

# West Suffolk Swimming Club

Affiliated to Swim England East Region and Suffolk



## WSSC INVITE ONLY MEET

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

**Level 3 Licence 3ER210776**

**1<sup>st</sup> – 3<sup>rd</sup> October 2021**

**Abbeycroft Leisure Centre, Beetons Way, Bury St Edmunds IP33 3TT**

### MEET CONDITIONS AND INFORMATION

1. The meet will take place at Abbeycroft Leisure Centre on 1<sup>st</sup> – 3<sup>rd</sup> October and is licensed by Swim England at Level 3 under Licence No. TBA
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 Jacqueline Chamberlain on behalf of West Suffolk Swimming Club.
5. The age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16/ov
6. Ages are as at 3<sup>rd</sup> October 2021.
7. Medals will be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed swimmers in each age group & Top Boy and Top Girl & Top Club.
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 not 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. The meet will be "invite only" to selected clubs. Upper Cut-off times are provided and entries with No Time will not be accepted. In the case of the event being oversubscribed, rejections will be made from the slowest swimmers in each age group. The Promoter reserves the right to limit entries and the number of heats in any event to maintain a balanced programme in order to meet licence time guidelines.
12. Valid entries (which must include payment) will be accepted from invited clubs only. Complete entries for each club are required together with a single cheque or electronic payment. Late entries, day of meet entries and day of meet alterations will not be accepted, unless due to administrative error.
13. Those swimmers in possession of a Swim England Certificate of Swimming Disability or those swimmers whose membership details record a disability Sport Class are welcome to enter the competition with a time slower than the lower limit standard. An entry time must be provided.
14. Entry shall be made using SPORTSYSTEMS Entry Manager [HYTEK Team Manager Lite] and sending the Entry file to the Promoter. The Entry Manager software may be downloaded free of charge from the [SPORTSYSTEMS website <http://www.sportsys.co.uk/entry/index.php>] [HYTEK website [http://www.hytektd.com/Demos/Swim\\_Team\\_Manager\\_Lite.exe](http://www.hytektd.com/Demos/Swim_Team_Manager_Lite.exe)] and the required Entry File for the meet will be emailed to invited clubs only.
15. If electronic entries are not being made, paper entry forms and cheques should be posted to: Jacqueline Chamberlain, Holmfield, Mill Road, Great Barton, Bury St Edmunds, IP31 2RU.
16. Entries and payment must be received by the Promoter by **17<sup>th</sup> September 2021**. The entry fee is £5 per event. 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.

17. Accepted and rejected entries will be posted on the club website within 5 days of the closing date.
18. Swimmers must withdraw from events that they no longer wish to swim before 6pm on 30<sup>th</sup> September 2021. Each club will be provided with a schedule of their accepted entries. Withdrawals may not be made on the day, so these lanes will run empty if there are no-shows. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons. There will not be a signing-in desk. We will ask that a coach from each club advises the promoter of the attendees.
19. Coaches' passes will be issued at a cost of £5 per day. Friday evening there will be no charge for passes. There will be no entry to poolside without a pass and passes cannot be purchased on the day. Please be advised we will be running a "no frills" gala without lunch provided. We will provide tea/coffee and cake refreshments only.
20. Warm up protocol: Each warm up session will be divided into two equal length sessions. There is to be strictly no diving during warm-up, with the exception of designated sprint lanes. 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.
21. Results will be posted on club website & emailed to clubs after the competition and will be supplied to British Swimming for entry into the national rankings database. Results will not be posted poolside or in the hall for this event.
22. 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.

23. All participants must observe the safety precautions in operation at Abbeycroft Leisure Centre. Neither the Promoter nor West Suffolk Swimming Club will be responsible for any loss or damage occurring during the meet.
24. 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.
25. 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.