



ATLANTIS SWIMMING CLUB

CHRISTMAS CRACKER 2025

(incorporating individual **Top Gun** Open/Male & Female and '**Hot Heat**' Prizes)

Level 3 open meet

Licence 3SE250880

Saturday 29th & Sunday 30th November 2025

Pavilions in the Park, Horsham

PROVISIONAL TIMINGS AND MEET OVERVIEW

Saturday 29 th November					
Session 1 Warm up 07.30 / Start 08.05 / Finish 09.50		Session 2 Warm up 09.55 / Start 11.00 / Finish 13.55		Session 3 Warm up 14.00 / Start 15.05 / Finish 18.00	
101	Open/Male 400m Free	205	Female 100m Free	311	Female 200m Free
102	Female 400m IM	206	Open/Male 100m Back	312	Open/Male 100m IM
103	Open/Male 200m Breast	207	Female 50m Back	313	Female 50m Fly
104	Female 200m Back	208	Open/Male 200m IM	314	Open/Male 100m Fly
		209	Female 200m Fly	315	Female 100m Breast
		210	Open/Male 50m Breast	316	Open/Male 50m Free

Sunday 30 th November					
Session 4 Warm up 07.30 / Start 08.05 / Finish 09.50		Session 5 Warm up 09.55 / Start 11.00 / Finish 13.55		Session 6 Warm up 14.00 / Start 15.05 / Finish 18.00	
417	Female 400m Free	521	Open/Male 100m Free	627	Open/Male 200m Free
418	Open/Male 400m IM	522	Female 100m Back	628	Female 100m IM
419	Female 200m Breast	523	Open/Male 50 Back	629	Open/Male 50m Fly
420	Open/Male 200m Back	524	Female 200m IM	630	Female 100m Fly
		525	Open/Male 200m Fly	631	Open/Male 100m Breast
		526	Female 50m Breast	632	Female 50m Free

PLEASE NOTE: Timings are provisional and will be confirmed after the meet closes

- Venue:** Pavilions in the Park, Horsham, West Sussex, RH12 2DF
25m deck level pool, 8 lanes, electronic timing, anti-wave lane ropes,
A secondary strobe is available, if necessary, upon request
- Age Groups:** 9, 10, 11, 12, 13, 14, 15, 16+.
The meet will be run as "age on the day" for swimmers aged 9 and over on 30th November 2025
- Events:** 50m, 100m and 200m All Strokes
100m, 200m and 400m IM
400m Freestyle All events will be heat declared winners
- Awards:** Medals to 1st, 2nd and 3rd in each age group, plus for ages 12 and under Ribbons to 4th, 5th and 6th.
- Fees:** 50m, 100m & 200m events are £7.50 per entry, 400m events are £10.50 per entry (these entry fees include Regional Levy and 20p contribution to the Hot Heat prize fund).
- Entries:** Entries open on Wednesday 22nd October 2025 at Midday and accepted on first-come first served basis
Entries in Hytek format to atlantis.galas@gmail.com (or see Standard Conditions for other formats)
- Closing date:** Saturday 25th October 2025 at Midday or when the meet is full
- Enquires:** atlantis.galas@gmail.com **Officials contact:** atlantis.officials@gmail.com



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Level 3 open meet

Licence 3SE250880

Saturday 29th & Sunday 30th November 2025

Pavilions in the Park, Horsham

PROMOTERS' CONDITIONS

- 1. Introduction:** This Level 3 meet is aimed at all levels of swimmers and will provide a competition opportunity to enable those athletes looking to improve their times and those seeking to achieve times suitable for entry into Regional and County Championships and other meets at level 1 or 2. The *Atlantis Swimming Club Standard Conditions For Open Meets (version 4)* will apply in full to this meet, except where stated otherwise in these Promoters' Conditions.
- 2. Opening and closing dates for entries** are as stated on the "meet overview" on page 1.
- 3. Entry fees** are as stated on the "meet overview" on page 1. There will be no refunds on accepted entries, other than withdrawals for medical reasons that are accompanied by the appropriate certification. The form should be applied for by the submitting club gala secretary.
- 4. Qualifying times** are shown on page 4 & 5 and are short course entry times. All entry times must be short course (converted long course times using the standard Swim England conversion factors are acceptable) and you must not be faster than the stated upper time limits or slower than the stated lower time limits (except as indicated in paragraph 5). Time limits apply at the time entries are submitted, there is no requirement to withdraw a swimmer who subsequently goes faster than the upper time limit. All entry times must have been achieved at a licensed meet (level 4 or above) and entries will be subject to checks on the Swim England rankings website. Para-swimmers are exempt from the Qualifying times but please advise us by email so that their entries are not rejected if outside of QT's.
- 5. Late entries, on-the-day Time Trials and entries outside the qualifying standards.** Where space permits, late entries and entries outside of the qualifying standards may be accepted after the official closing date. Where an accepted swimmer's entry time is faster than the applicable Upper QT, they will be entered as an exhibition swim (i.e. times will be submitted to Rankings; eligible for Hot Heat prizes; but ineligible for medals or points). We may also be able to accept on-the-day applications for Time Trials (including from swimmers outside of the qualifying standards) - please see our Standard Conditions for further details. All accepted Time Trials will be entered as exhibition swims.
- 6. Awards** - Medals will be presented for the top 3 places in each event / individual age group 9, 10, 11, 12, 13, 14, 15, 16+ and Ribbons for 4th to 6th places for ages 12 and under (where applicable). Awards should be collected as soon as possible following the publication of the event results; we regret we are unable to post awards after the meet. Results will be displayed poolside and subject to connection, on meet mobile.
- 7. Points & Special Awards** - will be awarded on an age group basis per event: 24 points for 1st place, 21 points for 2nd place, 20 points for 3rd and so on. There will individual **Top Gun** medals for the Top Open/Male and Top Female in each age group **across all four 50m events** on an accumulated points basis. If there is a tie for top boy/open or girl, the youngest swimmer will be awarded the trophy. The **Pennington Trophy** will be awarded to the visiting **TOP CLUB** on an accumulated points basis across all events. All swims (other than exhibition swims) to

count towards the cumulative total. Teams will be deducted 25 points for each 'no show' during the competition ie any swimmer who was not withdrawn before the start of warm up for that session.

8. **Hot Heats** – randomly throughout the meet, individual heats will be announced as 'hot heats'. The winner of a 'hot heat' will win a cash prize of either £5, £10 or £20. The entry fee includes a 20p contribution to the hot heat prize fund, so the number of 'hot heats' and the number of prizes of each value will depend upon the number of entries. Hot Heat prizes must be collected on the day of the meet.
9. **Coaches passes** are £22.00 per day including lunch & refreshments or £12.00 without (poolside pass). There is no charge for chaperone passes for disability swimmers where assistance is required. All passes include poolside admission and each club will receive a coaches pack with a list of the club's entries as at the afternoon before the meet; start lists at the start of each session; and a full set of results which we will send to you within 3 working days (in Hy-Tek Meet Manager report format). It is the responsibility of the attending clubs to ensure that all coaches, team managers and chaperones have an up to date DBS check and wear their passes at all times when on poolside. Every person poolside at any time must be a registered member of Swim England.

Only swimmers, officials and those displaying an appropriate pass will be allowed on poolside.

10. **Payment** for entries and coach passes should not be made until acceptances have been issued (by email), amounts owing and bank account details will be advised at this time.
11. **Officials** - We request that each club seeks to provide as many Licensed Officials or Judge Level 1 candidates (qualified as timekeepers) as possible, to cover ALL sessions fully. If we do not have enough officials to meet licensing requirements, the meet could be downgraded to a lower licence level, in which case the times recorded would not be accepted by rankings as Level 3. No refunds will be considered in these circumstances. Expenses will be paid in accordance with our Travel & Expense Re-imbursements Policy.
Where possible on the day, we will offer mentoring for trainees of any level but this cannot be guaranteed and can only be offered when we have met the Swim England requirements for qualified officials. You can contact our officials co-ordinator on atlantis.officials@gmail.com
12. **Refreshments for officials** will be provided during sessions and breaks. Officials volunteering on both sessions 1 & 2 or 4 & 5 there will be morning refreshments, officials volunteering in both sessions 2 & 3 or 5 & 6 lunch is provided.
13. **Spectator Entry** will be £3.00 for the first session each day, £4.00 each for sessions 2 or 3 (or £7.00 for any two sessions or £10.00 for all day). No charge for under 16s if accompanied by an adult. The Pavilions in the Park has seating for over 300 spectators, and its car park is pay before exit (card or cash). Additional parking (and costs) can be found on HDC website www.horsham.gov.uk/parking/town-centre-parking
14. **Withdrawals:** We will be operating a '**SIGN OUT**' system. Withdrawals in advance of the day should be made via your club to our gala team via a link provided. On the day, Coaches/Team Managers should submit their clubs withdrawals electronically, before the start of each session's warm up (QR code and instructions will be provided in your coach pack and at the IT desk).

Meet Promoters: Karen Sparling, Matt Tyler (Atlantis.galas@gmail.com)

Officials contact: atlantis.officials@gmail.com



ATLANTIS SWIMMING CLUB

CHRISTMAS CRACKER 2025

(incorporating individual **Top Gun** Open/Male & Female and 'Hot Heat' Prizes)

Saturday 29th & Sunday 30th November

Open/Male Upper and Lower Qualifying Times

Short course entry times (converted long course times are acceptable)

NB Qualifying times must have been achieved at a licensed meet

OPEN/MALE			9	10	11	12	13	14	15	16+
50m	Back	Upper	40.80	38.25	31.45	30.60	29.75	28.90	28.05	27.20
		Lower	55.20	51.75	42.55	41.40	40.25	39.10	37.95	36.80
	Breast	Upper	46.75	43.35	36.55	35.70	34.85	34.00	33.15	32.30
		Lower	1.03.25	58.65	49.45	48.30	47.15	46.00	44.85	43.70
	Fly	Upper	39.95	36.55	30.60	29.75	28.90	28.05	27.20	26.35
		Lower	54.05	49.45	41.40	40.25	39.10	37.95	36.80	35.65
	Free	Upper	35.70	33.15	27.20	26.35	25.50	24.65	23.80	22.95
		Lower	48.30	44.85	36.80	35.65	34.50	33.35	32.20	31.05
100m	Back	Upper	1.28.86	1.22.28	1.14.80	1.10.55	1.08.00	1.03.75	59.50	57.80
		Lower	2.00.23	1.51.32	1.41.20	1.35.45	1.32.00	1.26.25	1.20.50	1.18.20
	Breast	Upper	1.46.03	1.38.18	1.29.25	1.23.30	1.16.50	1.12.25	1.08.00	1.06.30
		Lower	2.23.45	2.12.82	2.00.75	1.52.70	1.43.50	1.37.75	1.32.00	1.29.70
	Fly	Upper	1.32.90	1.26.02	1.18.20	1.12.25	1.08.00	1.03.75	59.50	57.80
		Lower	2.05.69	1.56.38	1.45.80	1.37.75	1.32.00	1.26.25	1.20.50	1.18.20
	Free	Upper	1.17.75	1.11.99	1.05.45	1.01.20	57.80	54.40	52.70	51.85
		Lower	1.45.20	1.37.40	1.28.55	1.22.80	1.18.20	1.13.60	1.11.30	1.10.15
	IM	Upper	1.33.50	1.22.45	1.15.65	1.11.40	1.07.15	1.05.45	1.02.05	59.50
		Lower	2.06.50	1.51.55	1.42.35	1.36.60	1.30.85	1.28.55	1.23.95	1.20.50
200m	Back	Upper	3.07.00	2.50.00	2.39.80	2.31.30	2.20.25	2.15.15	2.10.05	2.07.50
		Lower	4.13.00	3.50.00	3.36.20	3.24.70	3.09.75	3.02.85	2.55.95	2.52.50
	Breast	Upper	3.41.00	3.24.00	3.07.00	2.58.50	2.50.00	2.41.50	2.33.00	2.28.75
		Lower	4.59.00	4.36.00	4.13.00	4.01.50	3.50.00	3.38.50	3.27.00	3.21.25
	Fly	Upper	3.24.00	3.11.25	2.58.50	2.45.75	2.33.00	2.20.25	2.11.75	2.08.35
		Lower	4.36.00	4.18.75	4.01.50	3.44.25	3.27.00	3.09.75	2.58.25	2.53.65
	Free	Upper	2.50.00	2.33.00	2.24.50	2.16.00	2.07.50	1.59.00	1.54.75	1.50.50
		Lower	3.50.00	3.27.00	3.15.50	3.04.00	2.52.50	2.41.00	2.35.25	2.29.50
	IM	Upper	3.11.25	3.02.75	2.41.50	2.33.00	2.24.50	2.16.00	2.11.75	2.07.50
		Lower	4.18.75	4.07.25	3.38.50	3.27.00	3.15.50	3.04.00	2.58.25	2.52.50
400m	Free	Upper	5.50.63	5.18.75	5.06.00	4.40.50	4.27.75	4.15.00	4.10.75	4.06.50
		Lower	7.54.38	7.11.25	6.54.00	6.19.50	6.02.25	5.45.00	5.39.25	5.33.50
	IM	Upper	6.32.70	5.57.00	5.44.25	5.31.50	5.14.50	4.57.50	4.49.00	4.40.50
		Lower	8.51.30	8.03.00	7.45.75	7.28.50	7.05.50	6.42.50	6.31.00	6.19.50



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CHRISTMAS CRACKER 2025

(incorporating individual **Top Gun** Open/Male & Female and 'Hot Heat' Prizes)

Saturday 29th & Sunday 30th November

Female Upper and Lower Qualifying Times

Short course entry times (converted long course times are acceptable)

NB Qualifying times must have been achieved at a licensed meet

FEMALE			9	10	11	12	13	14	15	16+
50m	Back	Upper	40.80	38.25	32.30	31.45	30.60	29.75	28.90	28.05
		Lower	55.20	51.75	43.70	42.55	41.40	40.25	39.10	37.95
	Breast	Upper	46.75	43.35	37.40	36.55	35.70	34.85	34.00	33.15
		Lower	1.03.25	58.65	50.60	49.45	48.30	47.15	46.00	44.85
	Fly	Upper	39.95	36.55	31.45	30.60	29.75	28.90	28.05	27.20
		Lower	54.05	49.45	42.55	41.40	40.25	39.10	37.95	36.80
	Free	Upper	34.85	32.30	28.90	28.05	27.20	26.35	25.50	24.65
		Lower	47.15	43.70	39.10	37.95	36.80	35.65	34.50	33.35
100m	Back	Upper	1.26.84	1.20.41	1.13.10	1.08.85	1.06.30	1.05.45	1.04.60	1.03.75
		Lower	1.57.49	1.48.79	1.38.90	1.33.15	1.29.70	1.28.55	1.27.40	1.26.25
	Breast	Upper	1.40.98	1.33.50	1.25.00	1.19.05	1.16.50	1.14.80	1.13.95	1.13.10
		Lower	2.16.62	2.06.50	1.55.00	1.46.95	1.43.50	1.41.20	1.40.05	1.38.90
	Fly	Upper	1.30.88	1.24.15	1.16.50	1.12.25	1.08.00	1.06.30	1.05.45	1.04.60
		Lower	2.02.96	1.53.85	1.43.50	1.37.75	1.32.00	1.29.70	1.28.55	1.27.40
	Free	Upper	1.17.75	1.11.99	1.05.45	1.02.05	59.50	57.80	56.95	56.10
		Lower	1.45.20	1.37.40	1.28.55	1.23.95	1.20.50	1.18.20	1.17.05	1.15.90
	IM	Upper	1.29.25	1.20.75	1.14.80	1.11.40	1.08.00	1.06.30	1.04.60	1.02.90
		Lower	2.00.75	1.49.25	1.41.20	1.36.60	1.32.00	1.29.70	1.27.40	1.25.10
200m	Back	Upper	3.07.00	2.50.85	2.38.10	2.29.60	2.23.65	2.21.10	2.19.40	2.17.70
		Lower	4.13.00	3.51.15	3.33.90	3.22.40	3.14.35	3.10.90	3.08.60	3.06.30
	Breast	Upper	3.36.75	3.15.50	3.01.90	2.50.00	2.45.75	2.41.50	2.38.95	2.37.25
		Lower	4.53.25	4.24.50	4.06.10	3.50.00	3.44.25	3.38.50	3.35.05	3.32.75
	Fly	Upper	3.24.00	3.11.25	2.58.50	2.45.75	2.33.00	2.28.75	2.26.20	2.24.50
		Lower	4.36.00	4.18.75	4.01.50	3.44.25	3.27.00	3.21.25	3.17.80	3.15.50
	Free	Upper	2.50.00	2.28.75	2.20.25	2.11.75	2.07.50	2.05.80	2.04.10	2.03.25
		Lower	3.50.00	3.21.25	3.09.75	2.58.25	2.52.50	2.50.20	2.47.90	2.46.75
	IM	Upper	3.02.75	2.54.25	2.41.50	2.33.00	2.24.50	2.22.80	2.21.10	2.20.25
		Lower	4.07.25	3.55.75	3.38.50	3.27.00	3.15.50	3.13.20	3.10.90	3.09.75
400m	Free	Upper	5.41.28	5.10.25	4.57.50	4.40.50	4.32.00	4.29.45	4.26.90	4.23.50
		Lower	7.41.73	6.59.75	6.42.50	6.19.50	6.08.00	6.04.55	6.01.10	5.56.50
	IM	Upper	6.32.70	5.57.00	5.44.25	5.23.00	5.14.50	5.01.75	4.59.20	4.57.50
		Lower	8.51.30	8.03.00	7.45.75	7.17.00	7.05.50	6.48.25	6.44.80	6.42.50



ATLANTIS SWIMMING CLUB

STANDARD CONDITIONS FOR OPEN MEETS

Version 4 (November 2023)

1. **Introduction:** These *Standard Conditions for Open Meets* apply in full to all Atlantis open meets, except where stated otherwise in the Promoters' Conditions for a particular meet.
2. **Rules and Regulations:** The meet will be run to conform with current Swim England laws and regulations and Swim England technical rules of racing with these promoter's conditions. 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. All swimmers MUST be registered with the Swim England (at Compete level, previously cat 2) or equivalent and their registration details to form part of the entry applications. Entries without the relevant information will be rejected.
3. **Entries:** Electronic entries should be made via email to atlantis.galas@gmail.com using Hy-tek software (available to download free from the Hy-tek website – see Appendix page 4, for instructions). Any entries not in Hy-tek format will incur a £8.00 admin fee, per swimmer, payable upon acceptance of entries. Such entries should be made by email stating the swimmer's name, date of birth, eligibility category (female or male/open), club, Swim England registration number and the swimmer's entry time for each event.
4. Entries will be accepted on a "first come first served" basis. Entries are treated as having been submitted at the time they are received in the Atlantis Galas e-mail box (as determined by the supplier of our email service – gmail), not the time they were sent by the sender. Please note that some events and sessions may become fully subscribed sooner than others. Acceptance into all events applied for cannot therefore be guaranteed. The promoter reserves the right to give preference to accepting club entries whose swimmers (meeting qualifying times) are travelling long distances (over 100 miles) due to having to pre book accommodation and/or flights, and may accept entries from such clubs (and from Atlantis SC) before entries open to other clubs.
5. A significant number of timing errors in a club's entry file, when verified against rankings, may result in the entire entry file being rejected and returned for correction and resubmission. In these circumstances, the entry file will be treated as being received at the point of resubmission. Atlantis does not accept any responsibility for Hy-Tek files that are entered incorrectly. Please be aware that any swimmer's details entered incomplete or incorrectly on the Hy-Tek file will prevent their times being updated by rankings. Prior to the meet, clubs will receive an email of entries; please ensure you check this for accuracy and notify any errors within 72 hours of receipt. Swimmers, their parents and carers should make any enquires or queries regarding entries via their entry club.
6. **Confirmation of Entries** - Please note: Sending in entry via a Hy-Tek entry file, or an application by email, is 'making an application'. Confirmation of acceptance will be sent via e-mail from atlantis.galas@gmail.com as soon as possible, when all processing of applications is complete. This may take a number of days. Do not transfer funds until an entry is confirmed as accepted.
7. **Entries on the day/Time Trials** - Entry to an event on the day by swimmers already accepted into the Gala may be possible if a lane becomes available in a heat and time allows. Competitors wishing to swim time trials should register their interest at the Promoters desk at the earliest opportunity (and in any case no later than the start of warm-up for the relevant session). There will be a charge of £10.00 per time trial, payable on acceptance prior to being accepted in marshalling area. Time Trials will be entered as exhibition swims (i.e. times will be submitted

to Rankings, but there will be no medals, awards or prizes unless explicitly stated otherwise within the Promoters' Conditions for the relevant event).

8. **Timings and breaks.** If any session is timed to exceed 3 hours, we are required to programme a 15 minute break for officials in that session. If this is necessary then the timing of this break will be confirmed on the day.
9. **Seeding:** All heats of each event will be spearheaded by Hy-Tek Meet Manager based on entry times. The Promoters reserve the right to adjust the seeding where necessary, e.g. to accommodate the needs of a disabled swimmer who requires an outside lane or access to a secondary strobe light. The promoter may at their discretion use an unlicensed time for seeding purposes in exceptional circumstances where a swimmer's licensed entry time (or NT) would be obviously inappropriate, e.g. taking into account of the swimmer's age and experience. The use of such time would be for seeding purposes only – eligibility for entry into the meet will continue to be based on licensed times only. As a guide, we would only expect to use an unlicensed time where it is at least 20% faster than their licensed time.
10. **Para swimmers – awards:** Where medals or other awards are offered at an Atlantis Open Meet, swimmers with a certificate of disability will be awarded medals on the following basis:
 - Where there are only three competitors in an event, only the top two placed will receive medals
 - Where there are only two competitors in an event, only the winner will receive a medal
 - If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.
11. **Data protection** – Meet entries and results will be held and managed on a computer. Your consent to the holding of personal information is deemed to be given by the submission of your entry to Atlantis Swimming Club. Personal data handled such as name, club, age, recorded and entered times may be made public before, during and after the meet.
12. **Covid or similar** – We will aim to put on this meet to the best of our abilities, within any restrictions in place at the time, being guided by the pool operator, government advice and updates from Swim England. We may have to reject previously accepted entries if restrictions are imposed, in which case a full refund of entry fee will be made for these swims.
13. **Cancellation of event (in whole or part)** – If it becomes necessary to cancel the event for any reason (in whole or in part), we will provide a full refund of entry fees for any accepted entries that have been unable to swim. However, Atlantis SC cannot accept any liability for any other costs incurred in connection with the event (eg travel expenses or accommodation).
14. **Swimmers & Coaches**

Only a small bag will be permitted poolside. Swimmers must use the lockers provided for their large kit bags. These require a £1 coin to operate which is refundable on releasing the locker. Personal possessions and articles should not be left unattended, ensure your locker key is kept safely – the promoters do not accept responsibility for any property. To avoid congestion only one deckchair per club. Please do not block the fire exits or air vents with bags or possessions.
15. **Conduct of swimmers** – Visiting clubs are responsible for ensuring that sufficient coaches and team managers are in attendance, in accordance with the ratios set out in the Swim England Team Manager, Coach and Chaperone Policy. Coaches and team managers are responsible for the conduct of their swimmers.
16. **Access to poolside** will at all times be limited to swimmers, coaches and team managers in possession of a valid coach pass or poolside pass, meet officials and other personnel necessary for the safe running of the meet. Due to the hazard of wet, tiled steps, there will be NO DIRECT access allowed from poolside to spectator areas (other than for operational staff).

As the centre will be open to the general public, all swimmers should wear suitable clothing and footwear when not on poolside and use the changing rooms provided.

17. **Individual swimmers** will be seated poolside immediately adjacent to the spectator seating area. If an individual swimmer is to be accompanied poolside, this must be by a DBS-checked coach, team manager, parent or carer who must be a Swim England member and must hold a Coach Pass or Poolside Pass. If the swimmer is not to be accompanied poolside, we will reserve seating for a parent/carer immediately behind the individual swimmer seating area at a cost of £5 per seat per day or part-day (in addition to the usual spectator admission fee) to allow them to supervise their swimmer. Entries for any individual swimmer aged under 18 must be submitted by a parent or carer, who by submitting their entries will be deemed to have confirmed that they have considered their swimmer's need for poolside supervision and safeguarding and have concluded that the arrangements in place will be sufficient to meet those needs (having regard to relevant guidance from Swim England and others).
18. **Poolside food and drink:** Metal cutlery is not permitted poolside. Cold drinks are allowed poolside in suitable containers (e.g. no cans or glass bottles). Only snacks are permitted poolside. Please place all litter in the rubbish sacks provided.
19. **Starts** - Coaches and clubs must be responsible for ensuring that all of their swimmers are competent to perform a shallow racing dive to the standards of the Swim England competitive starts award. In the event of a false start, competitors should continue with a safe shallow racing dive and not fall into the water. Swimmers are permitted to start in the water but must advise the referee prior to the start of their heat. Over the top starts will operate at the discretion of the principal referee.
20. **Warm up protocol** – Clubs will be allocated warm up lanes and may organise their own warm ups as they see fit, including any one-way sprints (from the deep end), they wish their swimmers to perform (if sharing a lane please agree with all coaches). Coaches/Team Managers must marshal and control their own swimmers during warm up. When exiting the pool, all swimmers must leave at the shallow end.
21. **Marshalling area** - Competitors for the first event in each session must report to the marshalling area immediately after each warm-up. For other events, competitors should report when called. It is the swimmers and their coaches' responsibility that they report to the marshal area on time. There will be NO announcements calling late swimmers. We request that no mobile phones or image capturing devices are taken to the marshalling area.
22. **Scoreboard** - Times displayed are for information only and the final results will be at the referee's discretion.

23. General

The promoter reserves the right to exclude any spectator, coach or swimmer from the meet who displays inappropriate language or behaviour.

There are cafe facilities at Pavilions in the Park and several cafes close by in Horsham Park and in Horsham Town centre, a short walk away across the park. The park itself is ideal for picnics, weather permitting.

All meet participants and spectators must observe all safety precautions in operation at Pavilions in the Park and follow the instructions of pool staff.

The leisure waters will be in operation and available to the general public throughout the competition. These areas of the centre are out of bounds to all competitors, unless the appropriate admission fee has been paid to the Pavilions in the Park.

24. **Photography** – Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photos on social media (see Swim England [Wavepower](#)). Those who wish to take photographic or video images are requested to focus on their own child as much as possible and to avoid including other children in those images. Use of any camera or mobile phone with an image capturing facility is prohibited in the changing areas of The Pavilions. No flash photography permitted at the start of each race. *Should you have any concerns about photography or filming please bring them to the attention of the promoter.*

Official Photographers may be invited to be in attendance to take photos of the competitors which will be

available for purchase. Your consent for your swimmer(s) to be photographed is deemed to have been given by the submission of your entries to Atlantis Swimming Club.

25. Mobile phones & Computer devices - Please switch to silent during the actual competition to avoid disrupting the starts.

26. Any matters not covered by the Promoters' Conditions (including these Standard Conditions) will be determined by the Promoter and Referee, subject to Swim England Laws, Regulations and the Swim England Technical Rules of Racing. We also reserve the right to make any changes that may be considered necessary for the smooth running and discipline of the meet and do not accept any liability in the event it is necessary to cancel the meet due to circumstances beyond our control.

Enquires: atlantis.galas@gmail.com

Officials contact: atlantis.officials@gmail.com





ATLANTIS SWIMMING CLUB

Appendix - How to Use TM Lite

Atlantis request that entries are submitted electronically. Team Managers will need to download *Team Manager Lite* if they do not already use this software. Download the free entry file system (lite) from this link

<https://hytek.active.com/downloads.html>

If you have previously downloaded & set up TM Lite, skip to step 4. If you are already using the full version of Team Manager, then skip to step 5.

1. Click **File / Open** and type in a database name to create a TM database (normally the abbreviation of your Club, but the default will suffice). Click OK on the 'Log In to' window.
2. In System Preferences, choose British Swimming in **Default Team Registration**, AGE in **Default Team Type** and GBR in **Default Country**. In the **Meet Age-Up Date** box enter the age-up date according to the conditions of the meet. Enter the same date in the **Systems Age-Up Date**. A window will then pop-up. Click OK;
3. From the main menu click **Teams** then click **Add** and add your Team **Abrr, Full Team Name and Short Team Name**. Click  to return to the main menu;
4. Click Athletes in the main menu. Click Add to add swimmers that are to compete in the Meet. Fill in: **Last Name, First Name, Birthdate, ID#** (ASA number), **Gender** and **Team 1**. Ensure full name is as per their ASA membership record to avoid problems with acceptance by rankings. Click OK. Upon completion of last swimmer record, click OK then Cancel, then click  ;
5. Import the Meet Events file into TM Lite or Team Manager using **File / Import / Meet Events**. This is a zipped file – there is no need to unzip the files before attempting to import the Meet Events. On the main screen click **Meets**, select the meet and click **Entries** and select **Entry By Event** or **Entries By Name** to place swimmers into individual events. Eligible events should appear listed (if not check if the swimmer is old enough to enter the meet). If a valid entry time is not available, for each entry, you must enter a custom entry time, or enter NT (no time). Please check that any times entered comply with the relevant qualifying times (displayed elsewhere on that screen). Subject to the conditions of the meet saying so, times entered that are too fast may be accepted as a time only swim, with the swimmer not being eligible for an award, if available.
6. For relay events, on the main screen click Meets, select the meet and click Entries and select **Entry by Event**. Click "New Relay". If you wish to finalise your relay teams now (not required), double click the 4 swimmers you wish to place in the relay team. Change the order of the teams by dragging and dropping the swimmer's name into the correct relay leg. If a valid entry time is not available you must enter a custom entry time, or enter NT (no time). To add a second relay team, click "New Relay" and repeat process.
7. On the main screen click **Reports / Meet Reports / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct;
8. On the main screen click **File / Export / Meet Entries**. This will create a zipped file. Locate that zipped file and send it via email to atlantis.galas@gmail.com

As soon as possible after the closing date of the meet (or once the meet is full) you will receive an email confirmation of entries (& payment request), please ensure you check this for accuracy and notify any errors. *Please note that if you have the basic Team Manager, this entry process is much easier as your athlete's data is already entered and TM would automatically be able to determine which of your swimmers qualify for each event and will use each swimmer's Best Time as the entry time for the meet – no need to enter a Custom Entry Time for each entry and each meet.*