Kent County
Amateur Swimming Association



Kent County Relay Championships 2026
Saturday 12th September 2026
Confirmation Pack

Version 1.0 – 2026-09-03

Key Contacts

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Event Manager	Nathan Friend	Events.manager@kentswimming.org
Meet Entries Manager	Lynn Gates	Lynn.gates@kentswimming.org
Lead Referee	Jean Scott	Jean.scott@kentswimming.org

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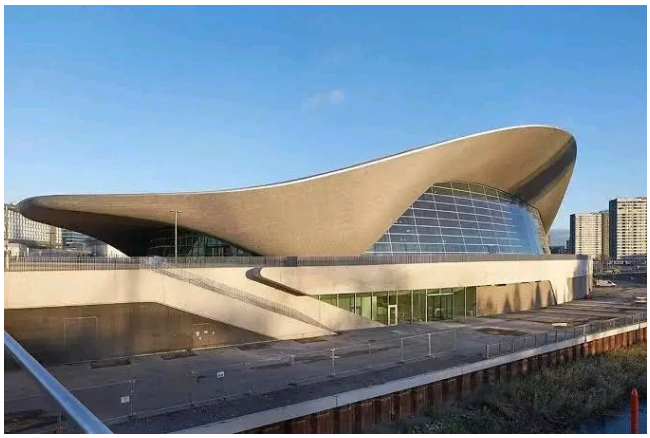
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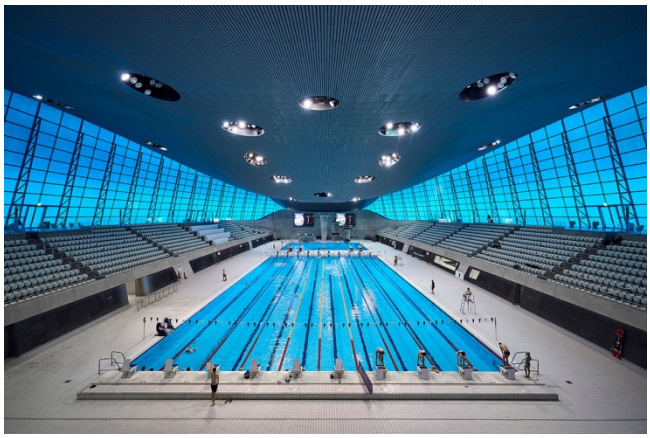
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Version Control

Version	Date Released	Summary of Changes
V1.0	3rd September 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/

Lost Property

Kent Swimming takes no responsibility for items left unattended or lost at the venue. Any items of lost property that are recovered from the venue during or after the event will be left with the reception team, and handled according to their lost property policy.

Key Dates

Date	Event
Pre-Event Coach and Team Manager Briefing	Saturday 5th September 2026 OR Tuesday 8th September 2026
Event Day Coach and Team Manager Briefing	Saturday 12th September 2026 @ 08:00
Competition Date	Saturday 12th September 2026

Volunteers

Kent Swimming cannot run events without the support of volunteers from participating clubs. Support in field of play and other non-technical roles is greatly appreciated – please contact Jan Annan at jan.annan@kentswimming.org if you are able to support the meet.

Technical officials can offer their support via contacting Jean Scott at jean.scott@kentswimming.org.

Accepted Entries

All clubs have now been contacted with confirmation of their entries. **If you have not received this directly, please contact Lynn Gates at lynn.gates@kentswimming.org.** All accepted entries are also available on the Kent Swimming website.

Team Declarations

Clubs must declare the composition of teams using the provided form on the Kent Swimming website. 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 athletes 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 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. PCAs must apply for a pass from John King – john.king@kentswimming.org.

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.

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

Chaperones 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

Personal Care Attendants

PCAs must apply for a pass from John King – john.king@kentswimming.org.

Coach & Team Manager Briefing

At least one coach and one team manager from each competing club should 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.

Date & Time – Saturday 5th September @ 09:15
(before the 2026 Kent County Annual Council Meeting)

Location – Holiday Inn Maidstone - Sevenoaks, London Road Wrotham Heath, Wrotham Heath, Sevenoaks TN15 7RS & Online

Meeting Link –
https://us06web.zoom.us/j/89246201983?pwd=NiJBDmnuCUwgdfgIg1i1divGdjh2qM.1

Meeting ID - 892 4620 1983
Passcode - 710563

Date & Time – Tuesday 8th September @ 18:00

Location – Online

Meeting Link – https://us06web.zoom.us/j/82460684045?pwd=aQdYvzn78NxcPWWJRN9lrkjjQyIITp.1

Meeting ID - 824 6068 4045
Passcode - 703412

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. Clubs who do not attend without giving advance notice may have their entries invalidated.**

Location – Officials Room (Studio next to Timing Suite)
Date & Time – Saturday 12th September @ 08:00

WhatsApp Broadcast Channel

Following a successful trial at the Championships earlier this year, we will be running a WhatsApp broadcast channel leading up to and throughout the event, targeted towards coaches and team managers for competing clubs. This channel will supplement the venue PA announcements and include:

- Updates from the Timing Suite
- Withdrawal timing reminders
- Finals information, including reserve notifications

Coaches and TMs can join by using this QR code, or using this link - https://whatsapp.com/channel/0029VbDX5Uc8PgsPpA5o892t

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 confirmation pack and the conditions, the conditions take precedence. Queries regarding these should be directed to the Event Manager in the first instance.

Certificates of Exemption

Athletes 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.

Warm Up Schedule

Lanes are allocated in both the warm down pool and competition pool. 10 swimmers maximum in each lane in each pool. Warm ups are 15 minutes long, the last 10 minutes will be sprint lanes in all lanes in the competition pool. The warm down pool will remain continuous swimming. **Clubs must stick to their designated lanes, and coaches must monitor the conduct of their swimmers at all times.**

Warm Up 1 – 08:15 to 08:30 / 12:45 to 13:00

Lane	Club
0	Beckenham
1	Beckenham
2	Beckenham
3	Beckenham / Dartford (4 max)
4	Dartford
5	Dartford / Bexley (6 max)
6	Bexley
7	Bexley
8	Saxon Crown
9	Saxon Crown

Warm Up 2 – 08:30 to 08:45 / 13:00 to 13:15

Lane	Club
0	Erith
1	Erith
2	Erith / Orpington (4 max)
3	Orpington
4	Orpington
5	Orpington
6	Greenwich
7	Greenwich
8	Greenwich
9	Greenwich

Warm Up 3 – 08:45 to 09:00 / 13:15 to 13:30

Lane	Club
0	Maidstone
1	Maidstone
2	Larkfield / Maidstone (6 max)
3	Larkfield
4	Larkfield / Tonbridge (4 max)
5	Tonbridge
6	Tonbridge
7	Tonbridge / Edenbridge (6 max)
8	Edenbridge
9	Edenbridge

Warm Up 4 – 09:00 to 09:15 / 13:30 to 13:45

Lane	Club
0	RTW Monson
1	RTW Monson
2	RTW Monson
3	RTW Monson
4	Sevenoaks
5	Sevenoaks
6	Sevenoaks
7	Sittingbourne
8	Sittingbourne
9	Beachfield

Warm Up 5 – 09:15 to 09:30 / 13:45 to 14:00

Lane	Club
0	White Oak
1	Dover
2	Dover
3	Thanet
4	Thanet
5	Thanet
6	Thanet
7	Herne Bay
8	Herne Bay
9	FREE LANE

Free lane in Warm Up 5 may be used by anyone, however coaches must supervise their swimmers.

Session Times and Schedule

Session 1 – Warm-Up 08:15, Session Start 09:35, Session End 12:30 (estimated)

Event Number	Age	Gender	Event	Round
101	11/u	Female	4x 50m Medley	Heats
102	11/u	Open/Male	4x 50m Free	Heats
103	15/u	Female	4x 50m Medley	Heats
104	15/u	Open/Male	4x 50m Free	Heats
105	13/u	Female	4x 50m Medley	Heats
106	13/u	Open/Male	4x 50m Free	Heats
107	Open	Female	4x 50m Medley	Heats
108	Open	Open/Male	4x 50m Free	Heats
109	11/u	Mixed	4x 50m Medley	Heats
110	15/u	Mixed	4x 50m Medley	Heats
111	13/u	Mixed	4x 50m Medley	Heats
112	Open	Mixed	4x 50m Medley	Heats

Break

Event Number	Age	Gender	Event	Round
113	11/u	Female	4x 50m Medley	Final
114	11/u	Open/Male	4x 50m Free	Final
115	15/u	Female	4x 50m Medley	Final
116	15/u	Open/Male	4x 50m Free	Final
117	13/u	Female	4x 50m Medley	Final
118	13/u	Open/Male	4x 50m Free	Final
119	Open	Female	4x 50m Medley	Final
120	Open	Open/Male	4x 50m Free	Final
121	11/u	Mixed	4x 50m Medley	Final
122	15/u	Mixed	4x 50m Medley	Final
123	13/u	Mixed	4x 50m Medley	Final
124	Open	Mixed	4x 50m Medley	Final

Session 2 – Warm-Up 12:45, Session Start 14:05, Session End 16:45 (estimated)

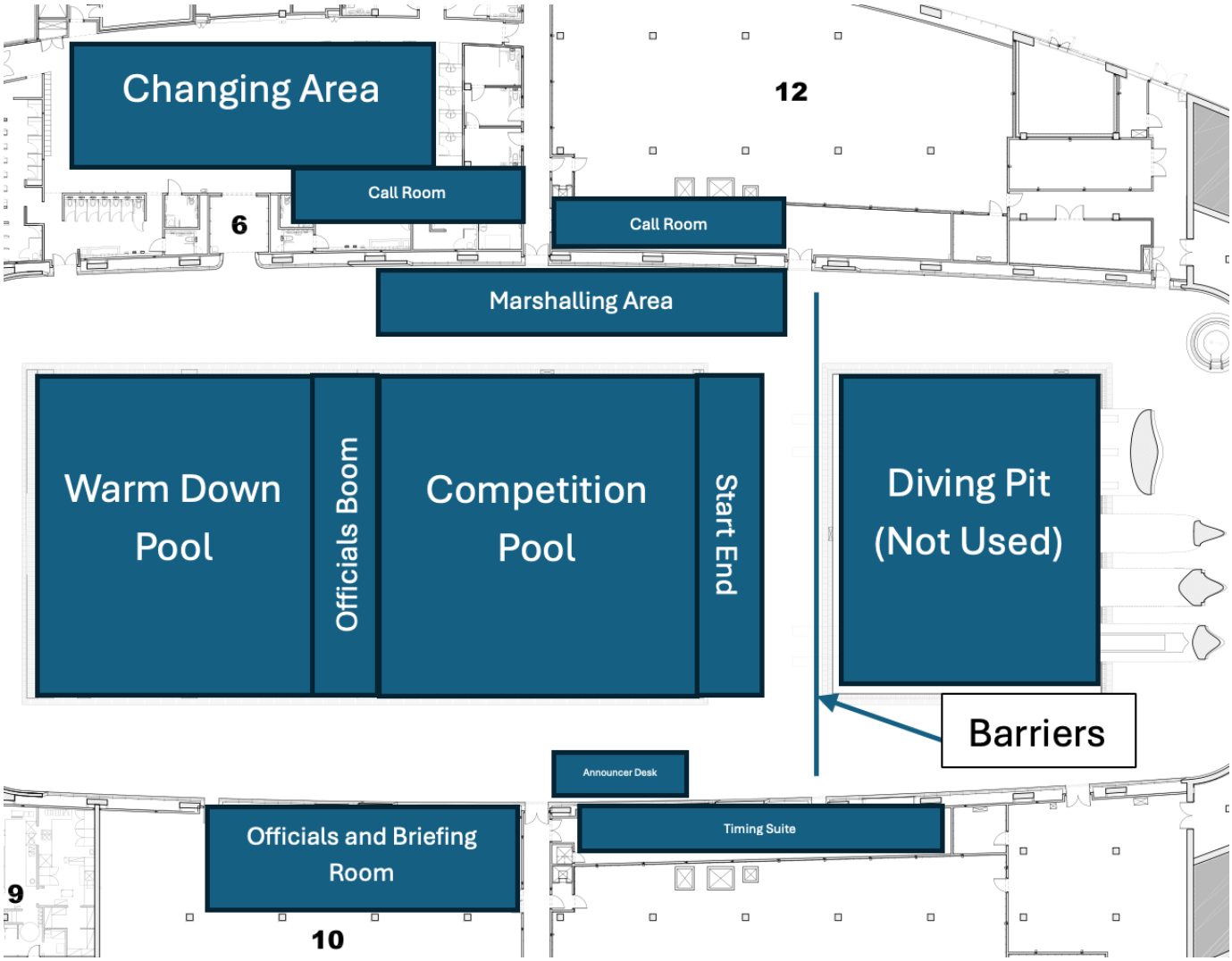
Event Number	Age	Gender	Event	Round
201	11/u	Female	4x 50m Free	Heats
202	11/u	Open/Male	4x 50m Medley	Heats
203	15/u	Female	4x 50m Free	Heats
204	15/u	Open/Male	4x 50m Medley	Heats
205	13/u	Female	4x 50m Free	Heats
206	13/u	Open/Male	4x 50m Medley	Heats
207	Open	Female	4x 50m Free	Heats
208	Open	Open/Male	4x 50m Medley	Heats
209	11/u	Mixed	4x 50m Free	Heats
210	15/u	Mixed	4x 50m Free	Heats
211	13/u	Mixed	4x 50m Free	Heats
212	Open	Mixed	4x 50m Free	Heats

Break

Event Number	Age	Gender	Event	Round
213	11/u	Female	4x 50m Free	Final
214	11/u	Open/Male	4x 50m Medley	Final
215	15/u	Female	4x 50m Free	Final
216	15/u	Open/Male	4x 50m Medley	Final
217	13/u	Female	4x 50m Free	Final
218	13/u	Open/Male	4x 50m Medley	Final
219	Open	Female	4x 50m Free	Final
220	Open	Open/Male	4x 50m Medley	Final
221	11/u	Mixed	4x 50m Free	Final
222	15/u	Mixed	4x 50m Free	Final
223	13/u	Mixed	4x 50m Free	Final
224	Open	Mixed	4x 50m Free	Final

Ground Plans

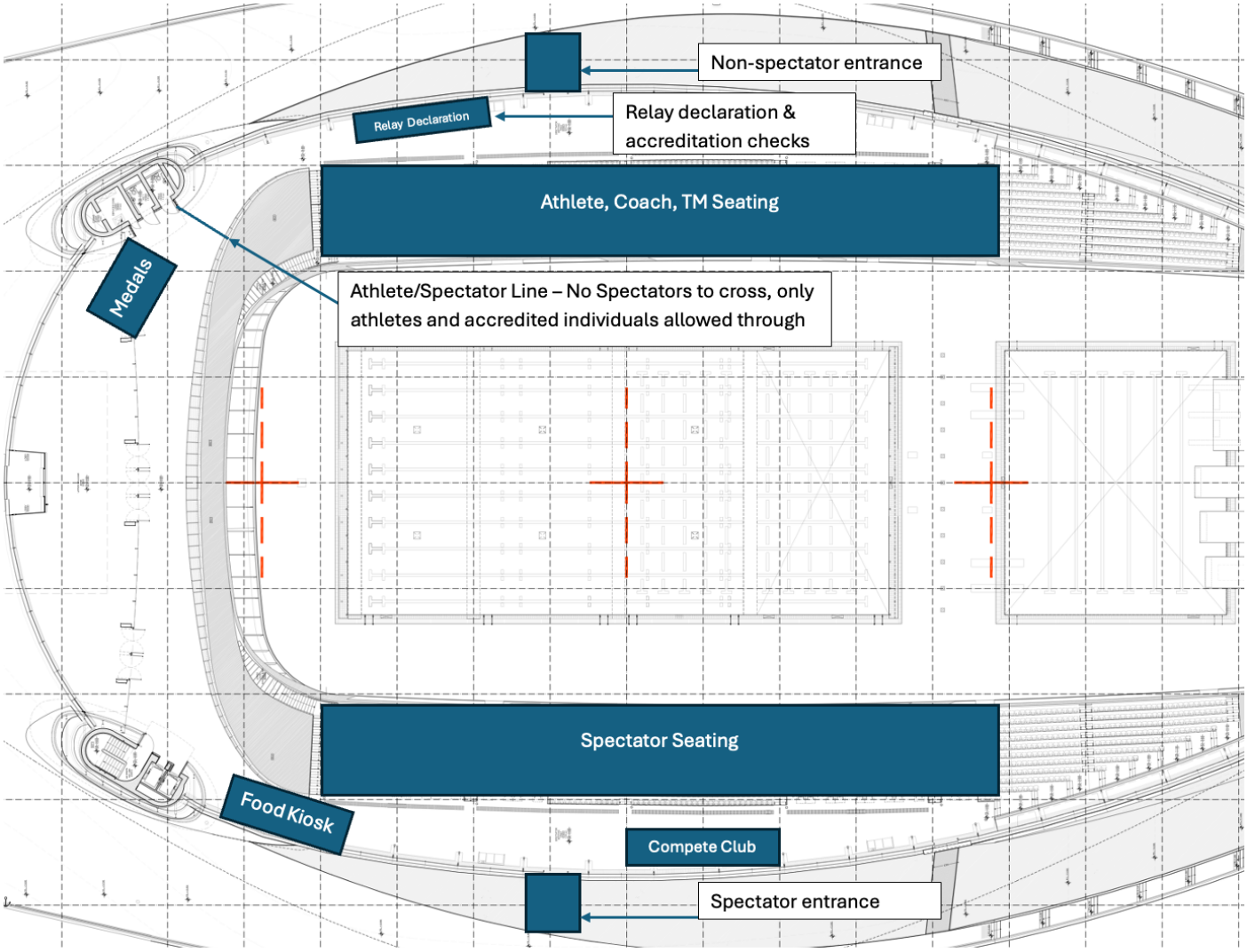
Ground Floor – Competition Level



The meet will be run with a clear deck – coaches and team managers must stay behind the barriers near the changing area exit unless called to poolside by a member of event staff.

Athletes must report to the call room as part of their team in good time for their event – it is the collective responsibility of athletes, coaches and team managers to ensure team report for the heat in good time. **No team will be offered the opportunity to re-swim if they miss their heat.** Once in the call room, athletes must follow the instructions of event volunteers – failure to follow their instructions may lead to exclusion from the remainder of the competition.

First Floor – Spectator and Athlete Seating



Safeguarding

Athletes 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 athletes from the Championships if they are found to be using mobile phones and other devices in the changing rooms. Athletes 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).

Athletes 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 athletes into the changing rooms, or out of the swimmer/club seating area if athletes do not have identifiable clothing on. **Kent Swimming reserve the right to remove athletes from the Championships if there are repeated violations of this rule.**

Changing Areas

Athletes must use the competition pool changing areas for this competition, as members of the public will be using other areas of the centre. **Athletes must not change in their seating area, as this is in view of the public and the event will be live-streamed.** Athletes must wear clothing in all public areas.

Toilet Locations

Similarly, athletes must use toilets located in the changing area throughout the competition and **must not use the public toilets located in the lobby.**

Spectator Information

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.

Live Stream

This event will be live streamed on the Kent Swimming YouTube channel.

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

Event	Date and Time	Park Area	Advice to Spectators
"Black To The Future", part of "The Music is Black Festival"	Saturday 12th September, 12pm to late	Sadler's Wells East, opposite the LAC	Allow extra time for arrival for afternoon sessions – entrances may be more difficult to access due to events taking place throughout the day

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 behind the spectator seating (London Stadium side).

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.