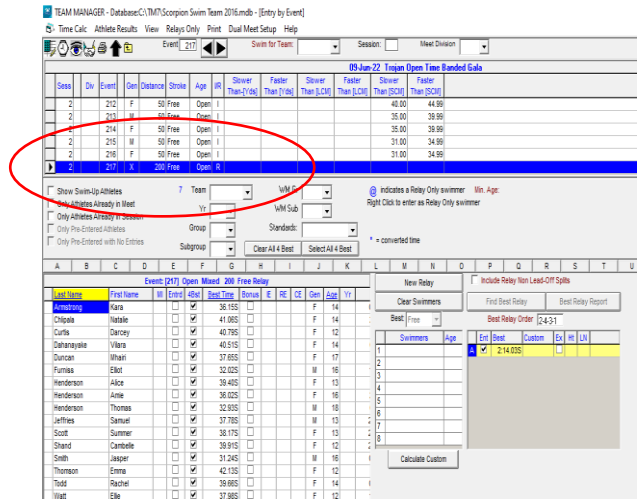
- Only one swimmer or one relay team per event per Team;
- Swimmers have only competed in a maximum of two individual events;

## Entering Relay Teams

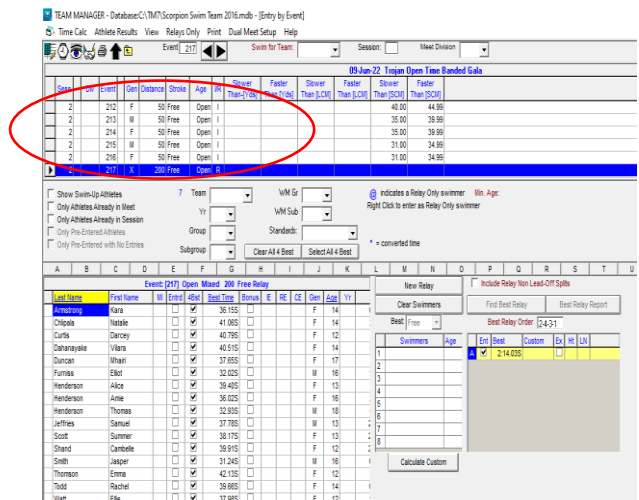
- on the Meets top tab select entries;
- click entries by event;



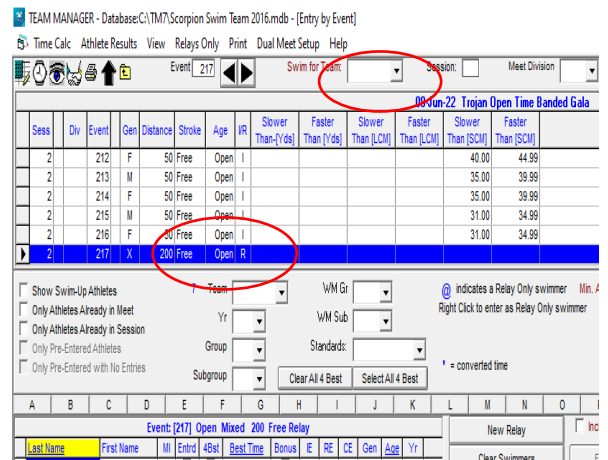
- **IMPORTING ENTRIES** find the event Number;
- (this will have an R in the column next to the age the age group);



- find the event number;
- (this will have an R in the column next to the age group);



- Select the Team name you wish to populate a relay for;
- This is required in two places as shown;



- Add new relay;
- This will then show in the relay team box;
- Enter your custom time for the relay;
- If entering more than one Team remember to change the Team name for each additional Team.

The screenshot displays the 'Trojan Open Time Banded Gala' interface. At the top, there's a menu bar with options like 'Time Laic', 'Athlete Results', 'View', 'Relays Unity', 'Print', 'Dual Meet Setup', and 'Help'. Below the menu is a toolbar with icons for home, back, forward, and search. The main area is divided into several sections:

- Table 1:** A table with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, JR, Slower Than [Yds], Faster Than [Yds], Slower Than [LCM], Faster Than [LCM], Slower Than [SCM], Faster Than [SCM]. It lists swimmers for event 217 (200 Free Open R).
- Control Panel:** Includes dropdowns for Team (7), WM Gr, WM Sub, Group, and Subgroup. It also has checkboxes for 'Show Swim-Up Athletes', 'Only Athletes Already in Meet', 'Only Athletes Already in Session', 'Only Pre-Entered Athletes', and 'Only Pre-Entered with No Entries'. There are buttons for 'Clear All 4 Best' and 'Select All 4 Best'.
- Table 2:** A list of swimmers with columns: Last Name, First Name, MI, Entro, 4Bst, Best Time, Bonus, E, RE, CE, Gen, Age, Yr. Swimmers listed include Kara, Natalie, Darcey, Vilara, Mhairi, Elliot, Alice, Amie, Thomas, Samuel, Summer, Camille, Jasper, Emma, Rachel, Ellie, Katy, and Natalia.
- Relay Setup Panel:** On the right, there's a 'New Relay' section with 'Include Relay Non Lead-Off' checkbox, 'Clear Swimmers', 'Find Best Relay', 'Best: Free', and 'Best Relay Order' (2-4). Below this is a table with columns: Swimmers, Age, Ent, Best, Custom. A swimmer is selected with a best time of 2:14.03S.

## Queries

If you have any queries, please email: [nationals@scottishswimming.com](mailto:nationals@scottishswimming.com)