



WSC SC Level 3 Spring Open Meet

LICENCE No: 3SE200760

The Magnet Leisure Centre, Maidenhead SL6 8AW
Saturday 16th and Sunday 17th May 2020
Promoters Conditions And Competition Rules

This meet is affiliated to Swim England South East Region and will be held under Swim England Laws & Regulations and Swim England Technical Rules of Racing, together with the conditions and rules described in this document ("Conditions").

This event is aimed at Club Swimmers in accordance with Swim England Open Meet Licensing Guidelines Level 3.

GENERAL CONDITIONS

1. Upper limit short course qualifying times apply. Swimmers must be slower than the Upper Limit times stipulated per event and age group.
2. Entry times should be either short course or converted to short course (i.e long course conversions are allowed).
3. A swimmer's entry time must be recorded in the Swim England rankings database and may be verified. Entries with incorrect times may be rejected.
4. There is no minimum qualifying time. For the avoidance of doubt, swimmers may enter with no time (NT).
5. No reserves will be accepted for the meet.
6. A list of swimmers accepted and rejected will be made available on the WSC website.
7. It will be the responsibility of the club representative to:
 - a. Check the entries and inform WSC Meet Promoter of any errors.
 - b. Inform all their relevant swimmers of accepted entries.
8. If the meet is undersubscribed, WSC reserve the right to accept swimmers outside of the qualifying standards and after the closing date. If the registered time for the swimmer is faster than the upper limit time specified for an entered event, then they will be accepted for the entered event as a time trial only.
9. At this event, time trials may be accepted on the day if space permits. These will be run as NT entries in the first heat of that event at the event cost plus an additional £1.00 per event (i.e. £8.00 per non 400m event and £9.00 per 400m event).
10. All events are heat declared winner events. There will be no finals.

AGE GROUPS

Age groups are 9, 10, 11, 12, 13, 14, 15+ years.



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Swimmer's must be 9 years of age (or older) on 17th May 2020.

Swimmer's age group will be determined according to the swimmer's age on 17th May 2020.

Swimmers must be, or have applied to be registered with Swim England. and may only enter events in their own age group.

EVENTS

1. Heats will be run with all ages seeded together based on entry times and the slowest swimmers first. The final heat will be spearheaded.
2. All events will be run on a heat declared winner (HDW) basis. Short course licensed entry times should be submitted. Converted long course times are acceptable. No time (NT) entries are acceptable.
3. The promoter reserves the right to amend the Programme of Events in order to ensure the smooth running of the meet.
4. When called for an event, swimmers must report to the competition stewards to be allocated a heat and lane number.
5. It is the responsibility of the individual to report to the stewarding area insufficient time for each event. The Promoters will not be held responsible for a swimmer missing the start of their particular heat.
6. Starts will be "over the top" where possible, at the Referees discretion, to ensure that the events run to time in each session.
7. A secondary strobe light will NOT be available at this meet

AWARDS

1. All events will be operated on a heat declared winner basis and awards will be made to the first 3 in age group events in each age group (9, 10, 11, 12, 13, 14, 15+).

ENTRIES

1. The Promoter reserves the right to restrict entries in order to meet allocated pool time or on health and safety grounds.
2. Any entry not accepted will be refunded in full, no other monies will be refunded. Funds for any entries not accepted will be refunded directly to the club.
3. Entries must be received before the closing date, acceptance of which will be on a first come, first served basis.
4. Details of accepted entries will be posted on the web site as soon as possible after the closing date.



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5. Closing Date for entries is 12:00 midday on 2nd May 2020.
6. Entries must include date of birth and Swim England registration number details; the names and club for each swimmer must be the same as that registered with the Swim England.
7. Note that entries will not be processed and accepted until payment has been received and cleared.
8. The submission of entries will indicate acceptance of these conditions.
9. Individual entries will not be accepted without poolside supervision. Swimmers should either enter with their club or should purchase coach passes and ensure that they provide appropriate poolside supervision.

ENTRY PROCEDURE

1. Entries are open from **10:00am** on 1st March 2020. Any entries received prior to this time will not be processed. In the event of the meet being oversubscribed, entries will be accepted on a 'first come/first served' basis.
2. Club entries should be made in an electronic format using the Sports System Entry Manager software. The entry file set will be available for download via <http://www.windsorswimmingclub.co.uk>.
3. All clubs *must* return a fully completed signed Summary Entry Form (preferably by email).
4. Individual entries should also be made using the Sport Systems Entry Manager software and the Summary Entry Form (in the same manner as the club entries above).
5. Individual manual entries may be submitted using the Manual Entry Form on payment of an additional £15 admin fee per swimmer – we strongly encourage you to use the Sport Systems entry method.
6. Entries will be processed on a 'first come/first served' basis in the order of receipt of the entry forms. However, entries will only be entered into our systems and processed once a fully completed signed Summary Entry Form, any fees due and funds cleared. In summary you should:
 - a) Prepare your entries using Sport Systems Entry Manager.
 - b) Complete a Summary Entry Form.
 - c) Email the Summary Entry Form and Sport Systems Entry File to:
openmeets@windsorswimmingclub.co.uk
 - d) Make a bank transfer for the total fees due.

Please note that Swim England rankings may reject meet results containing database errors. The errors are often in the accuracy of the entrant's name, the official club name and date of birth. As recommended by the rankings department, all entries will be validated using the online entry tools available at www.swimmingresults.org.



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We recommend that clubs should validate their entries using these tools prior to submission. Entries that are found to contain errors may be rejected.

WITHDRAWALS & REFUNDS

1. Entries may be withdrawn (with refund) up to the meet entry closing (which may be before the originally published closing date in the case of over subscription). When the meet entry closes early, this will be advised on the club website
2. Where a refund is due to withdrawal and not part of the promoter's obligations (e.g. cancellation of meet, over subscription and scratches), refunds will be subject to a £15 administration charge. With the exception of withdrawals due to injury or illness, no refunds for withdrawals will be made after the meet entry closing, which may be prior to the published closing date if the meet fills sooner.
3. Withdrawals due to injury or illness incurred after event entry, may be made up to the day before the gala. Full refunds (no administration fee) will be provided on receipt of proof of injury or illness through a doctor's/medical certificate or similar.

PAYMENTS

1. Bank transfers should be made the the following account:

Account Name: Windsor Swimming Club
Account No: 63400476
Sort code: 20-78-61
Reference: *Your club name*

2. Cheques should be made payable to **Windsor Swimming Club** (one cheque per club please).
3. Please write the name of your club on the back of the cheque.
4. Cheques should be sent to the address at the bottom of these conditions.

CHARGES

Individual events: 400m events - £8.00 (including Regional Levy)
All other events - £7.00 (including Regional Levy).

Coaches Pass for 2 days: £30 includes lunch, programme, start sheets and full set of results emailed unless otherwise requested (PLEASE NOTE: a ratio of 1:10 is recommended by the Swim England). Where different team members are attending different sessions, passes may be transferred to other users with permission of the meet organisers, but all users must have valid Disclosure and Barring Service (DBS) checks with their club.



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Spectators	£5.00 per session, £8 for 1 day, £15 for weekend. Payments by cash only . Children under 16 years old and O.A.Ps, free.
Programmes (or start lists)	Will not be printed but emailed in advance.

OFFICIALS

All clubs submitting entries are requested to assist in the running of the meet by supplying details of any Licensed officials (including qualification level) who are willing to assist at this Gala.

Swim England and their open meet licensing boards do not look favourably on any open meet that cannot provide the required number of licenced and qualified officials, thereby not meeting the licence requirements.

Swim England have the authority to downgrade the meet to a lower licence level and the times recorded by the swimmers would not be allowed into 'rankings' as at that date/level.

For this reason we therefore request that all clubs provide us with as many licenced officials as possible for this meet.

1. Therefore may we ask if clubs could ask their officials to complete the officials form which is included as part of this meet pack.
2. Our officials coordinator can be contacted via officials@windsorswimmingclub.co.uk.

FACILITIES

1. This gala will take place at **The Magnet Leisure Centre, Holmanleaze, Maidenhead, SL6 8AW** which offers an eight-lane 25m pool with anti wave lane ropes and AOE electronic timing.

WARM-UP

1. The pool will be available for warm-up at the start of each session. Timings will be as indicated in the schedule of events and the programme.
2. Warmup marshals will be appointed, but coaches must supervise their swimmers during this period so as not to endanger themselves or others whilst in the water.
3. Diving is not permitted during warm-up except in designated sprint lanes as advised by the warm-up Marshals.

GENERAL

1. The electronic timing display results are only provisional and may be overruled by the referee.
2. All swimmers must be under the direct supervision of the club coaches or poolside designated club representative (who must be in possession of a poolside pass which must be visibly worn at all times), during warm-up, in competition and whilst in the vicinity of the pool and whilst in the pool building.



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In the absence of a club representative this responsibility then resides with the parent/carer. This responsibility applies *especially* to periods of non-competition or between sessions.

Where different team members are attending different sessions, poolside passes may be transferred to other users with permission of the meet organisers, but all users must have valid disclosure and barring service (DBS) checks with their club.

3. For the safety and welfare of all swimmers, spectators and parents are NOT allowed poolside or in the changing rooms during the meet. It is a requirement that all teams must have a coach/chaperone with them to access the poolside seating. Any non team entries under the age of 16 shall have a responsible adult in the facility at all times when they are present.
4. For safety and comfort reasons, we request that all swimmers place their swimming bags in the lockers provided.
5. The changing rooms are unisex and will be patrolled during the meet to ensure the safety of all the swimmers. It should also be noted that the Magnet leisure centre have security cameras in operation in this area.
6. Possessions and articles must not be left unattended as neither the promoters nor the Magnet leisure centre will accept any liability for any loss or damage that may occur during the meet. Windsor Swimming Club cannot take responsibility for lost or stolen articles.
7. Swimmers must wear suitable clothing and footwear on poolside. No wet clothing is allowed in the spectator seating area.
8. Coaches and swimmers are to ensure that all litter is placed in the bin bags provided around the poolside.
9. Clubs should be aware that the recommended ratio of adults to swimmers on poolside is 1:10.
10. Any appeals must be submitted in accordance with Swim England procedures and will be handled by the meet promoter and lead referee.
11. Any conditions not covered in the competition rules will be dealt with in accordance with the laws of the sport and at the discretion of the promoter. Depending upon the situation, the meet promoter or referee's decision, respectively, will be final. By submitting an entry, participants agree to be bound by any decisions made by the promoter and/or referees.

HEALTH AND SAFETY

1. All participants must observe the safety precautions in operation at the Magnet Leisure Centre.
2. Swimmers and coaches must ensure that they take no action that could potentially endanger themselves or others.
3. Prior to leaving the pool area, swimmers must dry off and put on appropriate clothing and footwear.
4. It is the responsibility of competitors, coaches and clubs to ensure that all swimmers are competent to the standard of the Swim England competitive start award. Competitors may start from the side or in the water.



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DATA PROTECTION

The data you provide will be processed for the purposes of running the meet, including seeding, programme (online and printed), results, management of officials and management of child protection poolside. You agree that we may publish your (or your club members') personal information as part of the programme and results of the meet, and may pass such information to the governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include name, club affiliation, race times and disqualification codes, gender, disability classification and age category. To submit the data to us you must have obtained permission from the individuals for the uses specified.

Entries for this meet will be held and processed on a computer. By submitting entries, consent is deemed to have been given, as required by the General Data Protection Regulations (GDPR), to the holding and processing of the data in line with these conditions.

MOBILE TELEPHONES

We request that mobile telephones are switched to silent during the competition and that there is no flash photography at the start of each race.

Anyone who wishes to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

The use of cameras or mobile phones for taking photographs in the changing area is strictly forbidden. Only coaches and team managers may take photos or film races on poolside and these must comply with Swim England guidance and the focus of the filming should be of their swimmers only. Any swimmer or coach found to be breaking these rules will be asked to leave the building and will take no further part in the competition. The club also reserves the right to take further action against anybody breaking this rule.

The safety of children and young people for this event is of paramount importance. If you have any child safeguarding concerns at the event, please contact the Meet Promoter

CONTACT DETAILS

The meet is promoted by Windsor Swimming Club.

For any information regarding the meet please see <http://www.windsorswimmingclub.co.uk> in the first instance (select the WSC Open Meets item on the main menu).

For queries and submission of electronic entry files please email: openmeets@windsorswimmingclub.co.uk

Please post Summary Entry Forms including Coach and Car Park pass requests along with cheques to: **Windsor Swimming Club, c/o Windsor Leisure Centre, Clewer Mead, Stovell Road, Windsor SL4 5JB**



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QUALIFYING TIMES

Notes: All times are short course times. Converted long course times and NT are acceptable.

BOYS "Upper Limit Times" = No Faster than

EVENT/AGE	9	10	11	12	13	14	15+
50m Freestyle	30.50	30.50	28.40	26.90	25.40	25.20	23.80
100m Freestyle	1:05.90	1:05.90	1:01.80	58.50	54.70	53.50	52.20
200m Freestyle	2:24.20	2:24.20	2:14.70	2:08.40	2:00.70	1:59.30	1:57.00
400m Freestyle	5:06.20	5:06.20	4:45.40	4:33.40	4:10.60	4:09.80	4:08.10
50m Breaststroke	40.30	40.30	37.20	34.60	32.30	31.70	29.80
100m Breaststroke	1:28.30	1:28.30	1:21.40	1:16.30	1:09.90	1:07.70	1:06.30
200m Breaststroke	3:09.40	3:09.40	2:54.80	2:46.30	2:33.30	2:31.50	2:25.30
50m Butterfly	33.70	33.70	31.40	29.10	27.70	26.70	25.90
100m Butterfly	1:17.40	1:17.40	1:10.40	1:05.20	1:00.80	58.60	57.10
200m Butterfly	3:02.10	3:02.10	2:42.60	2:30.30	2:19.30	2:12.90	2:12.90
50m Backstroke	35.70	35.70	33.00	31.00	29.40	28.90	27.20
100m Backstroke	1:16.30	1:16.30	1:11.20	1:06.90	1:01.90	1:00.30	58.00
200m Backstroke	2:42.70	2:42.70	2:31.30	2:23.00	2:15.80	2:12.20	2:10.50
200m IM	2:44.10	2:44.10	2:33.50	2:25.10	2:14.60	2:13.40	2:13.40
400m IM	6:06.40	6:06.40	5:27.10	5:05.00	4:40.50	4:40.50	4:40.50



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GIRLS "Upper Limit Times" = No Faster than

EVENT/AGE	9	10	11	12	13	14	15+
50m Freestyle	30.30	30.30	29.10	28.60	28.00	27.90	27.50
100m Freestyle	1:06.10	1:06.10	1:03.50	1:02.20	1:00.40	59.90	58.70
200m Freestyle	2:24.40	2:24.40	2:18.00	2:14.20	2:11.20	2:10.30	2:08.00
400m Freestyle	5:05.50	5:05.50	4:52.90	4:44.20	4:34.80	4:29.40	4:24.00
50m Breaststroke	39.30	39.30	37.70	36.20	35.50	35.50	34.10
100m Breaststroke	1:25.90	1:25.90	1:22.00	1:19.50	1:16.60	1:16.60	1:14.80
200m Breaststroke	3:03.70	3:03.70	2:57.80	2:51.50	2:50.10	2:48.20	2:43.00
50m Butterfly	33.20	33.20	31.60	31.10	30.20	30.20	29.30
100m Butterfly	1:15.70	1:15.70	1:11.50	1:09.80	1:06.60	1:06.60	1:04.30
200m Butterfly	2:55.50	2:55.50	2:42.70	2:39.70	2:34.00	2:31.30	2:26.70
50m Backstroke	34.70	34.70	33.50	32.60	31.90	31.90	30.50
100m Backstroke	1:14.90	1:14.90	1:11.20	1:09.20	1:07.50	1:07.50	1:04.80
200m Backstroke	2:40.30	2:40.30	2:33.10	2:29.00	2:26.70	2:26.70	2:18.30
200m IM	2:43.40	2:43.40	2:36.80	2:32.90	2:30.10	2:29.20	2:24.20
400m IM	5:47.90	5:47.90	5:35.10	5:22.80	5:21.00	5:07.90	5:01.30



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SCHEDULE OF EVENTS

SATURDAY		SUNDAY	
Session 1 Warm up 11:30 am Start 12:30-Est Finish TBC		Session 3 Warm up 10:30 am Start 11:30-Est Finish TBC	
1	Girls 400m Freestyle	201	Boys 400m Freestyle
2	Boys 200m Individual Medley	202	Girls 200m Individual Medley
3	Girls 100m Breaststroke	203	Boys 100m Breaststroke
4	Boys 100m Freestyle	204	Girls 100m Freestyle
5	Girls 200m Fly	205	Boys 200m Fly
6	Boys 100m Fly	206	Girls 100m Fly
7	Girls 50m Freestyle	207	Boys 50m Freestyle
Session 2 Warm up 15:30 am Start 16:30-Est Finish TBC		Session 4 Warm up 14:30 pm Start 15:30-Est Finish 18:30 pm	
8	Boys 400m Individual Medley	208	Girls 400m Individual Medley
9	Girls 50m Breaststroke	209	Boys 50m Breaststroke
10	Boys 50m Backstroke	210	Girls 50m Backstroke
11	Girls 100m Backstroke	211	Boys 100m Backstroke
12	Boys 200m Breaststroke	212	Girls 200m Breaststroke
13	Girls 200m Freestyle	213	Boys 200m Freestyle
14	Boys 200m Backstroke	214	Girls 200m Backstroke
15	Girls 50m Fly	215	Boys 50m Fly