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# (Affiliated to ASA SE Region)

# BLACK SWAN WINTER OPEN MEET (LICENCE NO: TBC)

# MEET RULES AND PROMOTER’S CONDITIONS

**21ST/22nd November 2015**

# Elmbridge Xcel Leisure Complex,

# Waterside Drive, Walton-on-Thames, KT12 2JG

1. The competition will be held under FINA Technical Rules of Swimming. The Meet has been licensed at Level 3 by the ASA. All swimmers must not have swam faster than the published upper qualifying times. If when Surrey or Middlesex Counties release qualifying times 2016, we reserve the right to except swimmers slower than the automatic time. Should the meet be oversubscribed, the electronic entries received soonest by the promoter by email will be given priority. The promoter’s decision in this matter is final. The meet will be first come, first served and the closing date is midnight Friday 16th October 2015 or sooner if the meet is oversubscribed**.** Confirmation of accepted entries will be returned as soon as possible after this date and following receipt of a completed summary sheet and cheque.
2. All ages as at 22nd November 2015 - Youngest age is 9yr on 22nd November 2015.
3. The pool is 25m long with 8 lanes, anti-wave lane ropes and Daktronics electronic timing system in operation. The depth of water is 1.2m at the shallow end and 1.8m at the deep end.
4. The competition will operate under one start only and in the interests of time, ‘over the top’ starts may be operated at the discretion of the referee.
5. An adjacent warm-up and swim-down facility is available during the sessions. This area must not be used during the “formal” warm up period. It will be the responsibility of the coaches/team managers to ensure that their swimmers use the facility for the purpose intended.
6. A cardless entry system will be operated at this meet. Swimmers must withdraw using the appropriate method at the relevant desk not later than 15 minutes prior to the start of each warm up or before the weekend of the meet.
7. Swimmers must report to the clerks of the course when instructed to do so. Any competitor not reporting in time may be excluded.
8. Competitors must be members of the club they represent and registered as Category 2 with the ASA.
9. Time trials may be available to swimmers at the promoter’s discretion and will incur a fee of £7 payable on the day before the race takes place. All time trials will be swum in the first heat with “NT” against the swimmer’s name.
10. All events will be swum as combined age groups and seeded slowest to fastest irrespective of age.
11. The entry fee will be £6.00 for all events (this includes the ASA’s 20p levy). No refunds will be given. Clubs with more than 10 swimmers should enter electronically by using Hy-Tek’s ‘Team Manager Software. This can be downloaded from Hy-Tek’s website. Please complete the entry summary form and return together with a cheque made payable to Staines Swimming Club to the address below. Entry times must be 25m pool times. Long course conversions using ASA equivalent performance tables will be accepted. Any club with 10 or more swimmers must provide an ASA licensed official (J1, J2, J2S, TK, Referee, ie. must have undertaken an ASA licensed exam) per 10 swimmers. Staines Swimming club reserves the right to accept entries from individuals or clubs providing qualified officials.
12. Coach’s passes are available at a cost of £15 each per day which includes a programme **and lunch** between each session. ASA Guidelines state that the ratio of swimmers to “minders” should be 10:1. Passes must be displayed at all times. No one will be allowed on poolside without a pass.
13. Spectator entry will be £4 per person, per session, or £7 per person for both sessions on one day. Programmes are included in this price.
14. Entries should be emailed to [eventmanager@stainesswimming.org](mailto:fixtures@stainesswimming.org). The entry summary and cheque should be posted to Matthew Tuff 10 Bluebell Rise, Lightwater, Surrey, GU18 5YN. The closing date is Friday 16th October or sooner if full. Entries will not be accepted until payment has been received. All entries must be fully and correctly completed, otherwise they may be rejected. An administration fee of £2.00 will be payable for individual entries not sent via Hy-Tek.
15. The age groups are 9/10, 11, 12, 13, 14, 15+
16. Awards will be given to the first 3 in each age group in each event on a HDW basis. There will be an award for Top Girl and Top Boy in each age group, and an award for Top Visiting Club. Please note no medals/ awards will be forwarded after the meet.
17. Events are: 50m, 100m and 200m all four Strokes plus 100IM & 200IM – All age groups.
18. Results will be available on the club website as soon as practicable after the meet. A full set of results can be emailed to clubs upon request. **Please ensure your email address is provided to us with your entries**. Swim meet entries and results will be managed on a computer. By submitting entries, consent is thereby given, as required under the Data Protection Act 1984, to the holding of personal information on a computer.
19. All participants and spectators must observe all safety precautions in operation at the pool and follow instructions of pool staff and Staines SC Management Team. Prior to leaving poolside, swimmers must dry off and put on appropriate clothing and footwear. No swimmers will be allowed into the spectator area or the main entrance foyer area unless they have complied with this requirement. Failure to comply with any condition may result in disqualification and forfeiture of any fee paid.
20. By signing the entry form, swimmers accept these conditions in full. The promoter reserves the right to refuse admission to any competitor or spectator to any session.
21. **Video Recording/Photography/Mobile Telephones**

In accordance with the recommendations of the ASA Child Protection Policy, any person wishing to engage in video, zoom or close range photography, including the use of mobile telephones with photographic capabilities, must first register their details on the form provided at the entrance desk. They will be provided with an identification label (permit) which must be worn at all times. The Promoter reserves the right to refuse the granting of a permit. It is requested that all mobile telephones are switched off or turned to silent during the competition and that there is no flash photography at the start of each event.

1. All visiting clubs must ensure that team managers/coaches and officials comply with the ASA Child Protection Policy.
2. The Promoter reserves the right to amend the Conditions, without prior notice, to ensure the smooth running of the meet. For any matters not covered by these Conditions the promoter will make any decisions it deems necessary to provide for the satisfactory running of the competition. By submitting an entry participants have deemed to agree to such decisions.
3. The promoter is Staines Swimming Club, c/o Matthew Tuff.