

**1. GOVERNING RULES & LAWS**

- 1.1. This meet shall be conducted under ASA Laws and the FINA Technical Rules of Swimming.

**2. MEET MANAGER**

- 2.1. The nominated Meet Manager for this meet shall be Ms. Leah Pullen.  
2.2. Postal address: 16 Amherst Road, Ealing, LONDON. W13 8ND.  
2.3. Email address: londonswimentry@gmail.com

**3. GENERAL CONDITIONS**

- 3.1. A swimmer's age shall be determined as at midnight on December 31st 2017.  
3.2. Closing deadline for entries and full payment shall be at 10pm on April 26th 2017.  
3.3. 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 faster submitted times will take preference.  
3.4. Time Trials will not be permitted during this meet.  
3.5. Entries will be held on a computer solely for the purposes of this meet and consent, as required by the Data Protection Act 1984, to the holding of personal information on computer will be deemed to have been given by the submission of an entry. Personal data will be available for inspection during the meet on application to the Meet Manager.  
3.6. 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.  
3.7. With the specific exception of official photographers appointed by London Swimming, flash photography is prohibited at all times during this meet.

#### 4. ELIGIBILITY FOR ENTRY

- 4.1. This meet shall be open to eligible competitors, as defined by the ASA, who are members of clubs affiliated to the ASA, SASA, WASA and competitors from one of the countries affiliated to FINA (Foreign Competitors).
- 4.2. For all events, the London Swimming Events Team has defined entry qualifying times.
- 4.3. All competitors must have equalled or bettered the published entry qualifying time at an event licensed at Levels 1, 2 or 3 by the ASA or WASA, or Levels 1 or 2 by the SASA, or an event outside of Great Britain. In all circumstances, the entry qualifying time must be registered on the ASA rankings database.
- 4.4. Foreign competitors must provide documentary evidence of their entry qualifying times which must be from a meet with electronic timing and must be prepared to present their passport for age verification to the Meet Manager in the timing suite prior to the first published withdrawal closing time on each day of the meet.
- 4.5. 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.

#### 5. INDIVIDUAL AGE CRITERIA

- 5.1. All individual events: 10+ yrs.
- 5.2. Whilst all events shall be swum as a single age category, awards will be made to the three fastest swimmers in the following age categories; 10/11 yrs., 12 yrs., 13 yrs., 14 yrs. 15 yrs., 16 yrs. & 17+ yrs.

#### 6. EVENTS

- 6.1. This meet shall comprise of individual events only.
- 6.2. The following table illustrates the events (gender/stroke/distance) which are open for entry;

Age Category	Gender	Stroke	Event Distance (meters)					
			50	100	200	400	800	1500
10+ yrs	Male	Freestyle	X	X	X	X		X
		Breaststroke	X	X	X			
		Butterfly	X	X	X			
		Backstroke	X	X	X			
		Individual Medley			X	X		
	Female	Freestyle	X	X	X	X	X	
		Breaststroke	X	X	X			
		Butterfly	X	X	X			
		Backstroke	X	X	X			
		Individual Medley			X	X		

## **7. ENTRY FEES**

- 7.1. Entry fees are as authorised by the London Swimming Events Team.
- 7.2. The entry fee for each event (with the specific exception of the 800m & 1500m Freestyle events) shall be £7.00.
- 7.3. The entry fee for the long-distance events (specifically the 800m & 1500m Freestyle events) shall be £10.00. Please note that only two heats of each long-distance event will be run during this meet and that in accordance with Clause 3.3, competitors with the faster submitted times will take preference.
- 7.4. Full payment for entries submitted must be received by the Meet Manager on or before the stated deadline.
- 7.5. Entries will not be accepted from clubs with outstanding debt to London Swimming.
- 7.6. Refunds will not be considered with the specific exception where Clause 3.3 has been exercised.

## **8. ENTRY PROCEDURE**

- 8.1. 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 [http://www.hy-tekLtd.com/Demos/Swim\\_Team\\_Manager\\_Lite.exe](http://www.hy-tekLtd.com/Demos/Swim_Team_Manager_Lite.exe).
- 8.2. All qualifying entries shall be made by London and British competitors/clubs in the standard electronic format produced by this aforementioned Team Manager application.
- 8.3. Manual entries will only be considered for Foreign competitors.
- 8.4. All Club entries must be accompanied by the Summary form.
- 8.5. Converted times are permitted and must be converted by use of the current ASA Equivalent Performance Tables.
- 8.6. The London Swimming Events Team reserves the right to ask for proof of entry time (subsequent improved times will not be accepted).

## 9. MEET PROCEDURE

### 9.1. WITHDRAWAL SYSTEM

- 9.1.1. A withdrawal system will be in operation. Competitors who are not intending to swim (or their representatives) must submit an official withdrawal form, either electronically as prescribed on the meet webpage - up to 10.00am on Friday 26th May 2017 (the day before the start of the competition), or fill-in the form at the Withdrawals table at the pool 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 to be acceptable.
- 9.1.2. All competitors must report to the Clerks of the Course when instructed to do so. Failure to do so shall forfeit the competitor's right to compete. Heat start lists for each event will be posted and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.

### 9.2. SIGN-IN SYSTEM FOR DECLINED ENTRIES

- 9.2.1. Where a competitor had an entry declined due to the application of Clause 3.3, a sign-in system will be in operation prior to each session during the meet.
- 9.2.2. By signing-in at the Withdrawals table, a competitor can indicate that they wish to swim in that event should lanes become available due to withdrawals.
- 9.2.3. Sign-In will close at the same time as the published Withdrawals close time for each session.
- 9.2.4. Where lanes do become available, competitors who have signed-in will be added to the event roster starting with the competitor with the fastest entry time until the spare lanes have been filled.
- 9.2.5. It remains the responsibility of the competitor to check the published heat start lists to ascertain if they have been given a place in an event.
- 9.2.6. The entry fee payable by signed-in swimmers who have been allocated a place in an event shall be determined by Clauses 7.2 or 7.3 and must be paid - in cheque or cash form - to the Timing Suite before the end of the session in which the event takes place.
- 9.2.7. Clause 9.3.3. shall also apply to signed-in swimmers.

### 9.3. HEATS

- 9.3.1. All events shall be decided on a Heat Declared Winner (HDW) basis i.e. on individual heat time.
- 9.3.2. Lanes for all events shall be allocated in compliance with FINA Swimming Rules – specifically Section SW3 (The Seeding of Heats, Semi-Finals and Finals). An excerpt of the FINA Swimming Rules (SW3) is available for download from the 2017 May Open Meet page on the London Swimming website.
- 9.3.3. Where a previously declined competitor is brought in at very short notice, i.e. as the event is about to be swum, the competitor shall occupy the vacant lane and there will be no amendments made to the seeding of the event.

**10. COACHES/CHAPERONES/PHYSIOTHERAPISTS/PERSONAL CARE ATTENDANTS**

- 10.1. All coaches/chaperones/team managers/physiotherapists and personal care attendants who wish to be on deck/poolside during the meet must have a valid Pass.
- 10.2. To avoid being asked to vacate the deck/poolside, Passes must always be clearly displayed.
- 10.3. Existing 2017 London Swimming Annual Coach passes will be accepted at this event.
- 10.4. Event pass applications can be made by completing and submitting the application form (available on the event page on the London Swimming website).
- 10.5. Applications and payments must be received by midnight on April 26th 2017.
- 10.6. Event passes will be available for collection at the entrance to the facility on the days of the meet.
- 10.7. Please ensure that all persons applying for an event or annual pass have a current/valid DSB disclosure issued by ASA/WASA/SASA.

**11. AWARDS**

- 11.1. The first, second and third placed individual in the following age categories of each event shall be awarded medals; 10/11 yrs., 12 yrs., 13 yrs., 14 yrs., 15 yrs., 16 yrs., 17+ yrs.
- 11.2. There shall be no official presentation of medals.
- 11.3. Medals will be available for personal collection from the Presentation Desk subsequent to the publishing of the official results for each event.
- 11.4. Medals not collected during the meet will not be made available subsequent to the meet.

**12. DISPUTES**

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

**13. BANK ACCOUNT FOR PAYMENT OF ENTRY FEES/COACH PASSES/FINES**

- 13.1. SORT CODE: 40-20-09
- 13.2. ACCOUNT NUMBER: 41469932
- 13.3. ACCOUNT NAME: ASA London
- 13.4. PAYMENT REFERENCE: [CLUB CODE] or [COMPETITOR SURNAME] + "\_LONMO17"