

# West Suffolk Swimming Club

Affiliated to Swim England East Region and Suffolk County ASA



## WSSC A'MAY'zing Spring Development Meet

Held under Swim England Laws, Regulations and Technical Rules of Racing and Open Meet Licensing Criteria

Level 3 Licence 3ER191299

11<sup>th</sup> & 12<sup>th</sup> May 2019

Abbeycroft Leisure Centre, Bury St Edmunds, Suffolk, IP33 3TT

### MEET CONDITIONS

1. The meet will take place at Abbeycroft leisure Centre on 11<sup>th</sup> & 12<sup>th</sup> May 2019 and is licensed by Swim England at Level 3 under Licence No. 3ER191299. The meet will be run in accordance with Swim England Laws and Technical Rules and these conditions.
2. 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.
3. The promoter is Andrea O'Connor on behalf of West Suffolk Swimming Club.
4. The age groups for boys and girls are: 10, 11, 12, 13, 14, 15/ov.
5. Ages are as at 12<sup>th</sup> May 2019.
6. Awards will be made for the three top placed swimmers in each age group. All events will be Heat Declared Winners (HDW). An award will be made for Top Visiting Club and to the highest scoring Boy & Girl using Hytek cumulative points system.
7. 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.
8. Heats will be swum as mixed age with swimmers seeded by entry times.
9. Over the top starts may be used at the referee's discretion.
10. Upper Cut-off times are provided and entries with No Time will be accepted. In the event that the gala is undersubscribed at the closing date, the promoter reserves the right to continue to accept entries up until the competition starts. 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.
11. Valid entries (which must include payment) will be accepted in the order of receipt, that is: **first come first served**. 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 received will be acknowledged by email, but must be made in full (i.e. electronic entry file, payment, club summary form, entry summary report).
12. Those swimmers in possession of a Swim England Certificate of Swimming Disability or those swimmers whose Swim England membership details record a disability Sport Class are welcome to enter the competition and should notify the promoter.
13. Entry shall be by an Individual Entry Form. Where five or more competitors enter from the same club, entry shall be made using HYTEK Team Manager Lite and sending the Electronic Entry File to

meets@westsuffolkswimming.co.uk The Entry Manager software may be downloaded free of charge from the HYTEK website [http://www.hy-tekltd.com/Demos/Swim\\_Team\\_Manager\\_Lite.exe](http://www.hy-tekltd.com/Demos/Swim_Team_Manager_Lite.exe) and the required Electronic Entry File for the meet will be available on the club website.

14. If electronic entries are not being made, paper entry forms and cheques should be posted to: Andrea O'Connor, 14 Whitby Road, Bury St.Edmunds, IP33 2EU.
15. The closing date for full entry submission is 19<sup>th</sup> April 2019. The entry fee is £4.50 per event.
16. 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 2 weeks of the closing date. It is the competing club/swimmer's responsibility to check this list for accuracy and advice immediately of any changes that are required.
18. All swimmers will be expected to register upon arrival where their swims will be checked individually by WSSC staff. Competitors who have not registered by the designated time, will not be accepted for that session's events.
19. Swimmers withdrawing from events: swimmers unable to compete must be withdrawn by a coach/team manager before the commencement of warm up (an hour before the start time of each session). Withdrawal forms are available from the timing desk and in the coach packs.
20. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons and at the Promoter's discretion.
21. Coaches' passes will be issued at a cost of £12 each per day (inclusive of food and refreshments). There will be no entry poolside without a pass. Passes cannot be purchased on the day.
22. Warm up protocol: Each warm up session will be divided into equal length sessions. There is to be strictly no diving during warm-up, with the exception of designated sprint lanes. Swimmers must leave the water by the side of the pool and not over the timing pads.
23. 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.
24. 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.
25. 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). <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>. 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.
26. 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.
27. 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.

28. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England Laws, Regulations and the Swim England Technical Rules of Racing.