**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 4 Licence 4ERxxxxxx**

**[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 4 under Licence No. 4ER[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. The competition is only open to members of [name of Swimming Club] (or up to 7 other invited clubs).
4. The promoter is [name of person] on behalf of [name of Swimming Club].
5. *State the arrangements for cups and medals here* – e.g. There will be no awards or medals will be awarded to 1st, 2nd and 3rd placed swimmers in each age group.
6. *State age groups here e.g.* The age groups are: 10/under, 11/12, 13/14, 15/16, 16/over.
7. *State whether it is age on day or age as at 31 December – e.g.* Age as at 31st December 2023.
8. 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.
9. 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
10. *Summarise the events – e.g.* The events will comprise 100m and 200m for all strokes and 100m Individual Medley.
11. The pool is 25m and anti-wave devices will be in place. *(Optionally state whether AOE will be used, and if so whether a secondary strobe for the starting system is available).*
12. Heats will be swum as mixed age with swimmers seeded by entry times.
13. Over the top starts may be used at the referee’s discretion.
14. *State what the arrangements are for qualifying times* *(if there are any)* e.g. Entry Times – swimmers who already have a time that qualifies them for entry to the Swim England xx County Championships will be precluded from entering that event.
15. *Say something about rejecting entries to comply with time limits unless it is known that all entries can be accommodated,*  e.g. If necessary to restrict entries, we will use the Swim England xx County Championship Qualifying times and reject swimmers whose entry times are faster than to those times *OR* Entries will be accepted on a first come first served basis until the meet if full.
16. *State the cost per entry, arrangements for submitting entries and closing date for entries.*
17. *State how results will be posted e.g.* Results will be supplied to Aquatics GB for entry into the national ranking database.
18. *Include information about photography* – either no photography permitted or the relevant paragraphs below,

In order to comply with the requirements of the venue, 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. 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

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.

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.

Note that use of any mobile device in the changing rooms is absolutely forbidden. Any person found to be contravening this condition will be required to leave the competition and venue without refund.

1. The Swim England Team Manager, Coach and Chaperone Policy must be adhered to at all times. All participants must observe the safety precautions in operation at [name of venue]. Neither the Promoter nor [name of Swimming Club] will be responsible for any loss or damage occurring during this 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.