**Name of Swimming Club**

CLUB LOGO

Affiliated to Swim England East Region and Swim England [name of county]

**[Name of Competition]**

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 3ERxxxxxx**

**[Date]**

**[Venue and address]**

**MEET CONDITIONS AND INFORMATION**

1. The meet will take place at [name of venue] on [dates] and is licensed by Swim England at Level 3 under Licence No. 3ER[xxxxxx].
2. The meet will be run in accordance with held under Swim England Regulations, Swim England Technical Rules of Swimming and these conditions.
3. Competitors must be 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, SASA or WASA or competitors from a country affiliated to World Aquatics.
4. The promoter is [name of person] on behalf of [name of Swimming Club].
5. The age groups are: [10, 11, 12, 13, 14, 15, 16, 16/ov]
6. Ages are as at [31st December 201x / Date of competition].
7. The Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy. By entering the 'Female' category, a swimmer confirms that their birth sex is female.
8. Entries may be made using Female/Male competition categories, as these are the recognised categories at this time. There will be a transition into the use of Female and Open/Male as the new competition categories following the implementation of the Swim England Transgender and Non-binary Competition Policy. THIS CONDITION CAN BE DELETED IF YOUR MEET MANAGEMENT SOFTWARE DISPLAYS OPEN/MALE AND FEMALE
9. *State the arrangements for medals and other awards* – e.g. Medals will be awarded to 1st, 2nd and 3rd placed swimmers in each age group.
10. The pool is [25m/50m], anti-wave devices will be in place and AOE will be used. A secondary strobe for the starting system [is/is not] available. [Backstroke ledges will be provided.]
11. Heats will be swum as mixed age with swimmers seeded by entry times.
12. Over the top starts may be used at the referee’s discretion.
13. Upper cut-off [and lower qualifying] times are provided. Entry times must have been achieved since [1 January 20xx], be within the qualifying standards [and be on the Aquatics GB rankings]. [Short course or converted long course times will be accepted.]

OR Upper cut-off times are provided and entries with No Time will be accepted.

1. Valid entries (which must include payment) will be accepted [in the order of receipt, that is: first come first served]. Complete entries for each club are required together with a single cheque or electronic payment. Individual entries will only be accepted at the Promoter’s discretion. [Late entries, day of meet entries and day of meet alterations will not be accepted, unless due to administrative error.]
2. [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.]
3. Entry shall be by an Individual Entry Form. Where [five or more] competitors enter from the same club, 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.hy-tekltd.com/Demos/Swim_Team_Manager_Lite.exe>] and the required Entry File for the meet will be available on the club website.
4. If electronic entries are not being made, paper entry forms and cheques should be posted to: [Promoter’s name and address].
5. Entries together with entry fees must be received by the Promoter by [closing date]. The entry fee is [£x.xx] per event.
6. 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.
7. Accepted and rejected entries will be posted on the club website within 2 weeks of the closing date. [No individual notification will be made unless a stamped address envelope is provided for accepted entries to be posted back.]
8. Swimmers must withdraw from events that they no longer wish to swim. Each club will be provided with a schedule of their accepted entries. Withdrawal may be made on the day, or can be e-mailed in advance, but must be made [at least 45 minutes prior] to the start of the first event in each session. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons.

OR Swimmers must sign in for each of their events [at least 45 minutes prior] to the start of the first event in each session. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons.

1. The Swim England Team Manager, Coach and Chaperone Policy must be adhered to at all times. Coaches’ passes will be issued [at a cost of £xx per day / one per xx club entries]. There will be no entry to poolside without a pass and passes must be worn at all times.
2. 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.
3. Results will be [provided live at website address] [posted on club website] [emailed to clubs after the competition] and will be supplied to Aquatics GB for entry into the national rankings database.
4. No photography is permitted.

OR In order to comply with the requirements of [venue name], the promoter is obliged to ensure that anyone who wishes to take photographs or video at the meet first signs the photography book at the entry desk. [Anyone signing the book will be issued with a photography sticker, which should be worn prominently]. [Alternatively, the club photographer will be at the meet and will take photographs on request]. The rules on photography apply to swimmers, coaches, team managers, officials and volunteers as well as spectators, and to the use of mobile phones, tablets or other image-capturing electronic devices as well as cameras. Note that use of any mobile device in the changing rooms is absolutely forbidden.

OR In accordance with the Swim England 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. Note that use of any mobile device in the changing rooms is absolutely forbidden

Participants and spectators are requested to follow the Swim England guidelines for photography and use of photographs on social media. The Swim England Safeguarding Policy and Procedures, Wavepower provides guidance on the use of social networking and guidance on photography. <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.

1. All participants must observe the safety precautions in operation at [name of venue]. Neither the Promoter nor [xxxxx] Swimming Club will be responsible for any loss or damage occurring during the meet.
2. 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.
3. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England Regulations and Technical Rules of Racing.

**Qualifying Standards Template for Lower Qualifying Times and Upper Cut-off**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OPEN MALE/FEMALE** |  | **10yrs** | **11yrs** | **12yrs** | **13yrs** | **14yrs** | **15yrs** | **16yrs/ov** |
| 50m Freestyle | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 100m Freestyle | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 200m Freestyle | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 400m Freestyle | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 1500m Freestyle | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 50m Backstroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 100m Backstroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 200m Backstroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 50m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 100m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 200m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 50m Butterfly | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 100m Butterfly | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 200m Butterfly | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 200m Individual Medley | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |
| 400m Individual Medley | Cut-off |  |  |  |  |  |  |  |
| Lower |  |  |  |  |  |  |  |

Ages are as at [31st December 201x / Date of competition].

**Qualifying Standards Template for No Qualifying Times and Upper Cut-off**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BOYS/GIRLS** |  | **10yrs** | **11yrs** | **12yrs** | **13yrs** | **14yrs** | **15yrs** | **16yrs/ov** |
| 50m Freestyle | Cut-off |  |  |  |  |  |  |  |
| 100m Freestyle | Cut-off |  |  |  |  |  |  |  |
| 200m Freestyle | Cut-off |  |  |  |  |  |  |  |
| 400m Freestyle | Cut-off |  |  |  |  |  |  |  |
| 1500m Freestyle | Cut-off |  |  |  |  |  |  |  |
| 50m Backstroke | Cut-off |  |  |  |  |  |  |  |
| 100m Backstroke | Cut-off |  |  |  |  |  |  |  |
| 200m Backstroke | Cut-off |  |  |  |  |  |  |  |
| 50m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| 100m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| 200m Breaststroke | Cut-off |  |  |  |  |  |  |  |
| 50m Butterfly | Cut-off |  |  |  |  |  |  |  |
| 100m Butterfly | Cut-off |  |  |  |  |  |  |  |
| 200m Butterfly | Cut-off |  |  |  |  |  |  |  |
| 200m Individual Medley | Cut-off |  |  |  |  |  |  |  |
| 400m Individual Medley | Cut-off |  |  |  |  |  |  |  |

Ages are as at [31st December 201x / Date of competition].