Hamilton Aquatics
Competitions Entry Guide

Entering a swimming competition can be a confusing experience. There are many things to consider such as which competition, which events and how many events to enter, there are entry times, consideration times, cut off times and the closing date, which comes around all too quickly.

This guide will hopefully answer some of the most frequently asked questions and make the process of entering competitions less confusing.

Key Terms

- **Age on Day:** This is usually the last day of the event or championships as specified in the entry pack. This will determine your age group for the competition.

- **Closing Date*:** The closing date for the competition will be clearly stated on the Hamilton Aquatics website at Hamilton Aquatics Dubai Competitions Page in the competition entry pack. If your entry is not received before the closing date, you will not be allowed to enter.

  For Hamilton Aquatics Swimmers, please note that the closing date of the competition and the closing date of Hamilton Aquatics Entries team are different. Read all emails from Hamilton Aquatics Entries Team and check with your squad coach. Your entry will not be accepted if it is submitted late.

- **Qualifying Times*:** A qualifying time is a time you **must** be faster than to be able to enter the competition. Entry times in qualifying times will be **guaranteed entry**. You will have to prove that you have achieved this time when entering.

  * For Hamilton Aquatics Swimmers, Hamilton Aquatics Entries Team will only use times that are recorded in the team database. If you are new to Hamilton Aquatics, you must submit your best times to be added to the database, before you enter a competition. Speak to your squad coach about how this should be done.

- **Consideration Times:** A consideration time is a time you **must** be faster than. Entry times in consideration times **may be considered** to enter the competition and **does not** guarantee entry. In the event of oversubscription, we will reject entries from slowest to fastest regardless of age groups.

- **Cut off Time (Not faster than times):** You cannot enter if you are faster than the cut off time.

- **Speed Limit:** A competitor who swims faster than the speed limit time will not be eligible for medals or other awards in that event. By swimming faster than the speed limit time it is an indication that a competitor should be competing in a higher-level competition. For Hamilton Aquatics First Series, swimmers who swim faster than the speed limit will receive a speeding ticket for their achievement.

- **Eligibility Report:** A list of the events that a swimmer can enter for each competition.

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- **Proof of Time:** Proof of time is evidence of where time was achieved. All entries for Hamilton Aquatics Competitions **must** now be accompanied by proof of time. It is the responsibility of clubs and coaches to provide proof of time which must be achieved in a competition licensed or ratified within the country it is held or with publicly available results that can easily be referenced to establish the proof of time. A proof of time report must be submitted with all entries. Failure to do so may result in all entries being rejected.

  Times achieved in time trials, recorded by coaches during a training session or achieved in school gala's where no electronic timing is used, cannot be used for entry, and will not be accepted. Swimmers whose times cannot be proven will be rejected.

  Teams holding internal competitions such as club championships or dual meets should publish the meet entry criteria and the official results on their website so that they are publicly available. Results should be recorded with individual timekeepers on each lane and in the presence of at least one qualified official. Preferably results will be recorded in meet management software such as Hy-Tek Meet Manager.

  Proof of time can be produced in Hy-Tek via the reports section as follows:

  From the Main Menu select > Reports > Meet reports > Meet Entries > Check the 'include proof of time' box and save the report.

  Below is a sample proof of time done in Hy-Tek:

Licensed To: Aquatix Swimming Training		HY-TEK's TEAM MANAGER 8.0 15/02/2023		

Individual Meet Entries Report

Hamilton Aquatics Development Series 04-Mar-23 SC Meters
Location: TBC
Aquatix Swimming Training [AQX]

0555392282
info@aquatixdubai.com

FEMALE	Event	Time	Date	Meet
Zahra Akbar (10) 12/11/2012				
# 103C	Female 10-10 50 Free	39.07S	28/01/2023	EC - 2nd Fundamental Swimming Championship
# 107C	Female 10-10 100 Back	1:39.13S	28/01/2023	EC - 2nd Fundamental Swimming Championship
# 203C	Female 10-10 100 Free	1:30.90S	13/02/2023	Hamilton Qualifier Meet
# 207C	Female 10-10 50 Back	46.41S	24/09/2022	Hamilton Aquatics Super Sprint Meet
Athletes count: 4				
Amelie Ball (10) 14/08/2012				
# 103C	Female 10-10 50 Free	37.96S	27/01/2023	World School Games U11 2023
# 107C	Female 10-10 100 Back	1:38.30S	24/09/2022	Aquatix Swimming - Short Course Meet
# 203C	Female 10-10 100 Free	1:25.00S	24/09/2022	Aquatix Swimming - Short Course Meet
# 207C	Female 10-10 50 Back	44.80S	24/09/2022	Aquatix Swimming - Short Course Meet
Athletes count: 4				

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How to enter a Competition

1. Visit the Hamilton Aquatics Dubai Competitions Page and select appropriate competition you wish to enter.

   For each competition, there is a short description of the competition and who it is aimed at. This will help you decide which competition to enter. If in doubt you should ask your squad coach for advice but please remember not to disturb them while they are coaching.

2. Download and read the entry pack for the selected competition carefully so that you are aware of any requirements and the rules and regulations.

   Under the title of the competition, you wish to enter select entry pack. You can save this to your computer to refer to later as any information you will require regarding the venue and timings of the competition will be in the entry pack.

Dates	COMPETITIONS	
29 Jun 2018 to 30 Jun 2018	Hamilton Aquatics Summer Sizzler Closing Date: Thursday 7th June 2018	♣ Entry Pack Available

3. For team entries, you should use Hy-Tek's team manager. There is a free version available to download here: www.hy-tekltd.com/downloads.html. You can request the Hy-Tek entry file by emailing competitions@hamiltonaquatics.ae. A guide to entering using Hy-Tek team manager is available on the Hamilton Aquatics website at List of FAQs Page . Teams that do not use Hy-Tek to enter will pay an additional administration fee of AED 10 per event. Once all entries have been entered in the team Hy-Tek file, send the team Hy-Tek file with the proof of time (if required) to competitions@hamiltonaquatics.ae.

   All entries should have a proof of time (if required) to be sent along with the entries. Failure to send proof of time will result to rejected entries.

   All swimmers entering Hamilton Aquatics Competitions with a UAE based club should be registered with the UAE Swimming Federation. Overseas swimmers should be registered with the Swimming Federation or National Governing Body with which their club is affiliated. Hamilton Aquatics reserve the right to reject entries if either of these stipulations are not adhered to.

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4. For individual entries, an entry form can be requested by emailing competitions@hamiltonaquatics.ae. Fill out the required details on the entry form and send the form with the proof of time (if required) to the same email address.

   The entry form will be in word format so it can be edited on your computer. You will need to enter the following information clearly and in English:
   - Competitors name:
   - Date of Birth:
   - Gender
   - Club:
   - Your contact details (email address)
   - Fill the events you wish to enter and should be the same from the proof of time.

   All entries should have a proof of time (if required) to be sent along with the entries. Failure to send proof of time will result in rejected entries.

   All swimmers entering Hamilton Aquatics Competitions must be a member of a swimming club either in the UAE or their home country.

   Please take note that club entries (5 or more competitors) must be made using Hy-Tek. If required, the Hy-Tek lite application is available to download free from Hy-Tek here: http://www.hytekltd.com/downloads.html . Only one file per club is permitted.

5. *Shortly after the advertised closing date (the date on the Hamilton Aquatics Website and in the Competition Entry Pack), you will be sent an entry and exception report which will confirm whether your entry to the competition has been accepted. Entry report is a list of the entries accepted, while exception report is a list of rejected entries.*

   At this time, a draft programme will be published on the Hamilton Aquatics website at Hamilton Aquatics Dubai Competitions Page. Next to the title of the competition you have entered select draft programme. This is only a provisional list of swimmers who have been accepted and may change.

Dates	COMPETITIONS	
22 Jun 2018 to 22 Jun 2018	**Future Stars Open Meet** **Closing Date:** Thursday 31st May 2018	♣ Draft Programme Available

6. A week before the day of the competition, a final programme will be published to the Hamilton Aquatics Website at Hamilton Aquatics Dubai Competitions Page. The Invoices, Team Briefing, Final Information and Final Programme will be sent via email to all clubs. At this time, **no changes will be made, and all entries must be paid for**.

   Please remember, once the final programme is published all entries listed must be paid for and no refunds will be given.

   Next to the title of the competition you have entered select final programme. This is the final list of swimmers who have been accepted and will not change.

Dates	COMPETITIONS	
22 Jun 2018 to 22 Jun 2018	Future Stars Open Meet Closing Date: Thursday 31st May 2018	♣ Final Programme Available

   For a full list of terms and conditions for entering Hamilton Aquatics Competitions please read the Hamilton Aquatics Promotors conditions available on the Hamilton Aquatics website at Other Services Page.

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Important Information

➢ Read the entry pack thoroughly. Any information you require regarding the venue and timings will be in the entry pack.

➢ Check the closing date carefully and ensure you submit your entry before the advertised closing date.

➢ Entry times must have been achieved in a recognized competition. Time-trial times achieved in training, times from school galas and times from unregistered competitions cannot be used for entry into Hamilton Aquatics competitions.

➢ It is the responsibility of each team to ensure that they meet the entry criteria for the competition. Swimmers will be rejected if they do not meet the entry criteria.

➢ Due to the number of entries received and to be processed you will not receive a confirmation email to say your entry has been received. You can ask for a read report from your email provider if you wish.

➢ Once all the entries have been processed an entry report will be sent via email for you to check that your entry has been processed correctly. You should check this carefully to ensure that the correct events have been entered and names and ages are correct.

➢ Once your entry has been submitted you will not be allowed to change your events from those you originally entered.

➢ A draft programme will be published on the Hamilton Aquatics website at Hamilton Aquatics Dubai Competitions Page. This is confirmation that your entry has been accepted. Once the draft programme has been published you can still be allowed to make any changes but no additional entries.

➢ Approximately one week before the competition you will be sent an invoice, team briefing, final programme and final information. The final programme will be published on the Hamilton Aquatics website at Hamilton Aquatics Dubai Competitions Page .

➢ **Once the final programme has been posted, no changes will be made, and all entries must be paid for.**

➢ Payment should be submitted on arrival on the first day of the competition. If payment is not submitted swimmers may be withdrawn from the competition. A late payment fee of AED 50 per swimmer is applicable to any late payments.

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Frequently Asked Questions

- **How can we get the full information about the competition?**
  All information is in the entry pack which can be downloaded in the Hamilton Aquatics Competitions Page *at* www.hamiltonaquatics.ae.

  Please take note that for Hamilton Aquatics Swimmers, the deadline of accepting entries is different from the entry pack. Please speak to your coach regarding the club deadline.

- **Can I enter if I am not registered with a club in Dubai?**
  To enter Hamilton Aquatics Competitions, you do not have to be registered with a club in Dubai however, if you are not registered with a club in Dubai, you must provide proof that you are registered with a swimming club that is affiliated to the National Federation or Governing Body in the country in which it is based.

- **What is a qualifying time?**
  *A qualifying time is a time you **must** be faster than to be able to enter the competition. Entry times in qualifying times will be **guaranteed entry**. You will have to prove that you have achieved this time when entering.*

- **What is a consideration time?**
  *A consideration time is a time you **must** be faster than. Entry times in consideration times **may be considered** to enter the competition and **does not** guarantee entry. In the event of oversubscription, we will reject entries from slowest to fastest regardless of age groups.*

- **What is a cut-off time?**
  You cannot enter if you are faster than the cut off time. If you are faster than the cut-off time, you may be eligible to enter in the higher-level competition and you can check the qualifying times in the entry pack which can be downloaded in the Hamilton Aquatics Competitions Page at www.hamiltonaquatics.ae.

- **What is proof of time?**
  *Proof of time is evidence of where a time was achieved. All entries from Hamilton Aquatics First Series to Hamilton Aquatics Open Meets **must** now be accompanied by proof of time. It is the responsibility of clubs and coaches to provide proof of time which must be achieved in a competition licensed or ratified within the country it is held or with publicly available results that can easily be referenced to establish the proof of time. A proof of time report must be submitted with all entries. Failure to do so may result in all entries being **rejected**.*

  Times achieved in time trials, recorded by coaches during a training session or achieved in school gala's where no electronic timing is used, cannot be used for entry and will not be accepted. Swimmers whose times cannot be proven will be rejected.

- **What is proof of time?** (Continuation)
  Teams holding internal competitions such as club championships or dual meets should publish the meet entry criteria and the official results on their website so that they are publicly available. Results should be recorded with individual timekeepers on each lane and in the presence of at least one qualified official. Preferably results will be recorded in meet management software such as Hy-Tek Meet Manager.

  Please take note that proof of time should not be older than 12 months.
  Please take note that proof of time should be sent along with the entry file/form.

- **What is the timing system used?**
  A semi-automatic Omega timing system is being used in our competitions run at the school venue. Backup buttons are used as the primary timing.

  For competitions run at Hamdan Sports Complex, an automatic Omega timing system is being used. This system uses touchpads as the primary timing and backup buttons as secondary timing.

  Both timing systems use stopwatch time as backup times.

  Please take note, we don't use video as a reference in getting the times.

- **Can we use entry times in short course for long course competition and vice versa?**
  If entering a long course competition, type S for a Short Course time after the entry time. If entering a short course competition, type L for a Long Course time after the entry time.

- ***What if the entry times are not faster than the consideration/qualifying time?***
  In these cases, the swimmer is not in the right level of competition. Hamilton Aquatics have four levels of competition and these competitions have consideration times, qualifying times and cut-off times. Please check the time standards in the entry pack.

- ***How would we know if our entries have been accepted or rejected?***
  After the closing date, we send the entry report confirming for accepted entries and exception report for the rejected entries. Accepted entries are in the draft programme and final programme and will be emailed to the coach once confirmed.

- **What is the difference between a draft programme and a final programme?**
  In the draft programme, we can still allow the clubs to have changes on or before the deadline of amendment. In the final programme, we cannot allow any changes and all entries must be paid for.

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- **What competitions have finals?**
  We only have two competitions that have finals, Middle East Open & Junior Championships and Hamilton Aquatics Summer Sizzler.

  Middle East Open & Junior Championships offer finals in 100m and 200m Middle East Open events only.

  Hamilton Aquatics Summer Sizzler offers finals in 100m events (except Butterfly) and 200m Individual Medley.

- **Do you refund entry fees if I cannot attend?**
  Entry fees will only be refunded due to medical reasons if a valid medical exemption certificate is provided. It can take up to 28 working days to process the refund. For clubs overseas, we will send the refund (minus the bank charges) via bank transfer.

- **Can I pay via bank transfer?**
  To pay via bank transfer, payment should be made at least 3 days before the first day of the competition for the amount paid to be reflected in our bank account. Any bank transfer charges and payment should be paid by the payee. Any balance should be paid on the first day of the competition.

- **Can I pay in a different denomination (e.g. US dollars, Omani Riyals)?**
  For cash payments, we can only accept UAE Dirhams (AED).

- **Can I enter if I am not accompanied by a coach?**
  Swimmers can enter if they are not accompanied by a coach, however only coaches can be issued a coach pass for poolside access.

- **Can I enter wearing burkini?**
  In the Hamilton Aquatics First Series and Hamilton Aquatics Development Series, swimmers may wear a Burkini. In Hamilton Aquatics Open Meets all swimwear must be FINA approved.

- **What is an exhibition swimmer?**
  *The exhibition swimmer is a swimmer who can swim an event for time only. This swimmer cannot place and score in the exhibition event. An exhibition swimmer is designated with an **X** beside the seed time and results time.*

- **How are the heats sorted?**
  Heats are sorted based on slowest to fastest entry time regardless of age. There will be some heats that have mixed age-groups racing. Results are based on the age groups and not based on the heats.

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- **Why we can't give out printed meet programme?**
  Due to a very short time to print the programmes after the entries withdrawals, we only provide printed meet programme to the officials, events staff, and the coaches (except for Middle East Open & Junior Championships but depending on the type of spectator's pass). Spectators can view the meet programme on Meet Mobile application (this is not a free app).

- **How are the results processed?**
  Results are processed based on the age groups of the event. Results are not based on the heat. Exhibition swimmers and swimmers that have been disqualified are not included in the ranking.

- **When, Where and How we publish results?**
  - Meet Mobile Application
    *Results can be accessed through the Meet Mobile app. The Meet Mobile app is free to download from the Apple App Store (iPhone Apps) and Google Play and will allow access to heat sheets and results throughout the weekend. **Please note that this is not a free app**.*

  - Email
    Results will be emailed to the academy coach after the gala, around 48 hours after the competition.

  - Hamilton aquatics Website
    Results will be posted onto the Hamilton Aquatics Competitions Results Archive page on our website around 48 hours after the competition.

- **How can we check the disqualification?**
  Disqualifications are included in the results posted around the venue. You can check the details of the disqualification by checking the full results found on Hamilton Aquatics Competitions Results Archive 24 to 48 hours after the competition.

- **How do we protest for the results and disqualification?**
  Protests must be made in writing by the club coach to the Competition Director within 30 minutes of the conclusion of the event. Parents must speak with the club coach first regarding the problem.

- **What is a speeding ticket? *(Hamilton Aquatics First Series Only)***
  Swimmers who swim faster than the speed limit will receive a speeding ticket for their achievement in Hamilton Aquatics First Series. A competitor who swims faster than the speed limit time will not be eligible for medals or other awards in that event. By swimming faster than the speed limit time, it is an indication that a competitor should be competing in a higher-level competition.

- **Why is flash photography not allowed during the start of the race?**
  Light from cameras can distract the swimmers and may affect their starts.

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- **Why are parents not allowed in the swimmers' area?**
  Due to our child protection policy, we only allow coaches and events staff to access the swimmers' area.

- **Why are food and drinks (except water) not allowed on poolside?**
  Food and drinks can contaminate the pool. To prevent any contamination, we must enforce rules not allowing food and drinks on poolside.

- ***How to become a volunteer?***
  Anyone who is older than 12 years can be a volunteer. You can drop us an email to volunteeers@hamiltonaquatics.ae and providing your name and preferred session. We will then send you the final information.

- ***What are the benefits of a volunteer?***
  Volunteers will receive refreshments and for every session they volunteer for you will received a 'race voucher'. If you use a race voucher when paying for your child's entries, one of the events will be free. Volunteers will also not have to pay the admission fee for the session(s) that they help in.