



**WOKING SWIMMING CLUB**  
Ambition Unlimited

## **WOKING SWIMMING CLUB B/C GRADE OCTOPUS OPEN MEET**

**SUNDAY 22<sup>nd</sup> MAY 2022**

**WOKING POOL IN THE PARK, KINGFIELD ROAD, WOKING, SURREY, GU22 9BA**

**Swim England Licence 3SE220687**

**Open for entries: Monday 18<sup>th</sup> April 2022 09:00**

**Closing Date for entries: Wednesday 11<sup>th</sup> May 2022 23:59**

### **PROMOTER'S CONDITIONS**

#### **THE MEET**

1. The Meet will be run at WOKING POOL IN THE PARK, KINGFIELD ROAD, WOKING, SURREY. GU22 9BA. It is a 6 lane, 25m Pool with anti-wave lane ropes, electronic timing and a full 6 lane display electronic scoreboard.
2. The Meet is licensed at Level 3. It will be run under current Swim England Laws and Swim England Technical Rules, and all swimmers must be registered with Swim England.
3. The Meet will be run as "age on the day" for swimmers aged 9 years and over on 22 May 2022. The age groups for this meet are as follows:
  - Male 9, 10, 11, 12, 13, 14, 15 and over
  - Female 9, 10, 11, 12, 13, 14, 15 and over
4. A secondary strobe light will be available for use at this meet.
5. Events available to all swimmers are 50m in all strokes, 100m in all strokes and IM.

#### **ENTRY**

6. Swimmers must be Swim England registered as Category 2 with a Swim England number and a registered member of the entered club.
7. Entries will be accepted on a first come first served basis. The Promoter reserves the right to restrict entries, to extend the closing date if the meet is under-subscribed or to close entries early if the meet become fully subscribed.
8. In the event that the meet is oversubscribed, electronic entries will be accepted on a 'First Come First Served' basis. The Promoter's decision in this matter is final. Confirmation of entries will be returned as soon as possible after the Closing Date and following receipt of a completed Summary Entry Form and supporting payment. Improved entry times will not be accepted after submission of the Entry Form.
9. The Meet is subject to upper limit qualification times detailed in the attached table. All submitted entry times must be slower than the upper limits specified. Swimmers with a time



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faster than the B grade upper limit are not eligible to enter, and any such entries received will forfeit their entry fee for that event. Woking SC reserves the right to check submitted times and to refuse entry to anyone who has breached this condition.

10. All swimmers will be placed in B or C grades according to their submitted entry times and the times set out in the attached qualifying times schedule. Entries do not need to specify B or C grade, as they will be automatically allocated to the correct category. B and C categories are event/time dependent and will be determined solely on the submitted entry times for each event. The precise split for each event will be determined, after all entries have been received for the meet, to balance out the number of swimmers in each category. An individual swimmer may be B grade for one event and C grade for another
11. All entries must be made either on the official form (for clubs with fewer than 6 swimmers) or on HyTek. Clubs entering more than 6 swimmers must download the Hy-Tek Team Manager file from <http://www.wokingsc.co.uk> and return the entry file to [wokingsc.octopus@gmail.com](mailto:wokingsc.octopus@gmail.com). Please note that if a Club enters more than 6 swimmers by means of entry forms rather than Hy-Tek, there will be a surcharge of £2 per swimmer. Full Team Manager instructions may also be found on <http://www.wokingsc.co.uk>. Payment may be made by direct bank transfer. Bank transfer details are provided on the Club Entry Summary Form. We cannot guarantee entry where we have received incomplete entry details.
12. The entry fee is £7.00 per event, to include the Swim England levy of 20p per swim.
13. Please note an administration fee of £8.00 will be payable for individual entries not sent via HyTek. All individual entry forms must be correct and completed in full, otherwise they may be rejected.
14. As soon as possible after the closing date, we shall post a list of accepted and rejected entries on our website, together with any further necessary information. This information will also be emailed to the contact person for each club.
15. Entry data may be held on a computer or other electronic or non-electronic medium solely for the purposes of this competition and consent, as required by the General Data Protection Regulation 2018, to the holding of personal information in this way will be deemed to have been given by the submission of the entry. Personal data will be available for inspection subject to the regulation and the relevant Club policies
16. Time trials may be available to all swimmers at the Promoter's discretion and will be dependent upon space being available.

## REFUNDS

17. Refunds will only be given in the following circumstances:
  - i. Where it has been necessary to restrict entries.
  - ii. On receipt of proof of injury/ medical condition through a doctor's certificate (or equivalent). This includes those having to isolate due to Covid 19, and those with a positive Covid status.
  - iii. Due to any exceptional circumstance that is deemed appropriate by the Promoter.
18. No refunds will be given for incorrect entries.
19. The Promoter's decision is final.



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## POOLSIDE ACCESS AND PASSES

20. At all times, access to poolside will be limited to swimmers, coaches in possession of Poolside Passes, other Poolside Pass holders, and authorised Technical and Non-Technical Officials only.
21. Poolside passes will only be issued to DBS checked adults over the age of 18.
22. A coach pass is £15, to include entry to the pool, a programme, lunch and refreshments between sessions. Clubs may have up to three coach passes. Passes will be included in the Coaches' Pack, which will be available from the information table. The pack will also contain any updated information.
23. As the Pool in the Park is open to the general public using other parts of the facility, all swimmers should wear suitable clothing and footwear when not poolside, and use the cubicles in the changing village provided.
24. Valuables and personal possessions should not be left unattended - the Promoter does not accept responsibility for any loss or damage to property. Lockers are available for £1 refundable.

## SIGN OUT

25. A cardless entry system will be operated at this meet. Swimmers must withdraw using the appropriate form no later than 15 minutes prior to the start of each warm up period. Withdrawals prior to the meet can be made using the form via email addressed to [wokingsc.octopus@gmail.com](mailto:wokingsc.octopus@gmail.com)
26. Swimmers must report for their events in good time as directed by the Marshalls. Failure to report in time will result in the swimmer not being allowed to compete in the event.

## WARM UP

27. Warm up will be available before each session. Timings are as shown on the programme which will be published online.
28. A swim down facility will be provided; clubs are required to supervise their swimmers using this facility.

## AWARDS & PRESENTATIONS

29. All age groups swim together in the order of their submitted entry times.
30. Seeding will be slowest to fastest throughout based on submitted entry time. All age groups and grades will be swum together in the same event. All events are heat declared winner. The Meet will use over the top starts at the discretion of the Referee.
31. All events are Heat Declared Winner; there are no finals.
32. Medals will be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place swimmers in each age group entered in B grade event, and to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place swimmers in each age group entered in C grade event.
33. Hot heats are randomly selected.



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34. All Time Trial entries are marked on the programme by "X" as exhibition swims. These swims are not eligible for awards.

### RESULTS

35. All results will be published on Meet Mobile.
36. All results will be submitted to Rankings within 48 hours.
37. Results on the day will be classified according to the entry grade, i.e. the grade banding will not be adjusted based on achieved times at the meet. C grade swimmers achieving B times will remain classified in C grade results. B grade swimmers dropping into C times will remain classified in B grade results.
38. There will be no "speeding tickets" for swimmers achieving times on the day faster than the published upper limit times for the meet entry.

### SPECTATORS

39. Spectator entry per person will be £5.00 per session, £8.00 for 2 sessions, or £10.00 for all sessions. Cash payment only.

### PHOTOGRAPHY / VIDEO RECORDING / MOBILE PHONES

40. Swimmers and Spectators are requested to follow the Swim England Wavepower guidelines regarding photography and the use on Social Media.
41. Those wishing to photograph / video are requested to focus on their own swimmer and avoid including other swimmers in the images.
42. Use of mobile phones or cameras is prohibited in the changing village.
43. No flash photography permitted at the start of each race.
44. Please switch mobile phones to silent mode to avoid disruption to starts.
45. Any concerns regarding photography and video recording at the event, please bring it to the attention of the Meet Promoter Frances Reeve.

### OFFICIALS

46. Woking Swimming Club makes every effort to ensure the meet runs efficiently and effectively. We rely on the valuable contribution of officials who volunteer their time to support us. All clubs submitting entries are strongly encouraged to assist in the running of the meet by providing the details of any licensed officials who are willing to assist at this meet. Please contact our officials' organiser Doug Howell via email at [wokingsc.officials@gmail.com](mailto:wokingsc.officials@gmail.com).

### COVID PROCEDURES

47. Woking SC will liaise with the pool operators regarding COVID and COVID safety management in addition to any rules and regulations in place by Government and Swim England at the date of this meet. Covid Protocols will be kept under review and any changes will be circulated to all



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attendees prior to the meet taking place. All participants will be required to agree to these protocols as part of opting into this meet.

48. Whilst there is no legal requirement to self-isolate; we ask that competitors, coaches and spectators avoid attending if a positive COVID test result has been returned within the preceding five days.

## GENERAL

49. The Promoter, in conjunction with the Pool in the Park operator, reserves the right to refuse admission to any person.
50. The Promoter reserves the right to exclude any coach, swimmer or spectator from the meet who displays inappropriate behaviour or language.
51. All attendees must observe all safety precautions in operation at Pool in the Park and follow instructions of pool staff.
52. Leisure Lagoon and the Café is available at the Pool in the Park to the general public. The Leisure Lagoon is out of bounds to all attendees, unless fees where applicable are paid to the centre.
53. There is a strict **NO NUTS** policy as we have attendees who have severe allergies. Please bear this in mind when packing food.
54. Woking SC adheres to the **Swim England Child Protection Policy Recommendations**.
55. All visiting clubs must ensure that team managers/coaches and officials comply with the Swim England Child Protection Policy.
56. Any situation not covered by the above meet conditions will be handled at the discretion of the promoters, Ben Larwood and Frances Reeve, contactable at [wokingsc.octopus@gmail.com](mailto:wokingsc.octopus@gmail.com), who also reserve the right to make any changes that may be considered necessary for the safety, smooth running and discipline of the event.