



# Kent County Relay Championships 2026

## Saturday 12<sup>th</sup> September 2026

### Entry Pack

Version 1.0 - 2026-05-11

#### Key Contacts

Role	Name	Email
Meet Promoter	John Handley	<a href="mailto:John.handley@kentswimming.org">John.handley@kentswimming.org</a>
Event Manager	Nathan Friend	<a href="mailto:Events.manager@kentswimming.org">Events.manager@kentswimming.org</a>
Meet Entries Manager	Lynn Gates	<a href="mailto:Lynn.gates@kentswimming.org">Lynn.gates@kentswimming.org</a>
Lead Referee	Jean Scott	<a href="mailto:Jean.scott@kentswimming.org">Jean.scott@kentswimming.org</a>



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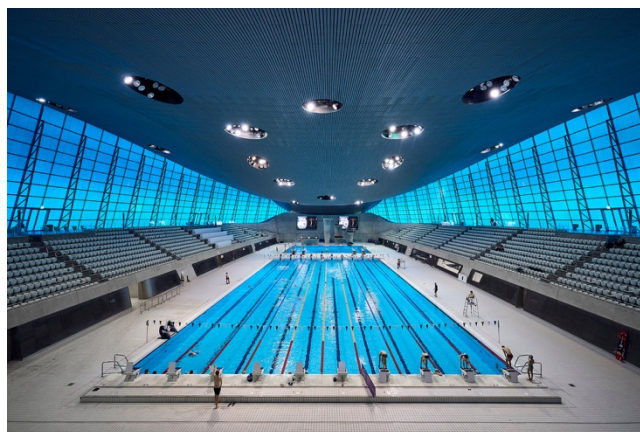
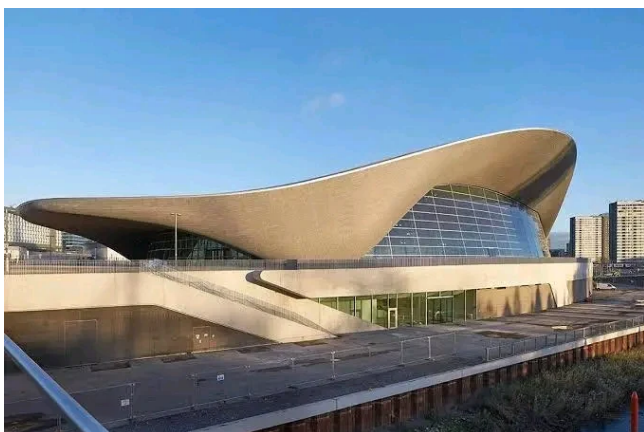
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## Version Control

Version	Date Released	Summary of Changes
V1.0	11 <sup>th</sup> May 2026	Initial release

## Venue – London Aquatics Centre



Address – London Aquatics Centre, Queen Elizabeth Olympic Park, Stratford Cross, London, E20 2ZQ

Venue Phone Number – 020 8536 3150

Venue Website - <https://www.londonaquaticscentre.org/>

## Venue and Travel Info Websites

Venue Accessibility Information (incl. pictures, facilities info, etc.)

<https://www.accessable.co.uk/london-borough-of-newham/access-guides/london-aquatics-centre>

Queen Elizabeth Olympic Park Accessibility Information

<https://www.queenelizabetholympicpark.co.uk/plan-your-visit/access-and-safety/access>

Info on getting to London Aquatics Centre

<https://londonaquaticscentre.org/about/find-us/>

National Highways – Traffic England

<https://www.trafficengland.com/>

Southeastern Railway Service Status

<https://www.southeasternrailway.co.uk/travel-information/service-updates/service-disruption>

Transport for London Status Page

<https://tfl.gov.uk/tube-dlr-overground/status/>

## Key Dates for Competition

Date	Event
Entries Open	Monday 11 <sup>th</sup> May 2026
Entries Close	Saturday 29 <sup>th</sup> August 2026 @ 23:59
Accepted Entries Released	Monday 1 <sup>st</sup> September 2026
Pre-Event Coach and Team Manager Briefing	Saturday 5 <sup>th</sup> September 2026 OR Tuesday 8 <sup>th</sup> September 2026
Event Day Coach and Team Manager Briefing	Saturday 12 <sup>th</sup> September 2026 @ 08:00
Competition Date	Saturday 12 <sup>th</sup> September 2026



## Entry Information

### Entry Fees

Entry fees are set at £12 per team per event. An entry summary sheet with the correct information must be sent to the Meet Entries Manager at the time of entry. Fees must be paid at the time of entry to the following bank account:

- Business Name - Kent County ASA
- Account Number - 77774108
- Sort Code - 60-21-10
- Reference - CLUBCODE-Relays26

Incorrect entries will not be refunded.

### Entry Confirmation

Club gala secretaries will be emailed directly with confirmation of their entries once these have been accepted or rejected by the Meet Entries Manager. A separate confirmation pack will be produced by the Event Manager and communicated to all club gala secretaries as soon as possible after Accepted Entries have been published.

### Entry Closing Date

Entries close on 31st August 2026 at 23:59. No entries beyond the closing time and date will be accepted.

### Team Declarations

Clubs must declare the composition of teams using the provided form. This form may be submitted to the Meet Entries Manager at any point prior to the competition, however name changes for each session close at the start of warm up for each session. No name changes are permitted between heats and finals, except that a declared reserve is allowed to swim if one of the swimmers from the heats is unable to do so due to injury.

### Withdrawals

#### Heats

Withdrawals must be made via the QR codes provided to club gala secretaries by the start of warm up for each session. After this time, no withdrawals can be made.

A fine of £20 shall be issued for each empty lane as a result of teams not withdrawing and failing to swim.

#### Finals

Team managers have a 5 minute period to withdraw teams after the announcement of finalists has been made for the relevant event. **This is a reduced period compared to the Championships held earlier this year.**

In the event a swimmer from the heats is unable to compete in the finals, and the team wishes to nominate a reserve swimmer, team managers may do so at the Finals Notification desk on the swimmer balcony, to enable compliance checking with the conditions.

After this 5 minute period, finals start lists will be produced. Any withdrawals made after this shall result in reserves swimming in the place of the withdrawn team. A fine of £20 shall be issued for each empty lane as a result of teams not withdrawing and failing to swim. Called up reserves shall not be fined.

### Accreditation

**At this event, we are trialling accreditation issued through the Swim England Member Options portal. This is the only way to be accredited for this event, and accreditation must be downloaded and printed prior to the event day.** Coaches, Team Managers and Chaperones/Personal Care Attendants must login to the [Member Options site](#), ensure a recent photo is uploaded and any other specific qualifications are present on the Swim England database.



Accredited individuals must download the “Swim England DBS, Safeguarding, qualification check” pass available for free, and report to the Accreditation desk on arrival to the venue to have their pass marked, and receive a pouch and lanyard for their pass.

Technical Officials supporting the event do not need to purchase accreditation but must show their British Swimming/Aquatics GB Officials Card at all times.

## Coaches

Coaches must have the following on their Swim England Member profile in order to download accreditation:

- A Discipline Specific Coaching Qualification (e.g. Assistant Coach, Swimming Coach, Senior Swimming Coach, Level 2 Coach, etc.)
- An up-to-date Safeguarding Qualification
- An up-to-date DBS with Barred List check

## Team Managers

Team Managers must have the following on their Swim England Member profile in order to download accreditation:

- A Team Manager Module One or Module Two certificate
- An up-to-date Safeguarding Qualification
- An up-to-date DBS with Barred List check

## Chaperones/Personal Care Attendants

Chaperones and Personal Care Attendants must have the following on their Swim England Member profile in order to download accreditation:

- A Chaperone attribute/qualification
- An up-to-date Safeguarding Qualification
- An up-to-date DBS with Barred List check

## Coach & Team Manager Briefing

At least one coach and one team manager from each competing club must attend either of the briefings below before the event. This is an opportunity for key information to be given to clubs, and for any questions to be asked to the organising team ahead of the event.

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<b>Date &amp; Time – Saturday 5<sup>th</sup> September @ 09:15</b> (before the 2026 Kent County Annual Council Meeting)	<b>Date &amp; Time – Tuesday 8<sup>th</sup> September @ 18:00</b>
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**Location –** Holiday Inn Maidstone - Sevenoaks, London  
Road Wrotham Heath, Wrotham Heath, Sevenoaks TN15 7RS & Online

**Location –** Online

**Meeting Link –** To Follow

**Meeting Link –** To Follow

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A further briefing will take place on the morning of the competition to communicate any last-minute updates from the Competition team. At least one coach and one team manager from each competing club must attend this briefing.

**Location –** Officials Room (Studio next to Timing Suite)

**Date & Time –** Saturday 12<sup>th</sup> September @ 08:00





## Competitor Information

The detailed schedule and conditions for the Kent County Relay Championships can be found on the [Kent Swimming website](#). In the event of discrepancies between this entry pack and the conditions, the conditions take precedence. Queries regarding these should be directed to the [Event Manager](#) in the first instance.

## Session Times

Session	Warm Time	Start Time	End Time
1	08:15	09:20	12:30
2	TBC – No earlier than 12:45	TBC – No earlier than 13:50	TBC

## Warm Up & Swim Down

Warm Up sessions will take place before each session, with a specific lane allocation and schedule to be sent out once entries have closed. Clubs should expect to have roughly 20 minutes to warm up their swimmers, although this is subject to change. Coaches must supervise their allocated lanes, ensuring that directions from the Warm Up Marshall are followed.

The Warm Up Marshall may introduce sprint lanes towards the end of each Warm Up session. This is at their discretion, and they will announce when sprint lanes are active.

## Certificates of Exemption

Swimmers and/or Team Managers must present any exemption certificates to the referee or technical director before the start of the race, and ideally before the start of the session.

If a swimmer has any other needs or conditions that may affect them before, during or after a race, that is not covered by an exemption certificate, it is advisable that this is brought to the attention of the referee before the start of the session, including taping or a need for the strobe to be blocked due to photosensitivity.

## Safeguarding

Swimmers are reminded of the Wavepower guidelines on changing rooms. **Usage of a mobile phone or device in the changing rooms is prohibited.**

- X No Taking Photos or Videos
- X No Texting
- X No Making Phone Calls
- X No Browsing The Internet

Kent Swimming reserve the right to remove swimmers from the Championships if they are found to be using mobile phones and other devices in the changing rooms. Swimmers may listen to music in the changing rooms or call room, but devices must remain at the bottom of bags/in pockets and must not be touched (e.g. music can only be controlled by built-in controls on headphones).

**Swimmers must also be wearing an item of clothing which identifies them to their club when not on poolside.** This can be a club t-shirt or hoodie and must clearly show the logo and/or name of the club that they are swimming for. Security staff and event volunteers reserve the right not to let swimmers into the changing rooms, or out of the swimmer/club seating area if swimmers do not have identifiable clothing on. **Kent Swimming reserve the right to remove swimmers from the Championships if there are repeated violations of this rule.**



## Spectator Information

**Note – this information is subject to change. Refer to the Confirmation Pack once Accepted Entries have been released.**

### Tickets

Tickets are available will be available to purchase on the Kent Swimming website. Tickets will only be available online (no cash sales on the door), and spectators must present their ticket confirmation email on arrival to be admitted to the venue.

### Travelling To The LAC

Public transport is the best and easiest way to get to and from the London Aquatics Centre. The Elizabeth Line, Central and Jubilee lines, London Overground and DLR stop at Stratford Station, which is a ten minute walk away from the LAC. The London Overground also stops at Hackney Wick, which is a fifteen minute walk away.

**Spectators should avoid parking at the LAC car park unless absolutely necessary. We advise parking in the Westfield car park.** If you intend to park in the car park at the Aquatics Centre, you must register your vehicle in reception on the ground floor on arrival, using the table at the end of the reception desk. Registering will ensure you get the member's car parking rate. You must still enter your registration number before leaving in the machine in the car park towards the entrance.

If you do not register at reception, you will be charged the full rate which is understood to be around £45 per day. Penalty charges for not paying are approximately £60.

### Other Events in the Olympic Park

**To be confirmed in the Confirmation Pack. Large events such as West Ham matches require crowd management across Queen Elizabeth Olympic Park and may increase travel time to the LAC.**

### Food

The 'No Food' policy at LAC preventing bringing in food from outside remains in force except for competitors, accredited club staff and event volunteers. Bags will be checked at the entry point by security staff. There is a café by the reception area – previous events have shown that queues can be long and slow moving, especially during the break so please be patient, as this is outside the control of the County.

### Retail

Compete Club, a sports lifestyle clothing company, will be onsite selling a number of items for competitors on the ground floor concourse.

### Safety & Security

All attendees, including competitors, club team members, spectators and volunteers are asked to be vigilant and not to leave their belongings unattended. Concerns should be reported to event staff or our event security staff present around the spectator and competitor seating areas.

Bag checks will take place before entering the building. Spectators are advised not to bring large bags or suitcases. Event security staff may confiscate items deemed to pose a risk to the smooth running of the event (regardless of illegality). Spectators should advise security at the time of bag searches for any items required for medical purposes.