

## Norwich Swan Swimming Club & West Norfolk Swimming Club

### Boudicca Level 3 Long Course Open Meet Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> June 2023 3ER230912

At the UEA SportsPark, Norwich, NR4 7TJ

#### Rules and Conditions

1. The meet will take place at Sportspark on 17th and 18th June 2023 and is licensed by Swim England at Level 3 under Licence No. 3ER230912
2. The meet will be run in accordance with Swim England Regulations, Swim England Technical Rules of Swimming, and these conditions. 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 FINA World Aquatics.
3. The promoter is Abby Chapman on behalf of both Norwich Swan (NSSC) & West Norfolk Swimming Clubs (WNSC)
4. The Technical Director is Stewart Murray.
5. The age groups for boys and girls are: 10, 11, 12, 13, 14, 15, 16, 17 & over
6. Ages are as at 31<sup>st</sup> December 2023
7. Medals will be awarded for 1st, 2nd and 3rd place finishes in all events in the age categories listed above.
8. The pool is 50m, anti-wave devices will be in place and AOE will be used. A secondary strobe for the starting system is available
9. Heats will be swum as mixed age with swimmers seeded by entry times. Over the top starts may be used at the referee's discretion.
10. All entries must be long course times or converted short course times and must be slower than the cut off times listed and achieved since January 2021. Entries with No Time (NT) will NOT be accepted.
11. Cut-off times are provided and 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 an 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.]
12. 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
13. 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 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> and the required Entry File for the meet will be available on the club website.
14. If electronic entries are not being made, entry forms should be emailed to [admin@norwichswansc.co.uk](mailto:admin@norwichswansc.co.uk) and BACS payment made.
15. Entries together with entry fees must be received by the Promoter by Thursday 18th May 2023. The entry fee is £7.00 per event.

17. 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 the club in question.
18. Accepted and rejected entries will be posted on the club website within 2 weeks of the closing date.
19. 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.
20. Coaches' passes will be issued at a cost of £12 per person per day without food for the weekend, or £20 per person each day to include lunch. There will be no entry to poolside without a pass and passes must be worn at all times.
21. Warm up protocol will be published ahead of the event. 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.
22. Results will be posted on Norwich Swan and West Norfolk club websites and will be supplied to British Swimming for entry into the national rankings database.
23. In accordance with the Swim England Child 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 SE guidelines for photography and use of photographs on social media. The SE Child Safeguarding Policy and Procedures, Wavepower 2020-23 Section 2 provides guidance on the use of social networking (page 92-95) and guidance photography (page 86-88)<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.
24. No photography is permitted in changing rooms.
25. All participants must observe the safety precautions in operation at Sportspark. Neither the Promoter nor Norwich Swan or West Norfolk Swimming Club will be responsible for any loss or damage occurring during the meet.
26. 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.
27. 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.