RTSC End of Season Open Meet 2022

(HELD UNDER SWIM ENGLAND LAWS AND SWIM ENGLAND TECHNICAL RULES OF SWIMMING)
LICENCE NUMBER 3LR220859

Saturday 9th July & Sunday 10th July 2022

Basildon Sporting Village,
Cranes Farm Road,
Basildon. Essex. SS14 3GR

CLOSING DATE FOR ENTRIES Sunday 12th June 2022

http://www.romfordtownswimmingclub.co.uk

Swim England Affiliated Club

SwimMark

Saturday 9th July - Sunday 10th July 2022

Under Swim England Laws & Swim England Technical Rules of Swimming

VENUE	**Basildon Sporting Village (BSV), Cranes Farm Road, Basildon, Essex SS14 3GR**
POOL	**25 metres, 8 Lanes with anti-wave lane ropes and swim down facilities, secondary strobe lights and electronic timing**
EVENTS:	**50m, 100m, 200m all strokes 400m Freestyle 100m, 200m & 400m IM All events will be heat declared winners (HDW).**
AGES:	**9, 10, 11, 12, 13, 14, 15, 16Yrs+. Age as @ 10th July 2022**
AWARDS	**Top 3 in each age group will receive awards**

FEES	**Race Entry Fee**	**£7.50 per event**
	Coach Passes	**£20 per day or £35 for weekend pass**
	Spectator Entry	**£10 per day**

GENERAL ENTRY CONDITIONS

Romford Town Swimming Club (RTSC) will liaise with the pool operators regarding COVID and COVID safety management by the pool operators in addition to any rules and regulations in place by Government at the date of this meet. Whilst plans are in place for RTSC to produce a document indicating necessary protocols this will be published as soon as possible but in the current pandemic maybe subject to change. All participants will be required to agree to as part of the opt into this meet.

1. **MEET ADMINISTRATION**
   - 1.1. The Promoter and Meet Administrator for this meet are Laura Scannell-Wood and Patrick McCarthy (romfordtownsc@aol.com) and
   - 1.2. The Lead Referee is Angela Eguakhide (aeguakhide@hotmail.co.uk).
   - 1.3. Closing deadline for entries and full payment is midnight 12th June 2022

2. **GENERAL CONDITIONS**
   - 2.1. This Meet is an inclusive meet which shall be swum Short Course under Swim England Laws, Regulations and Technical Rules of Swimming, the relevant World Para Swimming Rules and these Promoter's Conditions.
   - 2.2. The meet is licensed at level 3 and held under licensed number **3LR220859.**
   - 2.3. The event conditions may be revised in response to guidelines from the Operator, Government and Public Health England related to COVID-19 and sporting competitions. The event itself will be operated under an agreed COVID mitigation plan which all participants will be required to agree to as part of an opt into the meet.
   - 2.4. Time Trials may be permitted during this Meet at the discretion of the Promoter and dependent upon. This will incur a fee of £10 payable before the race takes place. They will not be eligible for medals. All time trials will be swum in the 1st heat.
   - 2.5. Flash photography is prohibited at all times during the Meet.
   - 2.6. There will be a secondary strobe available at the venue.

3. **DATA PROTECTION.**
   - 3.1. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by London Swimming. With respect to this meet we will process personal data for the legitimate purpose of running the gala. The items of personal data processed are name, Swim England number, date of birth, gender and para-swimming classification if applicable. During the gala we will process name, gender and competition age in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic submission made to British Rankings. We will also make this information available on request to the club of the swimmer as the data controller.
   - 3.2. After the gala the personal data processed will be stored securely in both document and electronic formats for 12 months and then erased. This period of storage permits the accurate response to enquiries about the gala and provides statistical information for the purpose of designing the following year's gala. No personal data will remain on any electronic timing systems used to run the gala. You have the right to have your personal data erased from our systems if you have withdrawn from the gala. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

4. **ELIGIBILITY FOR ENTRY**

4.1. The competition is open to eligible competitors, as defined by Swim England, who are Club Compete (Category 2) members of clubs affiliated to Swim England.

4.2. A competitor in an individual event must be a registered member of the club in whose name they are entered at the closing date.

4.3. There are no qualifying times, but there are upper limit times (ULT). Entry times faster than the published "ULT" may be rejected. Swimmers are expected to enter their current best times at the time of entry, and we will be not accepting NT so **PLEASE NOTE NO TIME = NO SWIM**.

4.4. In the event that the meet is undersubscribed, the promoter reserves the right to accept late entries providing that the priority has already been given to entries received before the closing date.

4.5. By submitting an entry to this Meet, a competitor – or in the case of competitor being under the age 18 years during the meet, the competitor's legal guardians – attest to the fitness and ability of the competitor to complete the event without foreseeable injury or incident without causing delay to the event schedule.

5. **AGE CRITERIA**

5.1. Age Groups swum in the meet will be 9, 10, 11, 12, 13, 14, 15, 16 and & over.

5.2. A swimmer's age shall be determined as at midnight on 10th July 2022.

6. **EVENTS**

6.1. There will be no team events. Individual events will be:

- 50m, 100m, 200m, 400m Freestyle
- 50m, 100m, 200m Backstroke, Breaststroke, Butterfly
- 100m, 200m and 400m Individual Medley

6.2. Over the top starts will be used where appropriate

7. **ENTRY FEES**

7.1. The entry fees are £7.50 per event.

7.2. Full payment for entries submitted must be received by the Meet Manager on or before the stated entry deadline.

7.3. There will be no refunds of entry fee unless the entries are rejected by the organisers or the meet is cancelled.

8. **ENTRY PROCEDURE**

8.1. All entries must be entered electronically, using SPORTSYSTEMS software. If clubs, choose to use an entry form (manual entry) they will incur a £25 administration charge.

8.2. Clubs are requested to send all entries with an entry report, completed summary sheets and any poolside applications at the same time with one payment to cover all swimmers, coaches, team managers and chaperones passes.

8.3. Payments to be made by bank electronic transfer only (details on summary sheet). Payments need to be received in full before the entries will be processed. If payment is not received by the closing date, RTSC reserves the right to reject the entries in full.

8.4. Individual entries will be accepted by email to romfordtownsc@aol.com providing full swimmer information and will incur an admin charge of £5 per individual entry and must be paid by BACS.

8.5. **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.

8.6. The 400m free events may be limited to a maximum of 5 heats each for girls/boys and 400 IM events limited to a maximum of 4 heats each for girls/boys.

8.7. Accepted entries from 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

8.8. The Meet Promoter reserves the right to cancel the event if the meet is under subscribed.

8.9. 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.

9. MEET PROCEDURE

9.1. 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. Any accepted entries faster than ULT will not be eligible for medals

9.2. Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedures.

10. WITHDRAWAL SYSTEM

10.1. 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 or by email to romfordtownsc@aol.com.

10.2. Swimmers not intending to swim must withdraw by 6pm the day before the Swimmer is due to swim the event (e.g., swim on Saturday, email withdrawal to promoter by 6pm Friday). Details required in the email are: Full Name, SE No, Session No, Event No, Stroke, Distance.

10.3. Refunds are not available for withdrawal once entries have been processed unless entries have been rejected by the meet organiser.

10.4. Where an official withdrawal form is accompanied by a screenshot/photo of an instruction to Self-Isolate or a Positive Test result or medical certificate RTSC will refund the associated entry fees shortly after the meet has been completed.

11. MARSHALLING

11.1. It is your responsibility to report to the Competition Stewards in the designated Marshalling area in good time for your event. Heat start lists for each event will be

posted on-line before each session starts and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.

11.2. Upon entry to the Marshalling area, the athlete must ensure that they report to a Steward and be registered as being present. Competitors must follow the directions of the Competition Stewards at all times.

11.3. All competitors must enter the Marshalling area 'race ready' as under normal circumstances having entered the Marshalling area they should remain in its confines until led onto the pool deck for their race.

11.4. Coaches/chaperones will not be allowed in the Marshalling area at any time.

12. COACHES, CHAPERONES, PERSONAL CARE ATTENDANTS

12.1. Coaches, Team Managers', and Chaperones passes are available in advance for £20 per day per person or £35 per person for the weekend. This is not transferable. This entitles the holder of a start list, meal between session, poolside drinks and result sheets posted or sent electronically.

12.2. Coaches, Team Managers', and Chaperones Passes must be ordered using the Club Entry Form.

12.3. Coaches, Team Managers and Chaperones are expected to always wear their wristbands.

12.4. Coaches, Team Managers', and Chaperones will not be allowed on the poolside without a Pass (wristbands). The Promoter has the right to ask any unauthorised persons to leave the poolside. Passes must be clearly displayed at all times when on deck/poolside.

12.5. Passes will be available for collection at the entrance to the facility on the days of the meet.

12.6. All coaches, chaperones and personal care attendants applying for a pass must have a valid DBS disclosure issued by Swim England/WASA/SASA as well be registered members of Swim England

13. AWARDS

13.1. Top 3 in each age group in each event will receive medals which can be collected from the medal table after the results have been published.

13.2. Medals for para swimmers will be awarded on a multi-classification basis and will be allocated to the top three British Para Swimming(BPS) points scorers in each event

13.3. Where there are only three para swimming competitors in an event, only the top two placed competitors will receive medals.

13.4. Where there are only two para-swimming competitors in an event, only the winner will receive a medal

13.5. If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.

13.6. No medals will be posted.

13.7. All results will be sent to the Swim England for inclusion on the rankings.

14. SAFEGUARDING, SAFETY AND SECURITY

14.1. 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.

14.2. 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.

14.3. 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.

14.4. All swimmers must advise their club if they or any of their household have shown any symptoms of COVID-19 as described by the Government website within the prior two weeks before the gala date and during the competition. No swimmer should attend this meet if this is the case.

14.5. The Promoter may enforce additional measures in compliance with pool provider, Government and Public Health England regulations related to Covid 19 guidelines. This will be communicated in advance via emails to the competing clubs' representative and a notice on our club website.

15. PHOTOGRAPHY, VIDEO OR DIGITAL CAPTURING DEVICES

15.1. 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.

15.2. 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

15.3. 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 2020-2023 (the current Swim England Child Safeguarding Policies and Procedures publication).

16. OFFICIALS

16.1. To ensure that the Meet can run effectively and efficiently, RTSC encourages all clubs to help where possible with officials. Qualified and trainee officials can sign up to officiate using this link.

16.2. Any questions can be directed to the Officials' Co-ordinator at romfordtownsc@aol.com.

17. OTHERS

17.1. 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.

17.2. The promoter reserves the right to refuse admission to any competitor or other personnel.

17.3. Anything not covered within these rules will be at the discretion of the promoters of the competition.

PROGRAMME OF EVENTS

SATURDAY

SESSION 1

Withdrawal closes at:	**14.00hrs**	**Withdrawal closes at:**	**TBC**
Warm Up for Boys:	**14.00-14.15hrs**	**Warm Up for Girls:**	**TBC**
Warm Up for Girls:	**14:20-14.35hrs**	**Warm Up for Boys:**	**TBC**
Start:	**14.40hrs**	**Start:**	**TBC**
Event 101	Boys 400m IM	Event 201	Boys 200m Freestyle
Event 102	Girls 400m Freestyle	Event 202	Girls 200m IM
Event 103	Boys 100m Butterfly	Event 203	Boys 100m Freestyle
Event 104	Girls 100m Backstroke	Event 204	Girls 100m Breaststroke
Event 105	Boys 200m Breaststroke	Event 205	Boys 200m Backstroke
Event 106	Girls 200m Butterfly	Event 206	Girls 50m Butterfly
Event 107	Boys 50m Breaststroke	Event 207	Boys 50m Freestyle
Event 108	Girls 50m Backstroke	Event 208	Girls 100m IM

SUNDAY

SESSION 3

Withdrawal closes at:	**14.00hrs**	**Withdrawal closes at:**	**TBC**
Warm Up for Boys:	**14.00-14.15hrs**	**Warm Up for Girls:**	**TBC**
Warm Up for Girls:	**14:20-14.35hrs**	**Warm Up for Boys:**	**TBC**
Start:	**14.40hrs**	**Start:**	**TBC**
Event 301	Girls 400m IM	Event 401	Girls 200m Freestyle
Event 302	Boys 400m Freestyle	Event 402	Boys 200m IM
Event 303	Girls 100m Butterfly	Event 403	Girls 100m Freestyle
Event 304	Boys 100m Backstroke	Event 404	Boys 100m Breaststroke
Event 305	Girls 200m Breaststroke	Event 405	Girls 200m Backstroke
Event 306	Boys 200m Butterfly	Event 406	Boys 50m Butterfly
Event 307	Girls 50m Breaststroke	Event 407	Girls 50m Freestyle
Event 308	Boys 50m Backstroke	Event 408	Boys 100m IM

UPPER LIMIT QUALIFYING TIMES

Boys Upper Qualifying Times								Short Course Times	Girls Upper Qualifying times							
09	10	11	12	13	14	15	16+	Events	09	10	11	12	13	14	15	16+
00.33.0	00.31.0	00.29.0	00.27.0	00.26.0	00.25.0	00.24.0	00.22.0	50m Freestyle	00.33.0	00.31.0	00.30.0	00.28.0	00.27.50	00.27.0	00.26.5	00.26.0
01.17.0	01.10.0	01.06.0	01.02.0	00.59.0	00.57.0	00.54.0	00.52.0	100m Freestyle	01.17.0	01.10.0	01.07.0	01.03.0	01.01.0	00.59.5	00.59.0	00.58.0
02.43.0	02.30.0	02.22.0	02.15.0	02.08.0	02.02.0	01.57.0	01.55.0	200m Freestyle	02.42.0	02.30.0	02.22.0	02.16.0	02.12.0	02.08.0	02.07.0	02.06.0
05.45.6	05.20.5	04.58.9	04.42.9	04.29.0	04.20.0	04.10.0	04.08.0	400m Freestyle	05.45.6	05.20.5	04.58.9	04.42.9	04.37.0	04.30.0	04.22.0	04.20.0
00.45.0	00.43.0	00.39.0	00.36.0	00.35.0	00.33.0	00.32.0	00.30.0	50m Breaststroke	00.44.0	00.41.0	00.39.0	00.36.0	00.35.5	00.35.0	00.34.5	00.34.0
01.40.0	01.30.0	01.26.0	01.22.0	01.17.0	01.14.0	01.11.0	01.09.0	100m Breaststroke	01.39.0	01.30.0	01.25.0	01.21.0	01.18.0	01.14.5	01.14.0	01.12.0
03:38.9	03:18.1	03:04.5	02:52.1	02:41.4	02:33.9	02:25.9	02:23.9	200m Breaststroke	03:41.4	03:17.9	03:02.4	02:52.9	02:45.7	02:41.7	02:33.7	02:31.7
00.38.0	00.34.0	00.32.0	00.30.0	00.29.0	00.28.0	00.27.0	00.26.0	50m Butterfly	00.38.0	00.34.0	00.32.0	00.31.0	00.30.0	00.29.5	00.29.0	00.28.0
01.26.0	01.18.0	01.14.0	01.10.0	01.06.0	01.03.0	01.02.0	01.00.0	100m Butterfly	01.26.0	01.18.0	01.14.0	01.11.0	01.08.0	01.06.0	01.05.0	01.04.0
03:39.6	03:05.3	02:46.7	02:35.2	02:25.8	02:18.3	02:10.3	02:08.3	200m Butterfly	03:39.3	03:03.5	02:46.2	02:36.0	02:29.2	02:24.7	02:16.7	02:14.7
00.38.0	00.34.0	00.33.0	00.31.0	00.30.0	00.29.0	00.28.0	00.26.0	50m Backstroke	00.38.0	00.34.0	00.33.0	00.32.0	00.31.0	00.30.0	00.29.0	00.28.0
01.26.0	01.17.0	01.13.0	01.10.0	01.06.0	01.04.0	01.02.0	01.00.0	100m Backstroke	01.26.0	01.17.0	01.13.0	01.12.0	01.09.0	01.06.0	01.05.0	01.04.0
03:11.7	02:53.2	02:39.7	02:29.6	02:21.9	02:15.6	02:07.6	02:05.6	200m Backstroke	03:10.4	02:51.3	02:39.0	02:30.8	02:26.3	02:22.9	02:14.9	02:12.9
01.19.5	01.16.4	01.12.3	01.08.3	01.06.0	01.04.3	01.02.6	01.01.6	100m Ind. Medley	01.20.8	01.18.5	01.16.8	01.14.20	01.11.6	01.11.0	01.10.1	01.09.1
03.12.0	02.50.0	02.36.0	02.32.0	02.25.0	02.20.0	02.18.0	02.14.0	200m Ind. Medley	03.10.0	02.50.0	02.36.0	02.33.0	02.29.0	02.26.0	02.24.0	02.20.0
06.59.0	06.50.8	06.26.7	05.49.6	05.31.2	05.05.0	04.47.8	04.45.8	400m Ind. Medley	06.59.0	06.50.8	06.26.7	05.49.6	05.31.2	05.05.0	05.00.0	04.50.0