



Newmarket & District Swimming Club

Affiliated to Swim England East Region and Swim England Suffolk

December Open Meet 2023

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 **3ER231737**

2nd & 3rd December 2023

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 2nd & 3rd December 2023 and is licensed by Swim England at Level 3 under Licence No. 3ER231737
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 Swim Compete 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. Entries will be made using the Female and Open/Male categories following the launch of the Swim England Transgender and Non-binary Competition Policy on 1 September 2023. The Female category is for birth sex females. By entering the Female category, a swimmer confirms that their birth sex is female.
4. The promoter is Abi Portway on behalf of Newmarket & District Swimming Club.
5. The age groups for girls and male/open are: 9, 10, 11, 12, 13, 14, 15 and 16+
6. Ages are as at 3rd December 2023.
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 female and top male/open 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 male/open, female or 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.
12. Closing date/time for entries is 10th November 2023 or when the competition is full, whichever occurs earliest.
13. Entry fees will be £6 per event. Coach/Team Manager passes will be free. Food and refreshments are available if required for coaches/TM's and will be £10 per person per day. BACS payments should be made (please ask for bank details). Coach/TM passes will not be available on the day.



14. Valid entries (which must include payment) will be accepted in the order of receipt, that is: first come first served. Day of meet entries and day of meet alterations will not be accepted, unless due to administrative error.
15. Where there are 5 or more entries from competitors of the same club, the entry must 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.hytekLtd.com/Demos/Swim_Team_Manager_Lite.exe and the required Entry File for the meet will be available on the club website.
16. Individual entries will be accepted (provided there are less than 5 from the same club) and where hard copies of entry forms need to be used these shall be the official entry forms and submitted by email to the promoter, Abi Portway using the email: newmarketopenmeet@gmail.com.
17. A BACS payment must be submitted to the Club. Where individual entry forms are used they must be countersigned by an official of the club with relevant signatures and position.
18. 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 entry club.
19. 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.
20. Swimmers must withdraw from events that they no longer wish to swim. Each club will be provided with a schedule of their accepted entries. Withdrawals will be managed through Swim-meet software and each club will be given a link prior to the event. It is also acceptable to email the promoter withdrawals.
21. Refunds are not available for withdrawals after the accepted entries have been posted.
22. The depth of the water at the shallow end is 1.0m and at the deep end 2.0m. The height of the starting blocks above the surface of the water is 630mm. Only competitors who have achieved the Swim England Competitive Start Award or equivalent are permitted to use the starting blocks. Competitors who are starting in the water must report to the Referee.
23. Warm up protocol: Details of warm up sessions will be advised to clubs prior to the meet. 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. Where there are more than 5 competitors from a club then a coach or responsible person from the club must be on poolside with the competitors and have a coach's pass.
26. All Coaches and Team Managers must hold an in date DBS check and an in date safe guarding course qualification (recognised by Swim England) and have the relevant Swim England qualification for the role they are carrying out. Coaches and Team Managers must ensure that the ratio of coaches to swimmers is appropriate as per Swim Englands' safeguarding policy, Wavepower 2020-23.



27. 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 2020-23.
28. 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.
29. Newmarket & District Swimming Club and the Newmarket Leisure Centre are not responsible for the safe keeping of personal property and valuables left in the changing area, on pool side or elsewhere in the Centre. Lockers are available in the changing area (£1 refundable).
30. 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.
31. Bags and other belongings will not be permitted on pool side and Leisure Centre staff will ask for these to be removed.
32. 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.
33. No glass or glass containers of any type are permitted in the pool, spectator or changing areas.
34. The Promoter reserves the right to refuse admission to any competitor or spectator on the day.
35. 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.