

## 1. GOVERNING RULES & LAWS

- 1.1. These Meet shall be conducted under Swim England Laws and Regulations, FINA Technical Rules of Swimming and these Promoter's Conditions.

## 2. MEET ADMINISTRATION

- 2.1. The nominated Meet Manager for this Meet is Nick Hallam.
- 2.2. Postal address: 34 Kingswood Avenue, South Croydon, Surrey CR2 9DQ.
- 2.3. Email address: [london\\_region\\_meets@icloud.com](mailto:london_region_meets@icloud.com)
- 2.4. The Promoter for this Meet is Alan Thurlow ([alancthurlow@gmail.com](mailto:alancthurlow@gmail.com)) and the Lead Referee is Ralph Shortland.

## 3. GENERAL CONDITIONS

- 3.1. A swimmer's age shall be determined as at midnight on 31<sup>st</sup> December 2019.
- 3.2. Closing deadline for entries and full payment is 10pm on 8<sup>th</sup> May 2019.
- 3.3. A qualifying entry time must have been achieved on or after 9<sup>th</sup> May 2018 (i.e. in the 12 months immediately preceding the closing date for the Meet).
- 3.4. In the interest of safety, to keep the event within the available time booked at the hosting facility and to ensure the smooth running of the Meet, the London Swimming Events Team reserve the right to restrict the number of entries in any given event. In all cases, competitors with the fastest submitted times by age group will take preference.
- 3.5. London Swimming remind all those attending this Meet (competitors, coaches, team managers, spectators, officials, volunteers, contracted staff etc.) wishing to use cameras, video or digital image capturing devices (including mobile phones) that they should only do so after reference to their obligations and the recommendations laid down in Wavepower 2016-2019, the ASA Child Safeguarding Policy & Procedures and other ASA Photography guidance. Your adherence to the guidelines and vigilance during the event will assist in our efforts to avoid the misuse of such equipment and the images/videos produced.
- 3.6. In the circumstance that an infraction of clause 3.5 is identified by London Swimming officials and/or volunteers, the London Swimming Events Team will apply an appropriate sanction adjudged to be proportionate. This may include, but not be restricted to, the reporting of the person to their Club Welfare Officer for breach of applicable code of conduct or temporary confiscation of the equipment.
- 3.7. In the circumstance that an infraction of clause 3.5 is identified by or reported to the facility management, the Normal Operating Procedure of the facility will be applicable and will be fully supported by London Swimming.
- 3.8. With the specific exception of official photographers appointed by London Swimming, flash photography is prohibited at all times during the Meet.
- 3.9. All meet attendees must respect the privacy and wishes of all other users of the facilities, regardless of their celebrity status.
- 3.10. There will be a secondary strobe available.

## 4. DATA PROTECTION.

- 4.1. 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.
- 4.2. 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.

**5. FOOD, DRINKS & REFRESHMENTS.**

- 5.1. Spectators ARE NOT permitted to bring any food/drinks/refreshments into the London Aquatic Centre, regardless of purpose or intent. Only refreshments that have been purchased on site may be consumed in the communal areas and spectators seating areas.
- 5.2. Swimmers/Coaches/Poolside Supervisors ARE permitted to bring food/drinks/refreshments into the facility.
- 5.3. It is preferred that any food/drinks/refreshments brought into the facility are consumed in the changing rooms, communal areas and spectators seating area.
- 5.4. The consumption of food/drinks/refreshments on the poolside/deck is not preferred but is not prohibited.
- 5.5. In the circumstance that food/drinks/refreshments are consumed on the poolside/deck, the swimmers/coaches/supervisors club are considered responsible for the management/collection of the waste produced.
- 5.6. In the circumstance that waste/refuse is not collected and disposed of by a club, that club will be liable for the full payment of any additional cleaning charge levied by the operators of the facility.
- 5.7. In the circumstance that waste/refuse is not collected and disposed of by two or more clubs, each club will be liable to pay an equal share of any additional cleaning charge levied by the operators of the facility.
- 5.8. The London Swimming Events Team request that all attendees of events at the London Aquatics Centre respect and comply with these obligations and do not challenge facility staff in an attempt to secure a concession.
- 5.9. In the circumstance that the actions/behaviour of any attendee of a London Swimming meet at the London Aquatic Centre be deemed abusive or unacceptable, the Normal Operating Procedure of the facility will be applicable and will be fully supported by London Swimming.

**6. ELIGIBILITY FOR ENTRY**

- 6.1. The Meet is open to eligible competitors, as defined by Swim England, who are members of clubs affiliated to London Swimming.
- 6.2. For all events, the London Swimming Events Team have defined Long Course and Short Course entry qualifying times. Swimmers may enter if they have achieved either time in the relevant pool length. No converted times are permitted. *Note that short course times have been generated from the long course times using the ASA's Equivalent Performance Tables.*
- 6.3. Competitors must have equalled or bettered the published entry qualifying time at an event licensed at Levels 1, 2 or 3 by Swim England or WASA, or Levels 1 or 2 by SASA. In all circumstances, the entry time must be registered on the Swim England rankings database.
- 6.4. By submitting an entry to this Meet, a competitor - or in the case of a competitor being under 18 years of age 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 and without causing delay to the event schedule.

**7. AGE CRITERIA**

- 7.1. Age Groups swum in the meet will be in accordance with the Swim England Swimming Pathway implementation document for English National competitions.

**8. VENUES**

- 8.1. The locations and dates of competition are shown in the following table:

Dates	Licence No.	Locations	Events
25 to 26 May	1LR191473	London Aquatics Centre, Queen Elizabeth Olympic Park, Stratford, London	All events

**9. EVENTS**

- 9.1. This meet shall comprise of individual events only.
- 9.2. There shall be separate 1500m and 800m events for males and females although they will be swum combined.
- 9.3. The following table details the schedule of events;

Saturday 25 <sup>th</sup> May 2019 – Day 1				
Evt No.	Gender	Age	Event	Event Type

Session 1 Warm up @ 08:00; Racing @ 09:00				
101	F	12/OV	400m Freestyle	HDW
102	M	12/OV	50m Freestyle	HDW
103	F	12/OV	50m Backstroke	HDW
104	M	12/OV	200m IM	HDW
SHORT BREAK				
105	Mixed	12/OV	1500m Freestyle (3 heats max.)	HDW

Session 2 Warm up @ TBA; Racing @ TBA				
106	F	12/OV	200m Backstroke	HDW
107	M	12/OV	100m Breaststroke	HDW
108	F	12/OV	100m Butterfly	HDW
109	M	12/OV	50m Butterfly	HDW
110	F	12/OV	100m Freestyle	HDW

Session 3 Warm up @ TBA; Racing @ TBA				
111	M	12/OV	400m IM	HDW
112	F	12/OV	200 Breaststroke	HDW
113	M	12/OV	50m Breaststroke	HDW
114	F	12/OV	200m Butterfly	HDW
115	M	12/OV	200m Freestyle	HDW
116	F	12/OV	100m Backstroke	HDW

Sunday 26 <sup>th</sup> May 2019 – Day 2				
Evt No.	Gender	Age	Event	Event Type

Session 4 Warm up @ 08:00; Racing @ 09:00				
201	M	12/OV	400m Freestyle	HDW
202	F	12/OV	50m Freestyle	HDW
203	M	12/OV	50m Backstroke	HDW
204	F	12/OV	200m IM	HDW
SHORT BREAK				
205	Mixed	12/OV	800M Freestyle (3 heats max.)	HDW

Session 5 Warm up @ TBA; Racing @ TBA				
206	M	12/OV	200m Backstroke	HDW
207	F	12/OV	100m Breaststroke	HDW
208	M	12/OV	100m Butterfly	HDW
209	F	12/OV	50m Butterfly	HDW
210	M	12/OV	100m Freestyle	HDW

Session 6 Warm up @ TBA; Racing @ TBA				
211	F	12/OV	400m IM	HDW
212	M	12/OV	200 Breaststroke	HDW
213	F	12/OV	50m Breaststroke	HDW
214	M	12/OV	200m Butterfly	HDW
215	F	12/OV	200m Freestyle	HDW
216	M	12/OV	100m Backstroke	HDW

## 10. ENTRY FEES

- 10.1. The entry fee for each event (with the specific exception of the 800m & 1500m Freestyle events) shall be £7.00.
- 10.2. The entry fee for the long-distance events (specifically the 800m & 1500m Freestyle events) shall be £10.00.
- 10.3. Full payment for entries submitted must be received by the Meet Manager on or before the stated entry deadline.
- 10.4. Entries will not be accepted from clubs with an outstanding debt to London Swimming.
- 10.5. Refunds will not be considered with the specific exception where Clause 3.4 has been exercised.

## 11. ENTRY PROCEDURE FOR ALL EVENTS

- 11.1. An Events file containing the full schedule of events and all qualifying times/criteria is available for download from the London Swimming website. This file should be used in conjunction with the “Hy-Tek Team Manager” software application. This is a licensable fully-featured application, however a free-to-download “Lite” edition of the software for handling meet entries only may be obtained by visiting <https://hytek.active.com/downloads.html>. The events file is also compatible for use with the Team Unify software application. Entry files from Team Unify are acceptable.
- 11.2. All qualifying entries shall be made by clubs in the standard electronic format produced by this aforementioned Team Manager or Team Unify applications.
- 11.3. All entries must be accompanied by the Summary form.
- 11.4. The London Swimming Events Team reserves the right to issue a penalty fine to clubs for submitting incorrect entries.

## 12. QUALIFYING TIMES

- 12.1. The Qualifying Times for entry are set out in the following tables. Qualifying times are given as long course and short course times for all events. Swimmers may enter if they have achieved either time in the relevant pool length. No converted times are permitted. *Note that short course times have been generated from the long course times using the ASA’s Equivalent Performance Tables.*

**BOYS LONG COURSE QUALIFYING TIMES**

Distance	Stroke	12/13	14	15	16/17	18&Over
50m	Freestyle	29.85	28.31	26.92	25.71	24.52
100m	Freestyle	1:05.24	1:01.81	58.86	55.85	53.20
200m	Freestyle	2:22.25	2:15.56	2:09.54	2:02.23	1:57.68
400m	Freestyle	5:02.25	4:47.62	4:36.85	4:22.66	4:16.29
800m	Freestyle	10:19.61	9:49.62	9:27.54	8:58.45	8:45.39
1500m	Freestyle	20:49.73	19:19.54	18:38.75	17:41.08	17:41.08
50m	Breaststroke	39.27	36.57	34.43	32.54	30.97
100m	Breaststroke	1:26.66	1:20.49	1:16.31	1:12.28	1:08.57
200m	Breaststroke	3:07.58	2:56.58	2:47.69	2:38.64	2:33.55
50m	Butterfly	32.63	30.70	29.05	27.60	26.37
100m	Butterfly	1:14.80	1:09.64	1:05.74	1:01.35	58.10
200m	Butterfly	2:53.22	2:41.91	2:33.82	2:20.34	2:15.36
50m	Backstroke	34.62	32.59	31.34	29.54	28.24
100m	Backstroke	1:14.82	1:10.79	1:07.76	1:03.87	1:01.19
200m	Backstroke	2:41.19	2:33.31	2:27.50	2:18.70	2:15.10
200m	IM	2:42.65	2:33.31	2:26.61	2:19.82	2:13.90
400m	IM	5:50.52	5:29.96	5:14.62	4:59.19	4:56.72

**BOYS SHORT COURSE QUALIFYING TIMES**

Distance	Stroke	12/13	14	15	16/17	18&Over
50m	Freestyle	29.10	27.6	26.1	24.9	23.7
100m	Freestyle	1:03.90	1:00.40	57.40	54.30	51.60
200m	Freestyle	2:19.80	2:13.00	2:06.80	1:59.40	1:54.70
400m	Freestyle	4:57.60	4:42.70	4:31.70	4:17.30	4:10.80
800m	Freestyle	10:10.20	9:39.70	9:17.30	8:47.60	8:34.30
1500m	Freestyle	20:33.10	19:01.60	18:20.20	17:21.50	17:21.50
50m	Breaststroke	38.50	35.70	33.50	31.60	29.90
100m	Breaststroke	1:25.20	1:18.90	1:14.60	1:10.50	1:06.70
200m	Breaststroke	3:04.70	2:53.60	2:44.50	2:35.30	2:30.10
50m	Butterfly	32.00	30.10	28.40	26.90	25.60
100m	Butterfly	1:13.80	1:08.50	1:04.60	1:00.10	56.80
200m	Butterfly	2:51.40	2:39.90	2:31.80	2:18.10	2:13.00
50m	Backstroke	34.00	32.00	30.70	28.90	27.50
100m	Backstroke	1:13.70	1:09.60	1:06.60	1:02.60	59.90
200m	Backstroke	2:39.10	2:31.10	2:25.20	2:16.30	2:12.60
200m	IM	2:40.20	2:30.70	2:23.90	2:17.00	2:10.90
400m	IM	5:45.50	5:24.60	5:09.00	4:53.30	4:50.70

**GIRLS LONG COURSE QUALIFYING TIMES**

Distance	Stroke	12/13	14	15	16/17	18&Over
50m	Freestyle	30.20	29.47	28.97	28.17	27.93
100m	Freestyle	1:05.74	1:04.11	1:02.74	1:00.71	59.94
200m	Freestyle	2:23.44	2:19.29	2:15.73	2:11.57	2:11.19
400m	Freestyle	5:03.02	4:53.76	4:47.95	4:38.05	4:38.05
800m	Freestyle	10:33.25	10:11.06	10:00.08	9:37.44	9:37.44
1500m	Freestyle	21:06.50	20:22.12	20:00.16	19:14.88	19:14.88
50m	Breaststroke	38.64	37.58	36.92	35.65	35.58
100m	Breaststroke	1:25.62	1:22.76	1:20.91	1:18.70	1:18.44
200m	Breaststroke	3:05.35	2:58.18	2:56.06	2:50.01	2:50.01
50m	Butterfly	32.67	31.87	31.06	30.09	29.69
100m	Butterfly	1:13.99	1:11.63	1:09.61	1:07.24	1:06.49
200m	Butterfly	2:51.33	2:45.35	2:39.20	2:31.60	2:31.60
50m	Backstroke	34.71	33.82	33.20	32.00	32.00
100m	Backstroke	1:14.83	1:12.58	1:11.58	1:08.64	1:08.37
200m	Backstroke	2:41.38	2:35.83	2:34.00	2:27.97	2:27.97
200m	IM	2:42.66	2:37.83	2:34.94	2:30.07	2:27.72
400m	IM	5:48.32	5:37.75	5:33.03	5:21.50	5:21.50

**GIRLS SHORT COURSE QUALIFYING TIMES**

Distance	Stroke	12/13	14	15	16/17	18&Over
50m	Freestyle	29.50	28.80	28.20	27.40	27.20
100m	Freestyle	1:04.50	1:02.80	1:01.40	59.30	58.50
200m	Freestyle	2:21.00	2:16.80	2:13.10	2:08.90	2:08.50
400m	Freestyle	4:58.30	4:48.90	4:43.00	4:33.00	4:33.00
800m	Freestyle	10:24.00	10:01.50	9:50.40	9:27.30	9:27.30
1500m	Freestyle	20:50.10	20:05.10	19:42.80	18:56.90	18:56.90
50m	Breaststroke	37.80	36.70	36.10	34.80	34.70
100m	Breaststroke	1:24.10	1:21.20	1:19.30	1:17.10	1:16.80
200m	Breaststroke	3:02.50	2:55.20	2:53.00	2:46.90	2:46.90
50m	Butterfly	32.10	31.30	30.40	29.50	29.00
100m	Butterfly	1:13.00	1:10.60	1:08.50	1:06.10	1:05.30
200m	Butterfly	2:49.50	2:43.40	2:37.20	2:29.50	2:29.50
50m	Backstroke	34.10	33.20	32.60	31.40	31.40
100m	Backstroke	1:13.70	1:11.50	1:10.40	1:07.50	1:07.20
200m	Backstroke	2:39.30	2:33.70	2:31.80	2:25.70	2:25.70
200m	IM	2:40.20	2:35.30	2:32.40	2:27.40	2:25.00
400m	IM	5:43.20	5:32.50	5:27.70	5:16.00	5:16.00

**13. MEET PROCEDURE**

**13.1. WITHDRAWAL SYSTEM**

- 13.1.1. A withdrawal system will be in operation. Competitors who are not intending to swim (or their representatives) must submit official withdrawal forms, either electronically as prescribed on the competition website - up to 10.00am on Friday 24<sup>th</sup> May 2019 (the day before the start of the competition), or at the Withdrawals table at the pool by completing an official withdrawal form no later than 50 minutes before the advertised starting time of the first event in each session. Notification of withdrawal by any other means than an official withdrawal form will not be considered.
- 13.1.2. A fine will be levied in respect of each competitor who fails to withdraw and does not present themselves to the Clerks of the Course at the start of the event - except in the case of a proven emergency.
- 13.1.3. Failure to report to the Clerks of the Course prior to an event shall forfeit the competitor's right to compete. Heat start lists for each event will be posted 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.

#### 13.2. HEATS

- 13.2.1. All events shall be decided on a Heat Declared Winner (HDW) basis i.e. on individual heat time. Lanes will be assigned in accordance with FINA rule SW3.1.2 for all heats.

#### 14. COACHES/CHAPERONES/PHYSIOTHERAPISTS/PERSONAL CARE ATTENDANTS

- 14.1. All coaches/chaperones/team managers/physiotherapists and personal care attendants who wish to be on deck/poolside during the event must have a valid Pass.
- 14.2. Passes must be clearly displayed at all times when on deck/poolside.
- 14.3. Passes are made available to clubs and their coaches to ensure the safety and wellbeing of their swimmers. All swimmers must be supervised on poolside. Clubs must ensure there are enough adults on poolside with valid passes to provide adequate supervision.
- 14.4. Event pass applications can be made by completing and submitting the on-line application form (available on the event page on the London Swimming website). Applications and payments must be received by midnight on the closing date.
- 14.5. Event passes will be available for collection at the entrance to the facility on the days of the meet.
- 14.6. All persons applying for an event or annual pass must have a current/valid DBS disclosure issued by Swim England/WASA/SASA.

#### 15. AWARDS

- 15.1. No awards will be given at this meet.

#### 16. FINES

- 16.1. All fines are issued to clubs not competitors.
- 16.2. Fines may be reduced by 50% if paid in full within 28 days of the issue date of the fine.
- 16.3. Payment of fine(s) must be remitted by the fined club, not by an individual competitor.
- 16.4. If a club wishes to object to a fine, an official written objection must be sent to the Meet Manager within 28 days of the issue date of the fine. Objections will not be considered if received after this period has passed.
- 16.5. If the objection is denied, Clause 16.2 remains in force concerning the amount of fine to be paid.
- 16.6. Fine for submission of incorrect entries = £25.00
- 16.7. Fine for a competitor not withdrawing from event in accordance with the stated procedure = £20.00

#### 17. DISPUTES

- 17.1. Any dispute, for which the foregoing Conditions do not provide, shall be determined by the London Swimming Events Team.

#### 18. BANK ACCOUNT FOR PAYMENT OF ENTRY FEES/COACH PASSES/FINES

- 18.1. SORT CODE: 40-20-09
- 18.2. ACCOUNT NUMBER: 41469932
- 18.3. ACCOUNT NAME: ASA London
- 18.4. PAYMENT REFERENCE: [CLUB CODE] or [COMPETITOR SURNAME] + "LONTT19"