

## Club Records Policy

This policy is written to outline the requirements and procedures regarding the conditions under which a club record can be claimed by a member of Davenport Dolphins Swimming.

**Club records can only be claimed if these conditions are met.**

Records can be claimed for the age groups, strokes and distances shown in the table below. The age groups are defined as 'age as of the date of the event'. Club records shall be based on 25 metre times. 50 metre times shall be converted to 25 metres to claim a record.

Stroke	Distances	Age Groups (Years)					
		8 & Under	9 and 10	11 and 12	13 and 14	15 and 16	17 and Over
Freestyle	25	✓					
	50	✓	✓	✓	✓	✓	✓
	100	✓	✓	✓	✓	✓	✓
	200	✓	✓	✓	✓	✓	✓
	400		✓	✓	✓	✓	✓
	800		✓	✓	✓	✓	✓
	1500		✓	✓	✓	✓	✓
Breaststroke	25	✓					
	50	✓	✓	✓	✓	✓	✓
	100	✓	✓	✓	✓	✓	✓
	200	✓	✓	✓	✓	✓	✓
Backstroke	25	✓					
	50	✓	✓	✓	✓	✓	✓
	100	✓	✓	✓	✓	✓	✓
	200	✓	✓	✓	✓	✓	✓
Butterfly	25	✓					
	50	✓	✓	✓	✓	✓	✓
	100	✓	✓	✓	✓	✓	✓
	200	✓	✓	✓	✓	✓	✓
Individual Medley	100	✓					
	200	✓	✓	✓	✓	✓	✓
	400		✓	✓	✓	✓	✓

### Regulations

- Records can only be claimed for the age groups, strokes and distances shown in the table above and the minimum age for competing must be adhered to.
  - Events restricted to members of one club. No minimum age
  - Inter Club events limited to not more than eight clubs which do form part of a series of an event as in a league. 8 years
  - Open Events, other than Regional and National competitions. 9 Years



**Davenport Dolphins Swimming Club**  
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- Relay events in Regional competitions. 9 Years
  - Individual events in Regional Competitions. 10 Years
  - Relay events in National Competitions. 10 Years
  - Individual events in National competitions. 11 Years
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- For each category the age specified shall be the age of the swimmer at midnight on the day of the event or the final day of a series of events forming part of one competition whichever is the latest.
  - To claim a record the swimmer must, at the time, be:
    - Swimming for Davenport Dolphins Swimming Club or in a representative team e.g.
      - County teams
      - Regional and National events
    - Swimming in a licensed open meet, club championships or approved team gala e.g.
      - Arena League
      - Leicester League
      - County Team gala (Sadie Murray, Wilkinson Sword etc.)
    - A club record can be claimed by a swimmer in the lead leg of a relay providing the following conditions are met:
      - The relay takes place in an eligible meet (as listed above)
      - Each individual relay split is electronically recorded
      - The lead relay leg split can be independently verified
  - To be eligible to claim a club record a swimmer must be fully paid-up member of Davenport Dolphins Swimming Club for the three months prior to the event. Fully paid-up members are defined as having paid their annual membership fee and monthly squad fees for their squad.
  - To be eligible to claim a club record the previous record must be bettered not equalled (this includes the situation where a record is broken in 1 heat of a meet and then this new record is equalled in a subsequent heat).
  - If a record is subsequently broken by more than 1 swimmer in the same meet, all swimmers will be awarded a club record certificate, but only the fastest time will appear in the club records database.
  - If, in the unlikely situation, an existing record is broken in the exact same heat, with the exact same time, by 2 different swimmers, both swimmers will be awarded the record.
  - An approved conversion tool must be used to convert from LC to SC.
  - No club record will be accepted from a coach's, Team Manager's or parent's recorded time taken at eligible galas.
  - No club record may be claimed from a personal challenge organised during a training session.

#### **How to Claim a Record**

- If a record is broken, the Swimming Club shall be responsible for updating the records.
- Club records can only be claimed using the official club record form.
- Club record forms must be submitted within 2 months of the calendar month of the record being broken or the Club Record Officer reserves the right not to accept the record claim.
- For all events the swimmer, parent or guardian shall claim the record and provide evidence to the Club Record Officer
- All club records will be validated in the first instance by the club records officer and/or club secretary
- The record will be approved once all the information has been received by the committee and their approval granted

#### **Award**

In recognising the achievement, the swimming club will provide a suitable certificate that will be presented to the swimmer. The Club Record database shall be updated on a regular basis.



**Conditions not Covered by this Policy**

Any other matters not covered by this policy shall be decided by the Swimming Club Committee but must follow the ASA and Club rules and regulations

**Document Control Log**

**Change History**

Version	Release Date	Description of changes	Requested By
1.0			
1.1	February 2022	Update policy to reflect changes in 800m/1500m distances for participants	Chairman Committee Approval May 2022