



# Club Records Policy

## Document Control Log

### Change History

| Version | Release Date | Description of Changes   | Requested By                |
|---------|--------------|--|-----------------------------|
| 1.0     | June 2021    | New document replacement for current 2020 edition, that allows historical, current and level x | Passed at Committee Meeting |
| 2.0     | October 2023 | Adjusted document to reduce sign off overhead & introduction of block claim form.              | Passed by Exec Committee    |
|         |              |  |                             |
|         |              |  |                             |



# **Club Records Policy**

## **Document Definition**

This document defines the policy and procedure of all club records.

## **Definition**

‘Club’ – Black Lion Swimming Club

‘Organisation’ – Any other club, company, charity, event, institution

## **Club Records Policy**

The club records policy defines what entitlement the swimmer of the club can request and how to request it. It also outlines the flow of that process.

It will consist of the conditions that a club record can be claimed, it will recognise previously claimed records with an understanding at that point in time the rules may have differed or do not adhere to current conditions of club record claim, these records will be assigned as historical and held as historical club records. Where due to changes in racing times/leagues as administered by Swim England it will be noted and the policy will follow suit and create a new records section to host these claimed times, this will differ from normal ranking held times and will not merge with existing club records.

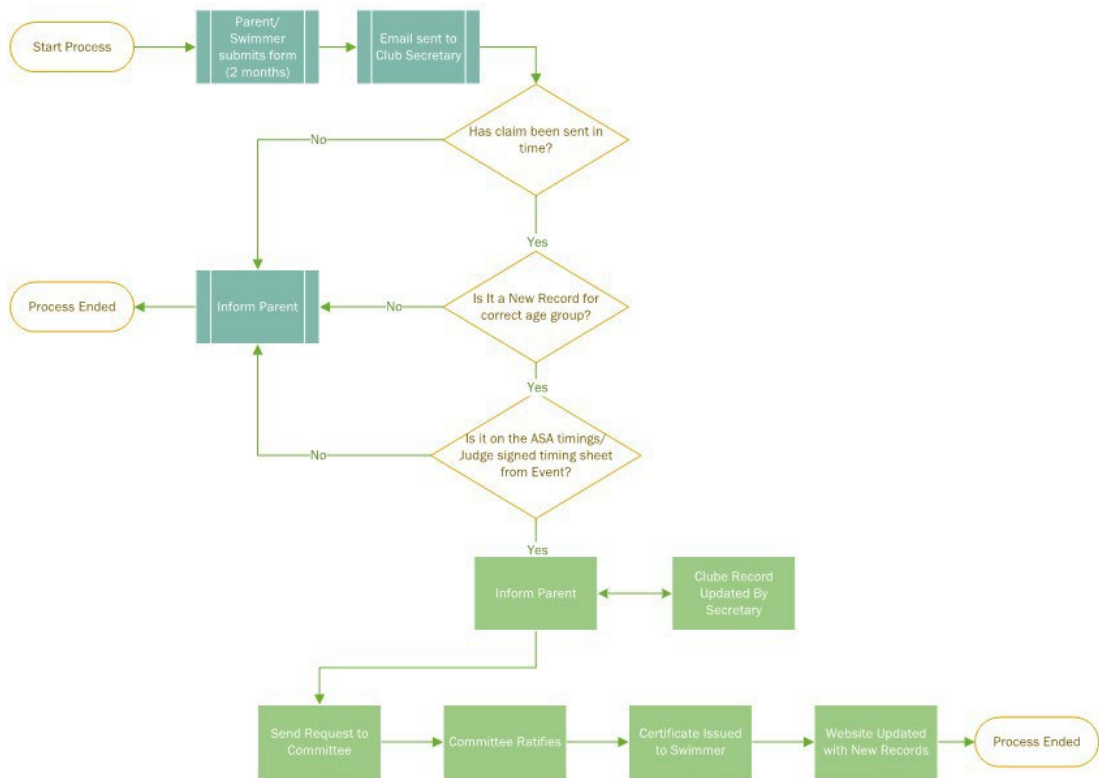
## **Conditions Of Application**

- Must be a licensed meet and the time must appear on rankings.
- Must use the claim form that can be found at the end of this policy Or secretary uses block claim form for multiple entries for email claims.
- Must claim the record within two months of event.
- Must provide evidence of club record being claimed.
- The swimmer must be a member of the Black Lion swimming club at the time of the swim and must compete under Black Lion name. Where a swimmer is part of an international team selection or any other (county, regional, national, etc) team selection then the swimmer’s record can stand as long as they are full paying and full-time training members of the club and Black Lion is their ranked club.
- Swimmers that hold multiple club memberships, university swimmers and internationally based swimmers will have to prove their main club is Black Lion by either training predominantly and/or competing in key meets, leagues and championships.
- Age on date of swim will apply for all events.
- Only competitive events will be recognised that are recorded by Swim England.
- Where there are multiple leagues and separated as defined by Swim England these will be kept separate and held under the Swim England name as a separate club recognised record.
- All claimed records will be validated by either the club records secretary or club secretary.
- The record will be approved once all information has been received by the committee and their approval granted.
- Once approved the record will be added to the relevant club record and held online.




# Club Records Policy

## Flow Of Club Records





# Club Records Policy

|  |  |
|---|--|
| <b>Club Record Claim Form</b>   |  |
| Swimmers Name   |  |
| Date Of Birth   |  |
| Event   |  |
| Date Of Event   |  |
| Record Being Claimed  |  |
| Documentation Attached  |  |
| Parent Name   |  |
| Parent Signature  |  |
| Swimmer Name  |  |
| Club Records/Club Secretary Name  |  |
| Checked Date  |  |
| Signed Off  |  |
| Committee Approved<br>(a signatory/ or email)                                     |  |
| Approval Date   |  |



## Club Records Policy



### Club Record Block Claim Form

|   | Name | DOB | Event | Date of Event | Record Claimed | Doc (Y/N) |
|---|------|-----|-------|---------------|----------------|-----------|
| Swimmer Details                                 |      |     |       |               |                |           |
| Parent Name & Signature                         |      |     |       |               |                |           |
| Club Records/Club Secretary Name & Date Checked |      |     |       |               |                |           |
| Signed Off                                      |      |     |       |               |                |           |
| Committee Approved                              |      |     |       |               |                |           |
| Approval Date                                   |      |     |       |               |                |           |



## **Club Records Policy**

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