

## CONSC March Long Course L3 Open Meet 2024 3ER240009

Sportspark ,UEA, Norwich: Saturday 2<sup>nd</sup> - Sunday 3<sup>rd</sup> March 2024

Under Swim England Regulations and Technical Rules

### Meet Conditions

1. The event will be held at Sportspark, UEA, on 2-3<sup>rd</sup> March 2024 and is licensed by Swim England at Level 3 under Licence Number 3ER24XXXX. The meet will be run in accordance with Swim England (SE) Regulations, Technical Rules and to SE Open Meet Licensing Criteria and these conditions.
2. Entries may only be accepted from Club Compete members of an affiliated club, eligible to compete and registered in accordance with Swim England Regulations 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, Swim Scotland or Swim Wales; or competitors from a country affiliated to World Aquatics.
3. The promoter is Tracey Spinner on behalf of City of Norwich Swimming Club. There may be a day promoter undertaking the duties of promoter.
4. **Competitors' ages shall be as at 3<sup>rd</sup> March 2024 and the age groups are 9, 10, 11, 12, 13 and 14/over.** All entries must be long course times or converted short course times, and must be **slower** than the cut off times listed. Swimmers wishing to enter who are faster than the cut off times will only be permitted if the meet is undersubscribed – and will be listed as "exhibition swims" and will not be eligible for medals.
5. Heats will be seeded on submitted times and spearheaded. All events are timed finals, and the first 3 swimmers in each age group will receive awards. Swimmers entered as exhibition swimmers will not be eligible for medals but may be awarded speeding tickets if they swim faster than the QT on the day. Awards will be made to Top Male/Open, Top Female. The Top Visiting Club will be announced. All competitors' points will go towards Top Visiting Club points tally, including speeders.
6. The pool length is 50 metres, 8 lanes with anti-wave ropes and Swiss electronic timing. The depth of the pool is 1.8m. A secondary strobe for the starting system is available.
7. Upper cut-off times are provided. Entry times must have been achieved since 1<sup>st</sup> September 2023 and be within the qualifying standards.
8. **Closing date for entry: 12:00 Midday on Friday 16th February 2024.** The Promoter retains the right to accept club entries on a **first come first served basis**. If the number of entries meeting the entry criteria is high the Promoter reserves the right to limit entries by closing entry early to enable the gala to meet licensing requirements. Entries may be restricted by session, event or age group as the meet fills. CONSC Internal entries will be made via SCM and invoiced after the closing date. Visiting Club entries received will be acknowledged by email, but must be made in full (ie electronic entry file, **payment**, club summary form, entry summary report).
9. **Individual entries** from visiting swimmers shall be made on the official entry forms or Swim-Meet online form and will be subject to an additional £5 administration charge **per swimmer**. This charge will be waived if the swimmer is entered using the Hytek TM electronic entry file. Individual entries will also be accepted on a first come first served basis. Entries must be made in full, ie emailed form and BACS **payment**.
10. Where there are **3 or more** competitors entered by a Visiting Club, entries shall be submitted electronically with a club summary form, Hytek Entry File and Entry Report and payment by BACS. Entry software can be obtained from [www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk). Entry file, summary form **and** payment must be received by 12:00 on Friday 16th February. Clubs choosing to request manual entry for more than 3 swimmers will be charged £25 admin fee **BEFORE** entries are processed.
11. Swimmers in possession of a Swim England Certificate of Swimming Disability or whose Swim England membership record details a disability sport class (S1-S15) are welcome to enter the competition and will swim under IPC swimming rules. Personal care attendants are permitted for swimmers who require them without the need to pay for an additional Poolside Pass.
12. Masters swimmers are welcome and eligible to enter.
13. Received entries will be published on [www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk) approx 2 weeks prior to the competition. It is the competing club/swimmer's responsibility to check this list for accuracy and advise immediately of any changes that are required. Accepted entries will then be published with updated times as at the closing date.
14. Should the meet be oversubscribed we will be operating a waiting list for additional entries to fill lanes following formal withdrawal on the day. If you wish your name to be added to the waiting list please contact the Promoter after accepted/rejected entries have been published. Swimmers on the waiting list must still comply with the meet entry criteria.
15. The Promoter confirms there will be no refunds of entry fees unless the entries are rejected by the organisers.
16. **Swimmers withdrawing from events:** Each Club should have their own record of swimmers entered. Swimmers unable to compete must be withdrawn. Withdrawal will be managed using the Swim-Meet link sent out prior to the gala, and must be submitted anytime up until 5 minutes after the start of each Warmup for the relevant session.
17. Competitors must report to the marshalling area in a timely manner. Any swimmer not reporting may be deemed to have withdrawn from that event. It is the club/swimmer duty to check the start lists and report in a timely manner.
18. Coaches' passes will not be sold on the day – no pass, no admission poolside.
19. The Promoters do not accept responsibility for any property. Lockers are available in the changing rooms and should be used for the safe keeping of all belongings. Items have gone missing in the past so please look after your belongings. **Sportspark lockers require a padlock which you should bring with you, or hire from Sportspark reception.** Please minimise the number of kit bags brought poolside.
20. 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.
21. 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.
22. No photography is permitted in changing rooms. Any person found to be contravening this condition will be required to leave the competition and venue without refund.
23. City of Norwich SC uses a computer to manage entries and results. 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 have been passed to us by a swim club rather than by the individuals themselves, we rely on the swim club to ensure that consent has been obtained.
24. Charges as follow:
  - Entry Fees £7.00 per event
  - Coaches Passes £10.00 (no food); £20 (with food)
  - Spectator entry will be by colour coded wrist band and will be charged at £5 per session. Seating may be limited and we ask that only 1 family member attend per swimmer.
  - There are no meet programmes, but heat sheets and results will be live on Meet Mobile.
25. Please help to maintain a high standard of health and safety by not blocking stairways, emergency exits and walkways. Report issues immediately to a member of pool staff or to the Meet Promoter.
26. Warm up protocol: No diving during warm-up sessions, except in the designated sprint lanes, odd lanes will swim clockwise (1, 3, 5, 7) even lanes (2, 4, 6, 8) will swim counter clockwise. Swimmers using sprint lines must swim 15 metres before slowing up. All swimmers must leave the water by the side of the pool and not over the timing pads. Coaches are asked to manage the lanes their swimmers are using during the warm up sessions.
27. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England Regulations and Technical Rules of Swimming.