



Kent County Amateur Swimming Association

KCASA Swimming Record Application Form

Applications for records must be sent by post by the claimant to Jean Scott, 2 Rookery Close, Snodland, Kent ME6 5GS or by email to jean.scott@kentswimming.org within 28 days of the swim. If swum as an individual unpaced event, full details of the names of the appointed officials must be set out on the back of this form which shall be signed by the Referee

Applicant's full name		
Applicant's date of birth and age band for Masters		
Applicant's address (including postcode)		
Applicant's telephone number		
Applicant's email address		
Applicant's club		
Distance swum		
Stroke		
Time claimed		
Date race took place		
Title of designated event/meet		
Venue (pool name and location)		
Pool length		For office use: Short/Long Course

I attach a copy of the results sheet for the event (this is obligatory) and wish to claim the above Kent swimming record

The time claimed is shown in:	Event No**	Heat/Final**
Signature of applicant:		
Signature of parent/guardian if a Junior:		
Name of parent/guardian		
Date of application:		

** Please complete/delete as appropriate

Please note that it can take a considerable period of time from the date of the swim to the issuing of record certificates. The process is as follows:

- record applications are submitted by the swimmer up to twenty-eight days after the swim
- record applications are received, collated and checked, and submitted to the next Swimming Committee meeting for ratification (this can be up to three months from application submission depending on the time of year)
- the Minutes of the meeting that ratified the records are then submitted to the Management Committee for approval (this could be two months after the Swimming Committee meeting)
- certificates are then produced, signed and distributed and the website updated (this process could take a month or so to complete)

Typically certificates are issued in a timely fashion, but it may take several months or more to be ratified depending on how the Committee meeting dates fall.