



## Gloucester City Swimming Club

Licence No. 3SW200463

Held Under Swim England Laws and  
Regulations and Swim England Technical Rules of Racing  
Run under Level 3 Licence conditions

**Spring Long Distance Level 3 Open Meet**

**Friday 27th March 2020**

### **Promoter's Conditions**

#### **Introduction**

The objective of this meet is to adhere to the British Swimming philosophy of providing competition for all and to meet the mission statement "Every swimmer has the opportunity to swim in appropriate, quality competition to enable them to achieve their true potential". This is an inclusive meet for disability swimmers (See MD entry form for available events). This competition is held under Under Swim England Laws and Regulations and Swim England Technical Rules of Racing.

#### **Swimming/Spectator Area**

For the purpose of this meet, Team Managers will be responsible for the conduct of their swimmers. It is therefore expected that Team Managers will remain in the seating areas and/or with their swimmers at all times.

The following requirements should be brought to the attention of competitors, team staff and spectators. Swimmers seating and spectator areas are separated by dividing ropes although situated in the same block. Entry to the swimmers' area is through the changing village and onto poolside. Entry to the spectators' seating area is from the first floor.

**UNDER NO CIRCUMSTANCES** (except when using as an evacuation route) **SHOULD SWIMMERS OR SPECTATORS CROSS THESE DIVIDING ROPES. Additionally, neither spectators nor swimmers are allowed to sit on the access steps to these areas. This is a Health & Safety requirement of the Leisure Centre that we are obliged to enforce.**

The Promoters of this event will adhere strictly to the Health and Safety Laws 203-206. It should be noted that no-one will be permitted into the changing village, poolside or swimming/spectator seating area until the Promoters and/or Meet Referee are satisfied that these Health and Safety Rules have been met in full.

#### **Data Protection**

All data relating to the entry and results processing will be held on computer using Hy-Tek Meet Manager system software. Results of the meet will be sent to British Swimming within 5 working days for the purposes of ranking.

Swimmer entries will be managed on a computer. By submitting entries, consent is thereby given, as required by the Data Protection Act 2018, to the holding of personal information on computer. Personal data will be available for inspection during the meet upon request and will be stored and destroyed in accordance with Swim England guidelines.

#### **Photography**

Guidance on photography and sharing images or video on social media will be available at the event. All attendees, including swimmers, spectators, coaches, parents, helpers and officials are required to follow the Swim England guidelines and are requested not to obstruct swimmers, coaches or officials on poolside.

## Pool

The competition pool is an 8-lane deck level 25m pool with a water depth of 2m throughout. Anti-turbulence lane ropes (including at the sides) will be used and turning flags will be placed at both ends of the pool. GL1 is a certified pool. Please note there is no warm down pool at this meet.

## Entries

All club entries are required to be submitted electronically using the Hy-Tek Team Manager software, or TM Lite software. Details of this can be downloaded from the Gloucester City Swimming Club website [www.gloucestercityswimmingclub.co.uk](http://www.gloucestercityswimmingclub.co.uk) or by contacting [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk). **GCSC DO NOT accept any responsibility for HyTek files entered incorrectly and will not make any changes to times or events entered by error. Please be aware that any swimmer's details entered incomplete or incorrectly on the HyTek file will prevent their times being updated by rankings.** Please also submit a club summary form and HyTek entries report print-out.

Individual and Disability swimmer entries are the ONLY ones allowed in paper format by post or e-mailed directly to [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk). Disability entries must be on the multi-disability entry form provided.

The Promoter reserves the right to reject entries if the event is oversubscribed. Entries will be accepted on a "first come, first served" basis. The closing date for entries is **midday Friday 21<sup>st</sup> February 2020**. All swimmers wishing to enter this meet must be registered as a category 2 member of the SE/SW/SS or their governing body and age will be as of **27<sup>th</sup> March 2020**. Entry times do not need to show on the rankings database (NT's acceptable).

All events will be swum in combined age groups seeded on entry times. Boys and girls will swim in the same heats seeded on entry times. Submitted entries must be in accordance with the attached eligibility and qualifying times. **It is the responsibility of all swimmers/parents and coaches to enter correct times as a random check will be done on the rankings database to check validity.**

Refunds will be given to Hy-Tek Meet Manager rejected entries only, and not to invalid or incorrect entries or if you withdraw after the closing date. See "Refunds" for further information.

Prior to the meet all clubs/swimmers will receive a listing of entries. Please ensure you check this for accuracy.

**For all entries** please supply an email address to enable us to return your acceptance/rejections and any other information as required.

There may also be the opportunity for deck entries on the day of competition. Please see the promoter in the control room prior to warm-up to check availability.

## Payment

**Cost per individual entry is £10.00.** Please pay by bank transfer to GCSC Open Meets Ltd, sort code 30-96-26, account 28751760 using the reference "*swimmername* SpringLD" or "*clubname* SpringLD" for club entries. If you wish to pay by cheque (one per club entry) please add 65p to cover bank charges. Please write your bank reference on your entry form or in your e-mail.

## Refunds

In the event of a withdrawal of a swimmer on medical grounds the Promoter must be informed before the start of the first session of the Meet. Refunds will be processed on receipt of a doctor's medical note when received before this deadline. Refunds are processed at the Promoter's discretion.

## Signing In

- **All swimmers must sign in** at least 15 minutes prior to the commencement of warm up.
- It is the Team Manager/Coach's responsibility to ensure that their swimmers are signed in. Clubs with more than 20 swimmers competing will sign in with their coach on pool side and it is the coach's responsibility to verify and hand in the sign-in sheet to the promoter, after which no changes will be made.
- Any swimmer not signed in will be scratched from any event in that session.
- A £5 fine will be levied to any club whose swimmer signs in and does not then subsequently swim without notification to the Promoter or Lead Referee by completing a withdrawal notice, before the start of each session.

## Swimmers

All swimmers must report to the Competition Stewards when instructed to do so. Any competitor not reporting on time may be excluded. All swimmers must abide by the Competitor Marshalling rules advertised in the marshalling area.

All swimmers must be able to execute a competitive racing dive as laid down in SE law or they should start in the water. It is the swimmer's or their representative's responsibility to inform a meet official of any reason why they cannot conform to SE technical rules; this should be done before the event in which they are taking part commences. No swimmer should topple into the water in the event of a false or faulty start; a proper shallow dive must be performed.

## Timing

Hy-Tek/Omega electronic placing and timing will be used. Speakers are situated in the blocks on all lanes (Rule FR 4.3.3). It should be noted that timing pads are only situated at the finishing end of the pool. The operation of the electronic timing will be in accordance with Rule SW 13. Please note that the scoreboard is only an indication of placing/times and the final results will be at the referee's discretion

## Secondary Strobe

There is a Secondary Strobe available at this Meet. Please ask if you require the secondary strobe.

## Medals

All events are heat declared winners

Medals will be given to the top 8 swimmers in the age groups 11 & 12.

Medals will be given to the top 3 swimmers in each of the age groups 13, 14, 15 and 16+.

Medals will be given to the top 3 disabled swimmers based on British Disability Points.

Swimmers who achieve a time faster than the upper qualifying time will receive a speeding ticket in place of a medal.

## General

Where events are not covered by the above conditions, they will either be referred to the Meet Referee for a decision on technical issues or to the Promoter. The outcome of any decision will be based on Swim England Laws and Regulations and Swim England Technical Rules of Racing or in the spirit of fairness and equity and will be announced accordingly.

All clubs are asked to assist in the provision of qualified officials for each session of this meet. GCSC will make every effort to meet the requirements of a Level 3 meet but bears no liability if this is unachievable and the meet is downgraded.

Coach/Team Manager passes will be £5.00 per person. Passes to be collected on the day at the control room. All results will be posted on the GCSC website or sent by email after the competition. Passes are restricted to a maximum of 4 per Club. It is the responsibility of the attending clubs to ensure that all Coaches/Chaperones have an up to date DBS check and **wear their passes at all times** when on poolside. Every person on poolside at any time must be a registered member of Swim England, Swim Wales (WASA)

or Scottish Swimming (SASA).

Lockers are available in the changing village (£1 coin operated-refundable) as no valuables should be left unattended. The Promoter cannot accept liability for any loss or damage that may occur.

**Mobile phones are not to be taken into or used in the changing village.**

\*The Promoter will operate over the top starts in the interest of saving time.

\*The Referee may make alterations on the day to facilitate smooth running of the meet, any such changes will be announced at the meet.

\*The Promoter reserves the right to refuse admission or exclude any spectator, swimmer or coach from the meet who displays inappropriate language or behavior.

\* Any person or club who abuses a member of the open meet team either verbally or via email will cause their club to be rejected from any future GCSC open meets.

\*GCSC **do not accept** any responsibility for HyTek files that are entered incorrectly and will not make any changes to times or events entered for swimmers.

\*GCSC **are not** responsible for any swimmers from other clubs. All clubs are expected to follow the SE Wavepower guidelines on coaches/chaperones to swimmers ratio.

\*Any situation not covered by the above Rules & Conditions will be handled at the discretion of the Referee.

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**GL1, Gloucester Leisure Centre, Bruton Way, Gloucester, GL1 1DT**

**Programme of Events**

Times are approximate and will be updated and issued to all clubs once the entries are finalised

Friday 27th March 2020		
Session 1		
Warm-up (Girls/Boys)	5.30 - 5.55 pm	
Start Time: 6.00pm	Estimated Finish Time: 9.00pm	
Event LD1	Multi-Disability only (Girls and Boys)	400m Free
Event LD2	Girls and Boys	1500m Free
Event LD3	Girls and Boys	800m Free

Please refer to attached qualifying times for age and classification eligibility in certain events

**Signing in closes 15 minutes before warm up for each session**

**Notes:**

1. Allocated warm-up times (i.e. age group) will be advised on the day.
2. All events are Heat Declared Winners.
3. Medals to be collected from presentation desk.

## Gloucester City Level 3 Open Meet Upper Qualifying Times

No swimmer with a time faster than the qualifying time may enter that event

### FEMALE QUALIFYING TIMES

GIRLS	11	12	13	14	15	16+
800 free	11:00.00	10:30.00	9:30.00	9:20.00	9:10.00	9:00.00
1500 free	21:00.00	20:15.00	18:30.00	18:00.00	17:40.00	17:30.00

### MALE QUALIFYING TIMES

BOYS	11	12	13	14	15	16+
800 free	10:30.00	10:00.00	9:30.00	8:40.00	8:30.00	8:30.00
1500 free	20:30.00	19:30.00	18:15.00	17:15.00	17:00.00	17:00.00

## Gloucester City Level 3 Open Meet Para Qualifying Times

No Disability swimmers with a time faster than the upper qualifying time may enter that event.

### FEMALE PARA QUALIFYING TIMES

Classification	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
400m Free						09:46.57	09:37.88	08:27.06	08:14.80	08:00.39

Classification	S11	S12	S13	S14
400m Free	09:42.51	09:03.69	08:05.04	

### MALE PARA QUALIFYING TIMES

Classification	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
400m Free						09:18.08	08:18.95	07:55.56	07:26.73	07:09.76

Classification	S11	S12	S13	S14
400m Free	08:30.29	08:11.06	07:17.31	

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**GL1, Gloucester Leisure Centre, Bruton Way, Gloucester, GL1 1DT**

<b>INDIVIDUAL ENTRY FORM</b>				Male		Female		Licence No 3SW200463
Surname:				First Name:				2nd Int:
DOB:				Age as of 27 <sup>th</sup> March 2020:				
Membership No:				Swimming Club:				
Tel No:				Email:				
Disability Swimmers Brit. Swim/IPC Class: <b>S SB SM</b>				Disability Swimmers UKSADLD/INAS:				
Event no		MD Inclusive						
M	F		Events	Entry Time				
LD1	LD1	*	400m Free (Multi disability only)					
LD2	LD2		1500m Free					
LD3	LD3		800m Free					
<p align="center"><b>Closing Date for Entries</b>  <b>Friday 21<sup>st</sup> February 2020 at 12 midday</b></p> <p align="center"><b><i>Promoter:</i></b> Sarah Fielder (GCSC)  c/o Nailers Forge,  Randalls Green, Chalford Hill  Stroud, GL6 8LF</p> <p align="center">Only entries sent to this address will be accepted.  <b>All club entries must be electronic, accompanied by a club summary form confirming total number of entries</b></p> <p align="center"><b>Please check that your entry times are no slower than the Qualifying Times.</b>  for info please contact  <a href="mailto:openmeets@gloucestercityswimmingclub.co.uk">openmeets@gloucestercityswimmingclub.co.uk</a></p>								
Total No of other events entered					@ £10.00 per event		£	
Coach /Team Manager pass (Max 4 per club)					@ £5.00		£	
Disability Swimmers Personal Care Attendant Pass					Free (subject to classification)			
					Cheque charge 65p		£	
					<b>Total</b>		£	

I confirm that I accept the Promoters conditions; I am an eligible swimmer as defined in SE Law and proficient in the execution where necessary of performing entry dives in accordance with the SE recommendations

(if swimmer is under 18)

Competitors Signature \_\_\_\_\_ Parent/Carer signature \_\_\_\_\_

Bank Transfer reference / Date \_\_\_\_\_ or extra 65p per cheque

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CLUB SUMMARY FORM

Licence No 3SW200463



Swimming Club:			
Contact Name:		Club Code:	
Address:		Club Bank Details (required in the event of a refund)	
		Bank:	
		Sort Code:	
Tel No:		Account No:	
Email:			
Total number of swimmers =			
Total number of other events =		@£10.00 each =	£
Total No of Coaches passes/Team Manager passes (Max 4 per club) =		@ £5.00 each =	£
		Cheque charge 65p	£
		<b>Total</b>	£

By submitting my club's entries electronically, I confirm that I accept the Promoters conditions on behalf of all swimmers entered and confirm that they are eligible swimmers as defined in SE Law.

All swimmers who are unable to perform competitive racing dives in accordance with the SE recommendations, will start in the water.

Club Representative Signature \_\_\_\_\_

A single BACS payment is preferred, but if paying by cheque (payable to "GCSC Open Meets Ltd") please add bank admin charge

Bank Transfer reference / Date \_\_\_\_\_ or extra 65p per cheque

This club summary form must be completed and returned with the Hy-Tek Meet Entry Report\* to:  
Sarah Fielder (GCSC), c/o Nailers Forge, Randalls Green, Chalford Hill, Stroud, GL6 8LF

\*The Hy-tek report may be emailed to [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk)

**Closing Date for Entries – Friday 21<sup>st</sup> February 2020 at 12 midday**



## Spring Open Meet 2020 ~ OFFICIALS REPLY SLIP



### POOLSIDE OFFICIALS

Since the Open Meet will require many helpers, all clubs entering are requested to provide qualified officials for each session. Please complete the form below and return it with your swimmer's entry form or send to the email address indicated below.

If you have any preferences please note them below otherwise, we will advise you of your allocated duties on the day. Refreshments will be provided for all officials, and food for those working on consecutive sessions.

For those unqualified officials or J1s and above who require mentoring or practical sessions, please also complete the form indicating what duties you need to cover and we will do our best to assist, as we actively promote the development of all officials within British Swimming.

I am available to help at the Spring Long Distance Open Meet on Friday 27th March 2020

Name: \_\_\_\_\_ Club: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Membership No. \_\_\_\_\_ Licence Expiry Date: \_\_\_\_\_

Date	Session	Briefing	J1	J2	J2S	Training
Friday 27 <sup>th</sup> March	1	5.10pm				

(Please ✓ as appropriate and return to above address or with entry forms)

Offers of help can also be emailed to [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk)  
or [officials@gloucestercityswimmingclub.co.uk](mailto:officials@gloucestercityswimmingclub.co.uk)

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**Disability Swimming Supplementary Conditions**

The general conditions of the Open Meet as specified in the main application pack shall apply to the Multi-Disability Swimming events except where varied by any of the following conditions

Please note additional details on entry form if you are Disability swimmer.

**Eligibility**

- All competitors must have an Authorised British Swimming or IPC classification, which is held on the British Swimming or IPC swimming classification database at the time of entry.
- All competitors must be registered as members of a swimming club affiliated to the Swim England (SE), Scottish Swimming (SS) or Swim Wales (SW) at time of entry.
- Eligibility for certain classifications is shown on the qualifying times sheet.
- All swimmers will swim together, inclusive of multi disability swimmers.
- The promoter will source all proof of classification for each disability swimmer from the Home Country membership check data base and submit it to the Lead Referee prior to the start of the open meet.
- The swimmer shall be judged under the relevant IPC rules.
- The promoter reserves the right to combine events dependent on the number of entries.

**Accreditation**

- All coaches and personal care attendants must have accreditation.
- Personal care attendants will only be permitted for swimmers in the following classes - S1-S4 and S11, or swimmers with an Assisted Start exception.
- A swimmer in the classes specified above may have both a coach and a personal care attendant present.
- All coaches and personal care attendants must conform with SE safeguarding procedures.