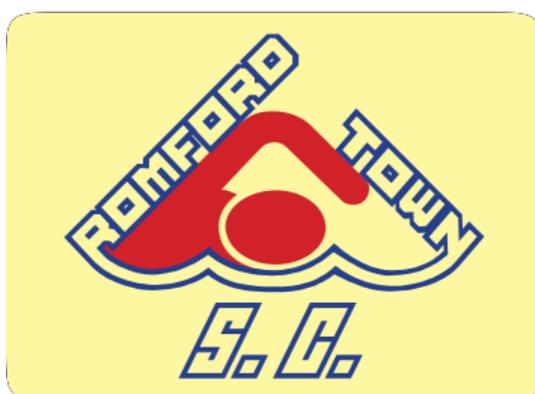


Romford Town Swimming Club

Welcome you to our

Non- County Qualifiers Meet 2020

Licence 3LR200114



Saturday 25th & Sunday 26th January 2020

**Sapphire Ice & Leisure,
24 Western Road,
Romford.
RM1 3JT**

CLOSING DATE FOR ENTRIES Sunday 22nd December 2019
<http://www.romfordtownswimmingclub.co.uk>



(Affiliated to the Essex Swim England and London Region)

PROMOTER'S CONDITIONS

1. The competition will be held under Swim England laws and Swim England Technical Rules of Swimming, these promoter's conditions. The meet is licensed at level 3 and held under license number 3LR200114
2. The competition is open to Swim England registered Category 2 swimmers who:
 - a. Are registered with a Swim England affiliated swimming club
 - b. Did not qualify to attend the Essex County Championships 2020 for any event that they wish to enter for this competition e.g. swimmer achieved 50m freestyle qualifying time for Essex would be unable to enter 50m freestyle at this meet.
3. There are no qualifying times, but there are upper limit times. We will not be accepting NT but will take times as indicated by the swimmer. **PLEASE NOTE NO TIME = NO SWIM**
4. The venue is the Sapphire Ice & Leisure, 24 Western Road, Romford. RM1 3JT.
5. The pool is 25metres in length, 8 lanes with anti-wave lane ropes, electronic timing and secondary strobe lights with limited spectator seating. There are several public car parks in the area, including Liberty Shopping Centre car park which is directly opposite the pool.
6. The teaching pool area will be used by the Clerk of the Course to assemble swimmers prior to each event. There is to be no swimming in the teaching pool.
7. The entry fees are £6.00 per event.
8. We welcome individual entries which must be on the official entry form (photocopies accepted) and is subject to an additional £5 administration charge per swimmer. However, individual swimmers (including where there is more than one direct entry from the same club) not attending as part of a club entry who are under 16 must be accompanied on poolside. Anyone accompanying a swimmer on poolside must be a SWIM ENGLAND member, hold a valid DBS check and purchase a team manager pass.
9. All entries must be entered electronically, using SPORTSYSTEMS software. If clubs, choose to use an entry form they will incur a £25 administration charge. Entries must be sent by the club with either payment online or single club cheque please.
10. There will be no refunds of entry fee unless the entries are rejected by the organisers.
11. Once your entry has been accepted it is assumed that you will be swimming. Withdrawals must be made by the start of each warm-up session to the recorders using the withdrawal sheets which will be included in the coach's pack.
12. The Meet Promoter reserves the right to cancel the event if the meet is under subscribed.
13. The Meet Promoter reserves the right to move events (as a last resort) if the meet is oversubscribed in order to comply with timing requirements set out by Meet Licensing.
14. **The Promoter reserves the right to limit entries to meet gala session timing restrictions. Entries per club will be processed on a first come first served basis**, however if the gala is nearing capacity the promoter reserves the right to restrict entries from the last club's entries received to ensure compliance with licensing guidelines and the restrictions will be made from the longest distance events first then in reducing distance by individual age groups. Full reimbursement of entry fee(s) shall be made to unsuccessful applicants
15. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 1998, to the holding of personal information. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event. This data will be shared by form of results with Swim England (Rankings) and the clubs who have entered the meet. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies. Please ensure that you review their privacy policies before any data is submitted. If any persons want to exercise their right to erasure or processing of their personal data, they will need to make a written request to the promoter. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.
16. Male and female age groups will be 9, 10, 11, 12, 13, 14, 15 and 16 years and over. Ages as at midnight **26th January 2020**. Heats will be swum with all age groups combined and swimmers seeded by entry times. All heats will be spearheaded and swum on a **heat declared winner** basis. The first three for each age group in each event will receive medals which can be collected from the medal table after the results have been published. No medals will be posted. All results will be sent to the Swim England for inclusion on the rankings.



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17. The events are 50m, 100m and 200m all strokes including 100m & 200m Individual Medley. Over-the-top starts will be used where appropriate.
18. Spectator entry will be by colour-coded wristbands. Entry fees are £5.00 per day. Children under the age of 10 will gain entry free of charge.
19. All swimmers and other personnel must abide by the Health & Safety rules as laid down by the venue management. Any person contravening these rules may be excluded from taking any further part in the proceedings.
20. Coaches or team managers are responsible for the swimmers' conduct at all times.
21. It is requested that all mobile phones are switched off or turned to silent during the competition and that there is no flash photography at the start of each event.
22. Coaches and Team Managers' passes are available in advance for £25 for the weekend. This entitles the holder to a programme; meal between session, (Food is provided by the in-house catering service only), poolside drinks and result sheets posted or sent electronically. Coaches and Team Managers' Passes should be ordered using the Club Entry Form. Coaches and Team Managers will not be allowed on poolside without a Pass. The Promoter has the right to ask any unauthorised persons to leave the poolside. For insurance purposes all applicants should be registered members of the Swim England and hold a current DBS (CRB) check.
23. Visiting clubs bringing a team of 5 or more swimmers are requested to provide one qualified official per session and their details (together with their qualification) are to be forwarded with the entry information. Meals and refreshments will be provided.
24. **Entries per club will be processed on a first come first served basis**, however if the gala is nearing capacity the promoter reserves the right to restrict entries from the last clubs entries received to ensure compliance with licensing guidelines and the restrictions will be made from the longest distance events first then in reducing distance by individual age groups. Full reimbursement of entry fee(s) shall be made to unsuccessful applicants.
25. It is the responsibility of coaches and parents to ensure the safety of their swimmers. All swimmers should meet the requirements of the Swim England competitive start award and should obey all safety notices and announcements. The organisers and pool management reserve the right to remove any spectator or swimmer whose behaviour is against the rules of the pool or the efficient running of the meet. Stewards will be patrolling the centre, and anyone found causing damage or seriously misbehaving, will be banned from the meet and refused entry to the building. For health and safety reasons only, small drawstring bags will be allowed poolside. Lockers are available with the use of a refundable £1 coin.
26. Any changes to the stated warm-up times will be notified with accepted swims and be published on our website. No entries will be accepted after the closing date or during the meet, unless the promoter has made an error or omission.
27. A photographer may be present taking live shots throughout the day, displaying pictures on the screens during the break. If a swimmer does not wish to have their photo taken, they must inform the Meet Promoter.
28. Coaches and Team Managers are expected to wear their wristbands at all times. Only competing swimmers, coaches, officials and Team Managers are allowed on poolside. This is a security request from the pool operator.
29. As the permitted use of devices which capture still or moving images is no longer dependent upon pre-registration, we request that all persons attending this meet have a clear understanding of their responsibilities and obligations as detailed in the "Swim England Photography Guidance" section of Wavepower 2016-19 (the current Swim England Child Safeguarding Policies and Procedures publication).
30. In accordance with the Swim England Child Safeguarding Policies and Procedures any parents or carers of swimmers under the age of 18 who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms.
31. Flash photography is prohibited at all times and absolutely no photographs are permitted poolside. No cameras, video or digital capturing devices (including mobile phones) may be used in the changing area. This policy will be vigorously enforced, and any person found to be contravening this policy will be asked to leave the gala without refund
32. Please ensure you clear up after yourself by placing all litter in the receptacles provided, do not leave it for others to clear up for you.



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33. Payment can be made either via Cheques made payable to RTSC (one cheque per club) or BACS (details on summary sheet) and sent together with the entry summary sheet to: Angela Eguakhide, 38 Chadville Gardens, Chadwell Heath. Romford. RM6 5UA.
34. Clubs are requested to send all entries with an entry report, completed summary sheet and any poolside applications at the same time with one payment, preferably via BACS transfer, to cover all swimmers and coach passes. If an entry has been submitted electronically only the summary sheet is required, do not send entry forms.
35. Closing date for this meet is **Sunday 22nd December 2019**. RTSC reserves the right to refuse or close entries before this time to facilitate the smooth running of the competition
36. The promoter reserves the right to refuse admission to any competitor or other personnel.
37. Anything not covered within these rules will be at the discretion of the promoters of the competition.