



**Level 3 Autumn Sparkler Open Meet**  
**Saturday 2<sup>nd</sup> and Sunday 3<sup>rd</sup> November 2024**  
**Braywick Leisure Centre, Braywick Road, Maidenhead SL6 1BN**

**LICENCE NO: 3SE240741**

*This Meet will be held under Swim England Laws & Regulations, Swim England Technical Rules of Racing, and the conditions and rules described in this document. This event is aimed at Club Swimmers in accordance with the Swim England Level 3 Open Meet Licensing Guidelines.*

**Promoter's Conditions And Competition Rules**

## Age Groups

1. Age groups are 9, 10, 11, 12, 13, 14, 15+ years as determined according to the swimmer's age on 3 November 2024.
2. Swimmers must be 9 years of age (or older) on 3 November 2024.
3. Swimmers must be, or have applied to be registered with Swim England, and may only enter events in their 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. There will be no finals.
3. The Promoter reserves the right to amend the Programme of Events to ensure the smooth running of the Meet.
4. It is the responsibility of the individual to report to the competitor stewarding area in sufficient time for each event. The Promoter will not be held responsible for a swimmer missing the start of their particular heat.
5. Starts will be "over the top" where possible, at the Referee's discretion, to ensure that the events run to time in each session.
6. A secondary strobe light for S15 swimmers is available. Clubs with swimmers wishing to use the secondary strobe light should request this when submitting their entries.
7. Backstroke ledges 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 Closing Date for entries is 12:00 pm (midday) on Sunday 20 October 2024.**
2. The Promoter reserves the right to restrict entries to meet allocated pool time or on health and safety grounds.



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3. 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.
4. Entries must be received before the closing date, acceptance of which will be on a first come, first served basis.
5. Entry times should be either short course or converted to short course (i.e. long course conversions are allowed). Upper limit short course qualifying times apply. Swimmers must be slower than the Upper Limit times stipulated per event and age group. There is no minimum qualifying time. For swimmers with no time (NT), club representatives are requested, where possible, to provide an estimated time.
6. No reserves will be accepted. 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.
7. The submission of entries indicates acceptance of these conditions.
8. Details of accepted entries will be posted on the Windsor SC website as soon as possible after the closing date.
9. Individual entries will not be accepted without poolside supervision per Swim England requirements.
10. Club entries must be accompanied by the purchase of Coach passes to support the attendance of Coaches, Team Managers and/or Chaperones.
11. Clubs or individual entrants are accountable for ensuring that anyone allocated a Coach pass has been subject to appropriate checks and training in accordance with Swim England requirements.

## Entry Procedure

1. **Entries are open from 10:00 am on Saturday 21 September 2024.** Any entries received before 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 SportsSystem entry method.
6. Entries will be processed on a 'first come/first served' basis in the order of receipt of the entry forms. Entries will only be entered into our systems and processed once a fully completed signed Summary Entry Form, and all fees due are paid. In summary, you should:
  - a) Prepare your entries using Sport Systems Entry Manager.
  - b) Complete a Summary Entry Form.



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- 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.
7. Swim England rankings reserve the right to reject Meet results containing database errors. The errors are often in the accuracy of the entrant's name and/or date of birth, or the official club name. As recommended by the rankings department, all entries will be validated using the online entry tools available at [www.swimmingresults.org](http://www.swimmingresults.org).
8. Clubs are requested to validate their entries using these tools before 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. Except for withdrawals due to injury or illness (see point 3 below), no refunds for withdrawals will be made after the Meet entry closing, which may be before 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 24 hours before the Meet start. Full refunds (no administration fee) will only be provided on receipt of proof of injury or illness through a doctor's/medical certificate or similar.

## Payments

Payment is only accepted by BACS transfer using the following details:

<b>Account Name:</b>	Windsor Swimming Club
<b>Account No:</b>	63400476
<b>Sort code:</b>	20-78-61
<b>Payment Reference:</b>	L3NOV24-Your club 4 letter code/name e.g. L3NOV24-WINS

## Charges

### Individual events

- All events - £8.50 (including Regional Levy).

### Time Trials

- All events - £9.50 (including Regional Levy).

### Coaches Passes

- £35 for both days
- £20 for 1 day



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Coaches Passes include lunch, programme, start sheets and full set of results emailed unless otherwise requested.

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 meet the qualification and safeguarding requirements as stipulated by Swim England.

## Spectators

- £6.00 per session, or £10 for full day.
- Children under 16 years old and O.A.Ps, free.

Spectator Programmes will not be printed but will be emailed in advance. Printed start lists are not provided to spectators.

## Officials

1. Swim England and their Open Meet licensing boards do not look favourably on Clubs that cannot provide the required number of licenced and qualified officials, thereby not meeting the licence requirements.
2. Swim England has the authority to downgrade the Meet to a lower licence level and the times recorded by the swimmers would not be allowed into 'rankings' at that date/level.
3. All clubs submitting entries are requested to support the running of the Meet. Officials should sign up for the Meet, ensuring they provide their license & qualification information via the following link: <https://www.swim-meet.com/OfficialsSignup/Windsor/>

Our officials' coordinator can be contacted via [officials@windsorswimmingclub.co.uk](mailto:officials@windsorswimmingclub.co.uk).

## Facilities

1. This gala will take place at **Braywick Leisure Centre, Braywick Road, Maidenhead, SL6 1BN**, which offers a ten-lane 25m pool with anti-wave lane ropes and AOE electronic timing.
2. Onsite parking charges apply on Saturdays between 9 am to 9 pm (including Bank Holidays). Sundays are free.
3. There is an onsite café, which closes at 6 pm.

## Warm Up

1. The pool will be available for warm-up at the start of each session. Timings will be as given in the schedule of events and the programme. These may be revised following the publication of the accepted entries.
2. Warm up stewards will be appointed, but coaches and/or Team Managers must supervise their swimmers during the warmup to prevent them from endangering themselves or others.
3. Diving is not permitted during warmup except when sprint lanes are designated and announced as open.

## General

1. It is the responsibility of the visiting club representative to:



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- a. Check the entries and inform the Meet Promoter of any errors.
- b. Inform their swimmers of accepted/rejected entries.
2. If the Meet is undersubscribed, Windsor SC reserves 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.
3. The electronic timing display results are only provisional and may be overruled by the referee.
4. Any appeals must be submitted under Swim England procedures and will be handled by the Meet Promoter and Lead Referee.
5. Any conditions not covered in the competition rules will be dealt with under the laws of the sport and at the discretion of the Promoter. Depending upon the situation, the Meet Promoter or Lead 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 Lead Referee.
6. Windsor SC, the Promoter nor the Braywick Leisure Centre will accept any liability for any loss (including theft) or damage of personal items/property that may occur during the Meet.

## Health and Safety

1. All participants must observe the safety precautions in operation at the Braywick Leisure Centre and ensure that they take no action that could potentially endanger themselves or others.
2. Swimmers must wear suitable clothing and footwear on poolside. Before leaving the pool area, swimmers must dry off and be wearing footwear and appropriate clothing (T-shirt in addition to their swimwear, as a minimum).
3. It is the responsibility of coaches and clubs to ensure that all swimmers are competent to the standard of the Swim England competitive start award. Only swimmers competent in the Competitive Start Award will be permitted to start from the block with a shallow racing dive. All other swimmers must start in the water.
4. Swimmers under the age of 18 years are to be supervised throughout the event. In the absence of a club representative (Coach, Team Manager, or Chaperone), this responsibility resides with the parent/guardian or carer. This responsibility applies especially to periods of non-competition or between sessions.
5. For the safety and welfare of all swimmers, spectators, including parents/guardians and/or carers are NOT allowed poolside or in the changing rooms during the Meet.
6. For safety and comfort reasons, we request that all swimmers place their swimming bags in the lockers provided.
7. The changing village is unisex with individual changing cubicles that are for single-person occupancy only.
8. 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.

## Data Protection



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1. 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.
2. By entering 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 insurance, licensing or for publishing results either for the event alone or combined with or compared to other events.
3. 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.
4. 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 & Devices

1. Mobile telephones must be switched on to silent during the competition and there must not be any flash photography at the start of each race.
2. Anyone who wishes to take images is 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.
3. Whilst it is acknowledged that parents/guardians and/or carers wish to celebrate the achievements of their children when taking part in aquatic events, it should be recognised and respected that other parents/guardians and/or carers may not wish for their child's image to be taken and shared in this way.
4. All use of cameras or mobile phones/devices in the changing area, under any circumstances, is forbidden. Only coaches and team managers may take photos or film races on poolside and these must comply with Swim England guidance.
5. Anyone found to be breaking these rules will be reported to the Centre Management who will then act following their Operating Procedures. The club also reserves the right to take further action against anybody breaking this rule.

## 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 Windsor SC Open Meets item on the main menu).**

For Meet promotion queries and submission of electronic entry files please email:  
[openmeets@windsorswimmingclub.co.uk](mailto:openmeets@windsorswimmingclub.co.uk)



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## Schedule of Events

- “Female” and “Open/Male” events will be swum separately, under Swim England’s Transgender and Non-binary Competition policy. For clarification on these definitions please refer to the Swim England website.
- Entry of swimmers in the “Female” category will be taken as confirmation that their birth sex is female.

SATURDAY		SUNDAY	
<b>Session 1</b> Warm up 11:40 Start 12:40 Est. Finish tbd		<b>Session 3</b> Warm up 10:30 / Start 11:30 Est. Finish tbd	
<b>101</b>	Open/Male 200m Individual Medley	<b>301</b>	Female 200m Individual Medley
<b>102</b>	Female 200m Breaststroke	<b>302</b>	Open/Male 200m Breaststroke
<b>103</b>	Open/Male 100m Backstroke	<b>303</b>	Female 100m Backstroke
<b>104</b>	Female 100m Butterfly	<b>304</b>	Open/Male 100m Butterfly
<b>105</b>	Open/Male 100m Freestyle	<b>305</b>	Female 100m Freestyle
<b>106</b>	Female 50m Breaststroke	<b>306</b>	Open/Male 50m Breaststroke
<b>107</b>	Open/Male 50m Backstroke	<b>307</b>	Female 50m Backstroke
<b>Session 2</b> Warm up / Start tbd Est. Finish tbd		<b>Session 4</b> Warm up / Start tbd Est. Finish tbd	
<b>201</b>	Female 200m Butterfly	<b>401</b>	Open/Male 200m Butterfly
<b>202</b>	Open/Male 200m Freestyle	<b>402</b>	Female 200m Freestyle
<b>203</b>	Female 100m Individual Medley	<b>403</b>	Open/Male 100m Individual Medley
<b>204</b>	Open/Male 100m Breaststroke	<b>404</b>	Female 100m Breaststroke
<b>205</b>	Female 200m Backstroke	<b>405</b>	Open/Male 200m Backstroke
<b>206</b>	Open/Male 50m Freestyle	<b>406</b>	Female 50m Freestyle
<b>207</b>	Female 50m Fly	<b>407</b>	Open/Male 50m Fly

*Note: Programme and timings will be confirmed once all entries have been received*



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## Qualifying Times

Open/Male “Upper Limit Times” = No Faster than

Open/Male	Age Group						
Event	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
100m IM	1:16.80	1:16.80	1:10.10	1:07.00	1:04.20	1:02.80	59.20
200m IM	2:44.10	2:44.10	2:33.50	2:25.10	2:14.60	2:13.40	2:13.40

Female “Upper Limit Times” = No Faster than

Female	Age Group						
Event	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
100m IM	1:19.20	1:19.20	1:13.90	1:09.90	1:08.70	1:07.20	1:05.90
200m IM	2:43.40	2:43.40	2:36.80	2:32.90	2:30.10	2:29.20	2:24.20