

Newmarket & District Swimming Club

Affiliated to Swim England East Region and Swim England Suffolk

December Open Meet

Held under Swim England Laws and Regulations, the Swim England Technical Rules of Swimming and to the Swim England Open Meet Licensing Criteria

Licence Number **3ER211264**

4th and 5th December 2021

To be held at Newmarket Leisure Centre Exning Rd, Newmarket CB8 0EA

MEET CONDITIONS AND INFORMATION

1. The meet will take place at Newmarket Leisure Centre on 4th & 5th December 2021 and is licensed by Swim England at Level 3 under Licence No.3ER211264.
2. The meet will be run in accordance with held under Swim England Laws, Swim England Technical Rules of Swimming and these conditions
3. Competitors must be Category 2 members of an affiliated club, eligible to compete and registered in accordance with Swim England Laws and Technical Rules, and may enter in the name of one club only. Entries will only be accepted from competitors registered as members of Swim England, SASA or WASA or competitors from a country affiliated to FINA.
4. The promoter is Lindsey Dodsworth on behalf of Newmarket & District Swimming Club
5. The age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16, 16/ov
6. Ages are as at 5th December 2021.
7. Medals will be awarded to the top three competitors in each age grouping for each event. Individual awards will also be made for the top boy and top girl as well as the top visiting team. A competitor who is accepted outside the entry times will not receive a medal and points will not be allocated for the top boy/girl/club award.
8. The pool is 25m, anti-wave devices will be in place and AOE will be used. A secondary strobe for the starting system is available
9. Heats will be swum as mixed age with swimmers seeded by entry times.
10. Over the top starts may be used at the referee's discretion.
11. All entries must meet the qualifying times stated on the entry times. Entries will not be accepted where an entry time is not submitted or is submitted as N/T (No Time).
12. Valid entries (which must include payment) will be accepted in the order of receipt, that is: first come first served. Complete entries for each club are required together with a single cheque or electronic payment. Day of meet entries and day of meet alterations will not be accepted, unless due to administrative error.
13. Entries should preferably be made using HYTEK Team Manager Lite and by sending the Entry file to the Promoter. The Entry Manager software may be downloaded free of charge from the HYTEK website http://www.hy-tekltd.com/Demos/Swim_Team_Manager_Lite.exe and the required Entry File for the meet will be available on the club website.
14. Individual entries will be accepted and where hard copies of entry forms need to be used these shall be the official entry forms and submitted by post or email to the promoter, Lindsey Dodsworth 27 New River Green, Exning, Newmarket, CB8 7HS or e mail newmarketopenmeet@gmail.com.
15. A cheque or BACS payment must be submitted to the Club. Details for electronic submission and payment by BACS can be obtained from the Promoter. Where individual entry forms are used they must be countersigned by an official of the club with relevant signatures and position

16. Closing date/time for entries is 10pm on Monday 22nd November 2021 or when the competition is full, whichever occurs earliest
17. The entry fee is £5 per event. Coach passes will be £15 per day per coach. Coach passes will not be available on the day.
18. Where there are more than 6 competitors from a club then a coach or responsible person from the club must be on poolside with the competitors and have purchased for a coach's pass
19. The Promoter reserves the right to limit entries and the number of heats in any event to maintain a balanced programme. In the event that entries are rejected, fees will be refunded by a single payment to club in question.
20. Lists of accepted entries will be advised to clubs and posted on the club web site not less than 2 weeks prior to the event. Once this is issued entrants / clubs will have one week to advise any errors or omissions.
21. Swimmers must withdraw from events that they no longer wish to swim. Each club will be provided with a schedule of their accepted entries. Withdrawal may be made on the day, or can be e-mailed in advance, but must be made [at least 45 minutes prior] to the start of the first event in each session. Where competitors wish to withdraw on the day of the meet they must ensure either they or their coach advises the promoter. This is done by using a withdrawal slip, withdrawal slips will be provided to coaches and will be available from the announcers table on the day.
22. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons.
23. No competitor may enter the water during warm up unless under the supervision of his or her team coach. Odd lanes will swim clockwise and even lanes will swim anti-clockwise. Swimmers must leave the water by the side of the pool and not over the timing pads.
24. Results will be posted on club website and emailed to clubs after the competition and will be supplied to British Swimming for entry into the national rankings database.
25. 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. Should you have any concerns about photography or filming please bring them to the attention of the promoter

Participants and spectators are requested to follow the Swim England guidelines for photography and use of photographs on social media. The Swim England Child Safeguarding Policy and Procedures, Wavepower 2016-19 Section 2 provides guidance on the use of social networking (page 72-75) and guidance on photography (page 76-77). <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>. Both sets of guidance apply if social media platforms are being used to share images or recordings either after the meet or during live streaming of the event. Photography will not be permitted on pool side by anyone other than the event photographer.
26. All participants must observe the safety precautions in operation at Newmarket Leisure Centre. Neither the Promoter nor Newmarket Swimming Club will be responsible for any loss or damage occurring during the meet. Lockers are available in the changing area (£1 refundable)
27. The Promoter reserves the right to refuse admission to any competitor or spectator on the day.
28. Bags and other belongings will not be permitted on pool side and Leisure Centre staff will ask for these to be removed.
29. Competitors leaving the pool or changing area must wear appropriate footwear, tee/sweat shirt and shorts/trousers before entering any public area. Competitors must not enter the spectator area direct from the pool but must return by the changing area.

30. The Data Protection Act 2018 requires us to provide you with certain information and to obtain your consent before processing data about you. Processing includes: obtaining, recording, holding, disclosing, destruction or retaining information. We require certain personal data for the purposes of making entries to the competition, managing the meet and the submission of results to Rankings. The information provided by you will be processed in accordance with the Data Protection Act 2018. Consent to process such personal data is deemed to have been given by the submission of the entry. Where the personal data of competitors, officials and coaches/team managers has been passed to us by a third party such as a club rather than by the individuals themselves, we rely on the third party to ensure that consent has been obtained.
31. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England Laws, Regulations and Technical Rules of Racing.