

CITY OF SOUTHAMPTON SWIMMING CLUB

The Quays Swimming & Diving Complex | 27 Harbour Parade | Southampton | SO15 1BA

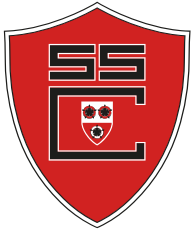
City of Southampton May Open Meet

License No: 3SE240867

Saturday 25 and Sunday 26 May 2024

Meet Conditions

1. This swimming competition is a Licensed Level 3 Open Meet. It is organised by City of Southampton SC which is affiliated to Swim England South East. This Meet will be conducted in accordance with Swim England Laws and Regulations and Swim England Technical Rules of Racing. The referee's decision is final.
2. All entrants must be Club Compete members of Swim England.
3. This Open Meet will take place at The Quays, 27 Harbour Parade, Southampton SO15 1BA. The pool is an 8 lane 25m pool with anti-turbulence lane ropes. Electronic timing equipment will be in use.
4. **Access:** The building is accessible via stairs, ramp and lift to the reception level, changing rooms and poolside. The lift to the spectator gallery is currently out of order, therefore the spectator gallery is only accessible by stairs. We hope this will be fixed by June. There is limited space for wheelchairs in the spectator gallery.
5. **Entries** Entries will be accepted from **6.00 pm on Wednesday 10th April**. Acceptance into any event will be on a **'FIRST COME, FIRST SERVED'** basis. Please note, however, that some events and sessions may become fully subscribed sooner than others. Therefore, acceptance into all events applied for cannot be guaranteed. The promoters reserve the right to accept any entries at their discretion. Any swimmer not accepted due to a restriction on numbers being imposed by the Promoter will have their entry fee refunded in full.
6. All entries must be slower than the Upper Limit Times and should be short course times achieved at licensed meets since 1 January 2023. Long course times can be converted. Entries with no time (NT) are allowed. Should it transpire at any stage that a swimmer has submitted an ineligible entry then their entire entry may be rejected and the fee forfeited. Once entries have been submitted, entry times cannot be updated if a better time is achieved before the meet.
7. **Disability Swimmers:** Entries from swimmers with a disability classification are welcomed if they have an entry time on Rankings. Please confirm their classification in writing to the organisers on csscmeetteam@gmail.com and if any additional support is required before the closing date.
8. If the Meet is undersubscribed the organisers reserve the right to run time trials (exhibition swims) for those faster than the Upper Limit Times. These swims will not be awarded medals for their results but their finish times will be submitted to Swim England Rankings.
9. All entries, associated paperwork and payment must be received by the specified closing date of **Sunday 12th May**. Late entries may be accepted only at the discretion of the organisers. There will be no refunds for withdrawals after the closing date unless due to a medical reason with covering official paperwork. A £10 admin levy will be applied to all refunds.
10. Ages will be as at midnight on Sunday 26th May. Age groups will be 9, 10, 11, 12, 13, 14, 15+. Events will include 50m, 100m and 200m events in all 4 strokes and Individual medley plus 400m Free and 400 IM. The order of events will be as per the schedule.
11. The entry fee is £8.50 per event (up to 200m). The entry fee for the 400m events is £12.00. The entry fee includes the regional levy.



12. There shall be separate events for males and females. 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 you confirm that the birth sex of the competitor is female. The 'Male/Open' category is for birth sex males and any other swimmer who is not eligible for the female category
13. All entries **must** be made via email using the summary forms. Club entries should be submitted using the Hy-Tek Meet Manager entry software. The Meet Manager hytek files will be available on the club website (www.cossc.org) or by emailing the organisers (csscmeetteam@gmail.com).

All Clubs must complete the Club Entry Summary Form and return this together with a pdf of the swimmers and their entries and the hytek entry file to csscmeetteam@gmail.com. Payment must be made via bank transfer as soon as notification of acceptance has been sent and certainly by 20th May 2024.

14. Prior to the Meet a list of their accepted entries will be emailed to each club as soon as possible after they have entered. **It will be the responsibility of the club representative to carefully check all entries for correct name spellings, ages and entry times.** Any errors must be reported to the organisers via csscmeetteam@gmail.com within a few days of receiving this list or by 15th May at the latest.

15. **Coach Passes**

Please note that no entries will be accepted without the purchase of a Coach Pass as we cannot be responsible for unaccompanied swimmers.

Coach passes will be issued at a cost of £15 for a single day including food and refreshments or £25 for both days. It is the individual club's responsibility to ensure all personnel obtaining coach passes have at least Club Support Swim England membership, Safeguarding training and a current DBS reference number. All coaches and team managers will have access to refreshments throughout the day. Food will be served during the break between session 1 & 2 and again between 3 & 4. Passes will provide admission to sessions, a carpark pass (a space cannot be guaranteed), heat sheets and results sheets and a zip file of results. Coach Passes must be displayed at all times poolside. Clubs must follow the updated Swim England guidelines for the ratio of coaches and team managers that need to accompany their swimmers.

16. **Electronic Payments**

For all entries, an online payment should be made to the club bank account once confirmation of acceptance of the entry has been confirmed and before the closing date.

Account Name: City of Southampton Swimming Club

Sort Code: 08 92 99

Account: 67315806

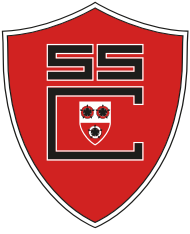
Payment Reference use May plus Club code or Club name eg MAY COSS

17. **Individual Entries**

There is limited space for individual entries on a first come first served basis. Any entry made via the Individual Entry Form without hytek entry files will be subject to a £3 admin charge per event. All individual entries must ensure they have adequate supervisory cover for the swimmer, in line with SE guidelines. All individual entrants under 18 years must be accompanied by an adult over 18 years who has paid for a coach pass (£15 per day). The adult must be a current member of Swim England and provide their SE ID Number and a current DBS reference number. Please contact csscmeetteam@gmail.com for an Individual Entry Form.

18. **Withdrawals**

A withdrawal system will be in operation. Club representatives are expected to submit withdrawal forms for swimmers who are not intending to swim, no later than 5 minutes after the start of the first warm up before each session. Competitors who fail to withdraw and do not present themselves at the start may incur a



penalty of £10 and may be suspended from all further events at the Meet. There shall be no refund of entry fees to swimmers who withdraw from events on the day.

19. **Technical Officials**

This level 3 open meet can only run with the generosity of volunteer officials. Please can all visiting clubs ask their qualified members to sign up to officiate on the online sign up website. Details available on www.cossc.org. All clubs with more than 8 entries are requested to provide at least ONE official per session. All Licensed Officials or Judge Level 1 trainee candidates are welcome and mentoring will be provided where possible. If visiting clubs cannot assist with the provision of licensed officials or appropriately qualified Judge Level 1 candidates, then the club cannot guarantee the licence level required by the Swim England South East Licensing Board. 'Appointed visiting officials' will receive a free car park pass, refreshments and food if attending both sessions in one day. Officials will be able to claim reasonable travel expenses up to 45 pence per mile or £45 whichever is less.

20. **Health and Safety**

All Meet participants and spectators must observe all safety precautions including any covid restrictions, in operation at The Quays and follow instructions of Pool Staff and the organisers.

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 Quays entrance foyer area unless they have complied with this requirement.

For safety reasons spectators must ensure that all gangways, and the rear of the spectator area, are kept clear. Stewards will be patrolling these areas during the Meet. Participating clubs are responsible for ensuring that their members are made aware of these Health and Safety requirements and those of Swim England.

The promoters in conjunction with the Leisure Centre Provider, Active Nation, reserve the right to refuse admission to any person.

21. Competitors, volunteers and coaches are reminded that food, hot drinks or glass containers must not be taken onto poolside. Competitors should only bring a small bag poolside to reduce overcrowding and to prevent the air vents being blocked. Competitors are advised not to leave their belongings unattended and to ensure that all valuables are placed in a locker (lockers require your own padlocks) Neither City of Southampton Swimming Club nor the Management of The Quays can accept responsibility for any property that may be lost or stolen.

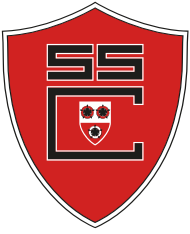
22. Only competitors, officials, volunteers and those in possession of a coach pass will be allowed on poolside. Anyone poolside must be a member of Swim England. Passes should be kept clearly visible at all times.

23. Failure to comply with any condition may result in disqualification and forfeiture of any fee paid.

24. **Warm Up**

Lanes will be allocated for warm-up and announcements will be made. Coaches and team managers are responsible for their swimmers at all times. Diving will only be allowed in specified lanes as announced. Even number lanes are to go clockwise. Odd numbered lanes to go anticlockwise.

25. Swimmers are responsible for reporting to the Competitor Stewards on time. For the first event in each session the competitors should report to the marshalling area as soon as warm up has been completed. Swimmers in all other events should listen to instructions and announcements. It is the swimmers' and their coaches' responsibility to ensure they report to the marshalls on time. There will be no announcements calling late swimmers.



26. **Events**

All events will be run on a Heat Declared Winner (HDW) basis. There will be no finals.

27. All events will start at the deep end of the pool (depth 1.80m). All competitors in each event will be seeded into heats from slowest to fastest. Those with No Times will be in one of the first few heats. All heats will be spearheaded. Over the top starts will be used at the discretion of the organisers and the Lead Referee. When the race is finished, swimmers must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished the race. Otherwise, the swimmer committing the fault will be disqualified.

28. Electronic timing pads and equipment will be used. Competitors must leave the pool at the sides and not climb over the electronic timing boards.

29. A secondary strobe and backstroke ledges will not be available for this Meet.

30. **Results**

Heat results will not be announced but will be displayed in an appropriate location as soon as they are available at the end of each event. Unofficial results will also be available on Meet Mobile during the meet. A full set of results will be posted on our website: www.cossc.org after the meet and emailed to each club. Results will be sent to Rankings within 5 days of the Meet.

31. Awards will be made to those swimmers placed 1st, 2nd and 3rd in each event in each age group without disqualification. All medals will be available for collection from the medal table on the day as soon as the results have been posted for each event. A permanent Trophy for Top Visiting Club will also be awarded as soon as possible after the last event. All awards should be collected before the end of the meet. It will not be possible to post awards after the event. We will swim hot heats across a number of events each session which will be clearly signalled in advance. The winner of the heat will be awarded a prize.

32. **Photography/Mobile Telephones.**

It is requested that all mobile telephones are switched off or switched to silent during the competition and that there is no flash photography at the start of each event. Please abide by Swim England guidance regarding the taking of photographs and/or film footage. This includes taking photos or footage of your swimmer and not posting any identifiable footage or photos of another swimmer or person on social media without their permission. Cameras and phones are strictly prohibited in the changing area. We may be able to organise for a professional photographer to be present.

33. **General Data Protection Regulation (GDPR).**

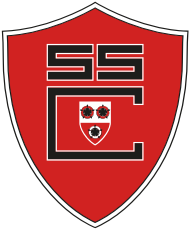
Entries will be held on a computer solely for the purposes of this competition. Consent, as required by the GDPR to the holding of personal information on computer will be deemed to have been given by the submission of the entry. This data will be held for at least 1 year. Data and results will be shared with Swim England for rankings and the competitors own swimming clubs. Results will be posted at the pool and on the website.

34. **Spectators**

Spectator entrance will be charged at £8.00 per day irrespective of the number of sessions attended. A meet programme will be published on the Club website in advance of the Meet. Entry lists, start lists and results will be on Meet Mobile and posted on the club website after the event.

35. **Live Streaming**

The club reserves the right to live stream the event via You Tube. A link to the You Tube channel will be provided in advance of the event if this is going to be available.



36. Depending on any Government (eg covid) restrictions at the time, the organisers reserve the right to restrict spectators or alter the running of the event. This will be a last resort as we hope very much to have spectators present. Swimmers and clubs will be informed as soon as possible of the final running order for the day and any restrictions. This information will also be posted on our website.
37. For any matters not covered by these Conditions, the Organisers will make any decisions or amendments it deems necessary to provide for the satisfactory running of the competition. By submitting an entry, participants have deemed to agree to such decisions.
38. This meet is promoted by City of Southampton Swimming Club. The meet contact is Barbara Pawlus who can be reached via cscmeetteam@gmail.com.