



Sevenoaks Swimming Club

Presents

SCHOOLS OUT FOR SANTA 2025

LEVEL 3 MEET
LICENSE NO. 3SE251986

Saturday 13th – Sunday 14th December 2025

Sevenoaks Leisure Centre, TN13 1LW

6 Lanes – 25m Pool; Omega Wedge Starting Blocks; Electronic Timing;
Anti-wave Lane Ropes; Backstroke Starting Ledges

Entries Close: 7th November 2025 at Midnight

<https://www.sevenoakssc.org/our-meets/>

PROMOTERS CONDCTIONS

The competition is promoted by Sevenoaks Swimming Club which is affiliated to 'Swim England South-East Region'. The competition will be held under 'Swim England' Laws, Regulations, Technical Rules of Racing and the Promoters Conditions. The event is licenced at Level 3.

FACILITIES

Six lane 25m pool, electronic timing with scoreboard. anti-wave ropes, Omega wedge starting blocks and Backstroke Starting Ledges.

**Sevenoaks Leisure Centre,
Buckhurst Lane,
Sevenoaks,
Kent,
TN13 1LW**

EVENTS

50m, 100m and 200m in all strokes, 200IM & 400IM.

AWARDS & MEDALS

Awards will be made in the following age groups: - 9,10,11,12,13,14,15,16 & 17/over.

Medals will be awarded for the top 3 in each event and age category or on a multi-disability basis.

Ages are as at 13.12.2025.

HOT HEAT PRIZES

Random 'hot heats' will be announced throughout the meet, where winners of that heat will receive a spot prize.

ENTRY FEES

Entry fees are £7.50 per event.

CLOSING DATE

The closing date for entries is midnight on 7th November 2025.

QUALIFYING TIMES

This Level 3 Meet has Upper Qualifying Times. Swimmers must be slower than the qualifying times.

Long course conversions may be used. Random checks on entry times will be made.

ENTRIES

Swimmers must have current 'Swim England', 'Scottish Swimming' or 'Swim Wales' membership to enter.

Entries from other clubs or organisations affiliated to World Aquatics (WA) and who meet the entry criteria will be considered.

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 swimmers confirm that their birth sex is female. The 'Male/Open' category is for birth sex males and any other swimmer who is not eligible for the female category.

The entry pack including the Hy-Tek meet file will be forwarded directly to each club's gala secretary. Clubs entering more than 3 swimmers **must** use electronic entry.

Individual entries may be submitted via email to the Organiser on meetpromoter@sevenoakssc.org, using the individual entry form. All entries must show the swimmer's full name, date of birth and membership number. If an entry is made via the individual entry form an additional £10 admin fee will be payable alongside the entry fees per event.

All entries must be within the upper (not faster than) qualifying times for the event and age category.

Club Electronic entries: should be emailed to the Organiser on meetpromoter@sevenoakssc.org and include an entry report, completed summary sheet and any poolside pass applications. All electronic entries will be acknowledged with receipt confirmation. For emailed electronic entries, the sent date on the email will be classed as the date submitted.

It is the swimmer's and entering club's responsibility to check the confirmed entry list and inform event management (meetpromoter@sevenoakssc.org) of discrepancies or errors. This must be raised within 72 hours of the confirmed entries being published. Confirmed entries will be sent to the entering clubs contact email address along with the Payment Summary Sheet. All payments are to be made to Sevenoaks Swimming Club within 7 days of receipt unless discrepancies are raised.

ACCEPTED ENTRIES

Will be emailed to the clubs and individuals contact email address and posted on the Sevenoaks Swimming Club website: www.sevenoakssc.org/our-meets/ by the weekend of the 14th November 2025. It is the responsibility of the club representative or individual to check the entries for any errors in names, ages, times etc and to notify the Meet Organiser of any such errors. Failure to do so may result in swimmers being excluded from events.

Once entries have been published as accepted, entry fees will NOT be refundable, except when due to injury or illness and where a doctor's certificate is provided.

All entries using the electronic system do not have to send individual entry forms.

REJECTIONS/OVER SUBSCRIPTION

Entries may be restricted to keep the session times within appropriate timescales – entries will be accepted on a first come first served basis. Please note the closing date for this meet.

In the event of oversubscription all entries from Sevenoaks Swimming Club swimmers will be accepted.

Sevenoaks Swimming Club reserve the right to reject any incorrect entries. The submission of entries either electronically or by entry form indicates acceptance of the Meet Rules.

If the information required on the entry form is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of entry, the Promoter may at their discretion reject the entry.

PLEASE DO NOT send payment until entries are confirmed.

Clubs and Individuals will be advised as soon as possible after the closing date (by the weekend of the 14th November 2025) if any entries are rejected. A list of accepted entries will be posted on the club website and sent to all clubs and individuals along with an amended/updated invoice for accepted entries.

If the meet is undersubscribed, the Promoter reserves the right to accept late entries providing that priority has already been given to entries received before the closing date.

Payment must then be made within 5 working days, or all entries from that club/individual risk being rejected.

Payment details are:

Account name: Sevenoaks Swimming Club

Sort Code: 60-19-02

Account: 25764616

Payment reference: Club code/SOFS 25- eg SEVSC SOFS 25

WITHDRAWALS

Please notify the events team of any withdrawals by emailing meetspromoter@sevenoakssc.org before noon on Friday 12th December 2025. All other withdrawals are to be made on the day at the Sign Out Desk.

No refund for entry fees will be made for withdrawals after the closing date (7th November 2025) unless supported with a doctor's note. Where a medical withdrawal is necessary, the doctor's note will be accepted until **midday on the day before the start** of the meet. Withdrawals after this time will not be considered for refunds. No refunds will be given other than on medical grounds.

REFUNDS

Refunds will not be given for swimmers withdrawing after the closing date or for any errors or omissions attributable to the individual or their club. Refunds will only be given to individuals who can prove they are unfit to compete on medical grounds as detailed in 'Withdrawals' clause. All refunds will be made to the club who submitted the entries.

MEET PROCEEDURE

This is a SIGN OUT meet. A sign out desk will be in the reception area of the Sevenoaks Leisure Centre.

MARSHALLING

Swimmers must report to the event marshals before the start of their event and competitors not reporting in time may not be permitted to swim.

Events will be swum with all age groups combined. All heats will be spearheaded. Over the top starts may be used at the discretion of the referee.

Marshalling will be in place at various points of the pool deck and will be clearly sign posted. It is the **SWIMMERS RESPONSIBILITY** to report to marshalling for the event at least 15 minutes prior to their event. Failure to do so may result in the place being lost and filled by an alternate or a reorganisation of the events. As a rule, it is good practice for a swimmer to report to marshalling at least 2 events before their race.

RESULTS

Results will be available as the meet progresses on Meet Mobile. Printed copies will be posted pool side and on the spectator's gallery shortly after each event. Results will also be posted on the Sevenoaks website after the gala and emailed to those clubs attending

POOLSIDE PASSES

Coaches and team manager passes are free to competing clubs. All visiting clubs must ensure that team managers and coaches are DBS checked and comply with the Swim England Child Protection Policy.

Team Managers/Coaches will only be allowed on poolside if wearing a pass.

Coaches and Team Managers must be club trained personnel and clubs are asked to maintain the minimum supervision ratios for single day of competition for athletes under the age of 18 years, including for individual entries (**Swim England Team Manager, Coach and Chaperone Policy 2023**)

Untrained parents without DBS checks are NOT allowed poolside.

Please note that for individual entries/an organisation with less than 3 swimmers who have entered the meet, those concerned may risk assess the situation to enable appropriate support for the athletes concerned.

OFFICIALS

The event needs a minimum of 16 officials for each session.

Clubs entering are politely requested to assist by providing at least 2 officials and are reminded that without sufficient officials, the meet may not satisfy the licencing conditions. If you are a qualified official and can officiate for any session(s), please contact Anna Robinson on (officials@sevenoakssc.org).

Officials will be warmly welcomed, provided with lunch and pool side refreshments and reimbursed reasonable travel expenses.

SPECTATORS

Adult spectator admission is £5 per session or £9 per day. Children under 16yrs will be admitted free of charge.

CAR PARKING

There are several parking facilities around the leisure centre with differing parking charges. Please refer to the relevant signage. Two and a half hours of free parking is available at the leisure centre by those using the same by entering your car registration in the machine at reception. We would also recommend downloading the MiPermit App prior to the event.

THE POOL

Is 25m, six lanes with anti-wave lane ropes, Omega wedge starting blocks, electronic timing and scoreboard and backstroke starting ledges. The pool depth is 1.8m at the start end and 0.9m at the turn end.

SECONDARY STROBE

A secondary strobe is available should it be required. Please notify the Promoter on meetspromoter@sevenoakssc.org prior to the meet date.

WARM UP AND STARTING INFORMATION

The pool is available for warm up only during the designated times.

During the warmup swimmers and coaches must ensure that they (and swimmers in their charge) take no action which would endanger themselves or others.

The instructions of the warmup marshals or pool staff must be obeyed immediately.

Diving is not permitted in the warmup until sprint lanes are announced and then only in the sprint lanes under supervision by club coaches.

WARM DOWN POOL

There is no warm down pool available

GENERAL SAFETY

All participants must observe the safety precautions in operation at Sevenoaks Leisure Centre and follow the instructions of the pool staff and the meet organisers.

Neither the Promoters nor Sevenoaks Swimming Club will be responsible for any loss or damage during the meet.

The Promoter and the Pool Management reserve the right to remove any person from the pool area whose behaviour is either unsafe to themselves or against the pool rules, Promoters Conditions or the efficient running of the meet.

DATA PROTECTION

By entering the event you consent for Sevenoaks Swimming Club to hold and distribute as necessary, the personal information given by you on paper or by electronic means to run the meet.

The results including personal information they contain will be publicly available and shared with Aquatics GB for entry in the rankings.

PHOTOGRAPHY

Anyone wishing to carry out video, zoom, or close-range photography must be in accordance with Swim England Wavepower 2025.

These conditions also apply to swimmers on poolside. The taking of photos or videos in changing rooms is strictly forbidden.

Anyone found taking photos/videos in the changing area will be asked to leave the premises and will not be permitted to race and will be reported to Swim England as per the policy.

UNACCEPTABLE BEHAVIOUR

Behaviour becomes 'unacceptable' when it is considered 'offensive' to others; this includes, but is not limited to, the following: theft, wilful damage to property and/or equipment, acts of vandalism, abuse of alcohol and/or drugs, bullying, offensive language, aggressive/violent acts, threatening behaviour, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute.

JEWELLERY

For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups, swim downs and/or competition.

This includes watches, necklaces, chains, bangles, wristbands, earrings (except small studs) and rings (except wedding bands). Sevenoaks Swimming Club will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

GENERAL CONDITION

The gala promoter has the right to change any aspect of the gala to ensure the smooth running and fairness of the event.

If changes to the conditions are required prior to the event the promoter will consult with the SE Region Licensing panel and publish details of the changes on the club website and by email to the competing clubs.

INDIVIDUAL ENTRY FORM

Fees: Make payment electronically following confirmation that entries have been accepted to:

Account name: Sevenoaks Swimming Club

Sort Code: 60-19-02

Account: 25764616

Payment reference: name/SOFS 25 - egSEVSC SOFS 25

Send the form by email to: meetspromoter@sevenoakssc.org

Please note: entries from clubs comprising of three swimmers or more must be submitted on Hytek Team Manager Files and sent by email to meetspromoter@sevenoakssc.org.

Entries sent via hytek will not incur the admin fee.

Swimmer Surname		First Name	
Club			Male / Female
Date of Birth		Age as at 13.12.25	
ASA Number			
Contact Name			
Email		Telephone Number	
Event	Entry Time	Event	Entry Time
50 Freestyle		100 Butterfly	
50 Backstroke		200 Freestyle	
50 Breaststroke		200 Backstroke	
50 Butterfly		200 Breaststroke	
100 Freestyle		200 Butterfly	
100 Backstroke		200 Individual Medley	
100 Breaststroke		400 Individual Medley	
Events Entry Total (@ £7.50 per event)			£
Admin Charge for individual entry			£10.00
Total Due			£

