



Level 3 Bonfire Open Meet

LICENCE No: 3SE231701

Braywick Leisure Centre, Braywick Road, Maidenhead SL6 1BN

Saturday 4th and Sunday 5th November 2023

Promoters Conditions And Competition Rules

This meet is affiliated to Swim England South East Region and will be held under Swim England Laws & Regulations and Swim England Technical Rules of Racing, together with the conditions and rules described in this document ("Conditions").

This event is aimed at Club Swimmers in accordance with Swim England Open Meet Licensing Guidelines Level 3.

GENERAL CONDITIONS

1. Upper limit short course qualifying times apply. Swimmers must be slower than the Upper Limit times stipulated per event and age group.
2. Entry times should be either short course or converted to short course (i.e long course conversions are allowed).
3. There is no minimum qualifying time. For swimmers with no time (NT), club representatives are requested, where possible, to provide an estimated time.
4. No reserves will be accepted for the meet.
5. A list of swimmers accepted and rejected will be made available on the Windsor SC website.
6. It will be the responsibility of the club representative to:
 - a. Check the entries and inform the Meet Promoter of any errors.
 - b. Inform all their relevant swimmers of accepted entries.
7. If the meet is undersubscribed, Windsor SC reserve the right to accept swimmers outside of the qualifying standards and after the closing date. If the registered time for the swimmer is faster than the upper limit time specified for an entered event, then they will be accepted for the entered event as a time trial only.
8. At this event, time trials may be accepted on the day if space permits. These will be run as NT entries in the first heat of that event at the event cost plus an additional £1.00 per event (i.e. £8.50 per non 400m event and £10.50 per 400m event).
9. All events are heat declared winner events. There will be no finals.

AGE GROUPS

Age groups are 9, 10, 11, 12, 13, 14, 15+ years as determined according to the swimmers age on 5th November 2023.

Swimmers must be 9 years of age (or older) on 5th November 2023.



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LICENCE No: 3SE231701

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Promoters Conditions And Competition Rules

Swimmers must be, or have applied to be registered with Swim England, and may only enter events in their own age group.

EVENTS

1. Heats will be run with all ages seeded together based on entry times and the slowest swimmers first. The final heat will be spearheaded.
2. All events will be run on a heat declared winner (HDW) basis. Short course entry times should be submitted. Converted long course times are acceptable. No time (NT) entries are acceptable.
3. The promoter reserves the right to amend the Programme of Events in order to ensure the smooth running of the meet.
4. It is the responsibility of the individual to report to the stewarding area in sufficient time for each event. The Promoters will not be held responsible for a swimmer missing the start of their particular heat.
5. Starts will be "over the top" where possible, at the Referees discretion, to ensure that the events run to time in each session.
6. A secondary strobe light for S15 swimmers is available. Clubs with swimmers wishing to use the secondary strobe light should request this from the organisers when submitting their entries.
7. Backstroke ledges will NOT be available at this meet

AWARDS

1. All events will be operated on a heat declared winner basis and awards will be made to the first 3 in age group events in each age group (9, 10, 11, 12, 13, 14, 15+).

ENTRIES

1. The Promoter reserves the right to restrict entries in order to meet allocated pool time or on health and safety grounds.
2. Any entry not accepted will be refunded in full, no other monies will be refunded. Funds for any entries not accepted will be refunded directly to the club.
3. Entries must be received before the closing date, acceptance of which will be on a first come, first served basis.
4. Details of accepted entries will be posted on the Windsor SC website as soon as possible after the closing date.
5. Closing Date for entries is 12:00 midday on Sunday 22nd October 2023.



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LICENCE No: 3SE231701

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6. Entries must include date of birth and Swim England registration number details; the names and club for each swimmer must be the same as that registered with the Swim England.
7. Note that entries will not be processed and accepted until payment has been received and cleared.
8. The submission of entries indicates acceptance of these conditions.
9. Individual entries will not be accepted without poolside supervision in accordance with Swim England requirements.
10. All entries must be accompanied by the purchase of Coach passes to support the attendance of Coaches, Team Managers and/or Chaperones. Clubs or individual entrants are accountable for ensuring that anyone allocated a Coach pass has been subject to appropriate checks and training in accordance with Swim England requirements.

ENTRY PROCEDURE

1. Entries are open from **10:00am** on the 25th September 2023. Any entries received prior to this time will not be processed. In the event of the meet being oversubscribed, entries will be accepted on a 'first come/first served' basis.
2. Club entries should be made in an electronic format using the Sports System Entry Manager software. The entry file set will be available for download via <http://www.windsorswimmingclub.co.uk>.
3. All clubs *must* return a fully completed signed Summary Entry Form (preferably by email).
4. Individual entries should also be made using the Sport Systems Entry Manager software and the Summary Entry Form (in the same manner as the club entries above).
5. Individual manual entries may be submitted using the Manual Entry Form on payment of an additional £15 admin fee per swimmer – we strongly encourage you to use the SportsSystem entry method.
6. Entries will be processed on a 'first come/first served' basis in the order of receipt of the entry forms. However, entries will only be entered into our systems and processed once a fully completed signed Summary Entry Form, any fees due and funds cleared. In summary you should:
 - a) Prepare your entries using Sport Systems Entry Manager.
 - b) Complete a Summary Entry Form.
 - c) Email the Summary Entry Form and Sport Systems Entry File to:
openmeets@windsorswimmingclub.co.uk
 - d) Make a bank transfer for the total fees due.

Please note that Swim England rankings may reject meet results containing database errors. The errors are often in the accuracy of the entrant's name, the official club name and date of birth. As recommended by the rankings department, all entries will be validated using the online entry tools available at www.swimmingresults.org.



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LICENCE No: 3SE231701

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Saturday 4th and Sunday 5th November 2023

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We recommend that clubs validate their entries using these tools prior to submission. Entries that are found to contain errors may be rejected.

WITHDRAWALS & REFUNDS

1. Entries may be withdrawn (with refund) up to the meet entry closing (which may be before the originally published closing date in the case of over subscription). When the meet entry closes early, this will be advised on the club website
2. Where a refund is due to withdrawal and not part of the promoter's obligations (e.g. cancellation of meet, over subscription and scratches), refunds will be subject to a £15 administration charge. With the exception of withdrawals due to injury or illness, no refunds for withdrawals will be made after the meet entry closing, which may be prior to the published closing date if the meet fills sooner.
3. Withdrawals due to injury or illness incurred after event entry, may be made up to 24 hours before the meet start. Full refunds (no administration fee) will only be provided on receipt of proof of injury or illness through a doctor's/medical certificate or similar.

PAYMENTS

1. Bank transfers should be made to the following account:

Account Name:	Windsor Swimming Club
Account No:	63400476
Sort code:	20-78-61
Reference:	L3NOV23- <i>Your club 4 letter code/name (eg L3NOV23-WINS)</i>

CHARGES

Individual events:	All events - £8.50 (including Regional Levy).
Coaches Passes:	£35 for both days, £20 for 1 day Includes lunch, programme, start sheets and full set of results emailed unless otherwise requested. Where different team members are attending different sessions, passes may be transferred to other users with permission of the meet organisers.
Spectators	£6.00 per session, £10 for 1 day. Children under 16 years old and O.A.Ps, free.
Programmes (or start lists)	Will not be printed but emailed in advance.

OFFICIALS

All clubs submitting entries are requested to assist in the running of the meet by supplying details of any Licensed officials (including qualification level) who are willing to assist at this Gala.



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LICENCE No: 3SE231701

Braywick Leisure Centre, Braywick Road, Maidenhead SL6 1BN
Saturday 4th and Sunday 5th November 2023
Promoters Conditions And Competition Rules

Swim England and their open meet licensing boards do not look favourably on any open meet that cannot provide the required number of licenced and qualified officials, thereby not meeting the licence requirements.

Swim England have the authority to downgrade the meet to a lower licence level and the times recorded by the swimmers would not be allowed into 'rankings' as at that date/level.

For this reason we therefore request that all clubs provide us with as many licenced officials as possible for this meet.

1. Therefore may we ask if clubs could ask their officials to sign up for the appropriate meet via the following link: <https://www.swim-meet.com/OfficialsSignup/Windsor/>
2. Our officials coordinator can be contacted via officials@windsorswimmingclub.co.uk.

FACILITIES

1. This gala will take place at **Braywick Leisure Centre, Braywick Road, Maidenhead, SL6 1BN** which offers a ten-lane 25m pool with anti wave lane ropes and AOE electronic timing.
2. Onsite parking. Charges apply Saturday between 9am-9pm (including Bank Holidays). Sunday's are free.
3. Onsite café. Note the café closes at 6pm.

WARM-UP

1. The pool will be available for warm-up at the start of each session. Timings will be as indicated in the schedule of events and the programme.
2. Warmup marshals will be appointed, but coaches must supervise their swimmers during this period so as not to endanger themselves or others whilst in the water.
3. Diving is not permitted during warm-up except in designated sprint lanes as advised by the warm-up Marshals.

GENERAL

1. The electronic timing display results are only provisional and may be overruled by the referee.
2. All swimmers aged under 18 must be under the direct supervision of the club coaches or poolside appropriate designated club representative(s), or chaperone, (who must be in possession of a poolside pass which must be visibly worn at all times), during warm-up, in competition, and whilst in the vicinity of the pool and whilst in the pool building.
3. For the safety and welfare of all swimmers, spectators, including parents/guardians are NOT allowed poolside or in the changing rooms during the meet.
4. For safety and comfort reasons, we request that all swimmers place their swimming bags in the lockers provided.



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LICENCE NO: 3SE231701

Braywick Leisure Centre, Braywick Road, Maidenhead SL6 1BN

Saturday 4th and Sunday 5th November 2023

Promoters Conditions And Competition Rules

5. The changing rooms are unisex and will be patrolled during the meet to ensure the safety of all the swimmers. It should also be noted that the Braywick leisure centre have security cameras in operation in this area.
6. Possessions and articles must not be left unattended as neither the promoters nor the Braywick Leisure Centre will accept any liability for any loss or damage that may occur during the meet. Windsor Swimming Club cannot take responsibility for lost or stolen articles.
7. Coaches and swimmers are to ensure that all litter is placed in the bin bags provided around the poolside.
8. Any appeals must be submitted in accordance with Swim England procedures and will be handled by the meet promoter and lead referee.
9. Any conditions not covered in the competition rules will be dealt with in accordance with the laws of the sport and at the discretion of the promoter. Depending upon the situation, the meet promoter or lead referee's decision, respectively, will be final. By submitting an entry, participants agree to be bound by any decisions made by the promoter and/or lead referee.

HEALTH AND SAFETY

1. All participants must observe the safety precautions in operation at the Braywick Leisure Centre.
2. Swimmers and coaches must ensure that they take no action that could potentially endanger themselves or others.
3. Swimmers must wear suitable clothing and footwear on poolside. Prior to leaving the pool area, swimmers must dry off and be wearing footwear and appropriate clothing (T-shirt in addition to their swimwear, as a minimum).
4. It is the responsibility of coaches and clubs to ensure that all swimmers are competent to the standard of the Swim England competitive start award. Only swimmers competent in the Competitive Start Award will be permitted to start from the block with a shallow racing dive. All other swimmers must start in the water.

DATA PROTECTION

The data you provide will be processed for the purposes of running the meet, including seeding, programme (online and printed), results, management of officials and management of child protection poolside. You agree that we may publish your (or your club members') personal information as part of the programme and results of the meet, and may pass such information to the governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include name, club affiliation, race times and disqualification codes, gender, disability classification and age category. To submit the data to us you must have obtained permission from the individuals for the uses specified.

Entries for this meet will be held and processed on a computer. By submitting entries, consent is deemed to have been given, as required by the General Data Protection Regulations (GDPR), to the holding and processing of the data in line with these conditions.



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MOBILE TELEPHONES

Mobile telephones must be switched on to silent during the competition and there must not be any flash photography at the start of each race.

Anyone who wishes to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

The use of cameras or mobile phones for taking photographs in the changing area is strictly forbidden. Only coaches and team managers may take photos or film races on poolside and these must comply with Swim England guidance and the focus of the filming should be of their swimmers only. Any swimmer or coach found to be breaking these rules will be reported to the Centre Management who will then act in accordance with their Operating Procedures. The club also reserves the right to take further action against anybody breaking this rule.

The safety of children and young people for this event is of paramount importance. If you have any child safeguarding concerns at the event, please contact the Meet Promoter.

CONTACT DETAILS

The meet is promoted by Devon Wilks (openmeets@windsorswimmingclub.co.uk), on behalf of Windsor Swimming Club.

For any information regarding the meet please see <http://www.windsorswimmingclub.co.uk> in the first instance (select the Windsor SC Open Meets item on the main menu).

For queries and submission of electronic entry files please email: openmeets@windsorswimmingclub.co.uk



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SCHEDULE OF EVENTS

"Female" and "Open" events will be swum separately. In accordance with Swim England's Transgender and Non-binary Competition policy, "Female" refers to Female swimmers and "Open" refers to all others including Male swimmers. For clarification on these definitions please refer to the Swim England website.

Entry of swimmers in the "Female" category will be taken as confirmation that their birth sex is female.

SATURDAY				SUNDAY			
Session 1 Warm up 11:30 / Start 12:30 Est. Finish tbd				Session 3 Warm up 10:30 / Start 11:30 Est. Finish tbd			
1	Open/Male 200m Individual Medley	201	Female 200m Individual Medley	201	Female 200m Individual Medley		
2	Female 200m Breaststroke	202	Open/Male 200m Breaststroke	202	Open/Male 200m Breaststroke		
3	Open/Male 100m Backstroke	203	Female 100m Backstroke	203	Female 100m Backstroke		
4	Female 100m Butterfly	204	Open/Male 100m Butterfly	204	Open/Male 100m Butterfly		
5	Open/Male 100m Freestyle	205	Female 100m Freestyle	205	Female 100m Freestyle		
6	Female 50m Breaststroke	206	Open/Male 50m Breaststroke	206	Open/Male 50m Breaststroke		
7	Open/Male 50m Backstroke	207	Female 50m Backstroke	207	Female 50m Backstroke		
Session 2 Warm up / Start tbd Est. Finish tbd				Session 4 Warm up / Start tbd Est. Finish tbd			
8	Female 200m Butterfly	208	Open/Male 200m Butterfly	208	Open/Male 200m Butterfly		
9	Open/Male 200m Freestyle	209	Female 200m Freestyle	209	Female 200m Freestyle		
10	Female 100m Individual Medley	210	Open/Male 100m Individual Medley	210	Open/Male 100m Individual Medley		
11	Open/Male 100m Breaststroke	211	Female 100m Breaststroke	211	Female 100m Breaststroke		
12	Female 200m Backstroke	212	Open/Male 200m Backstroke	212	Open/Male 200m Backstroke		
13	Open/Male 50m Freestyle	213	Female 50m Freestyle	213	Female 50m Freestyle		
14	Female 50m Butterfly	214	Open/Male 50m Butterfly	214	Open/Male 50m Butterfly		
NOTE: Programme and timings will be confirmed once all entries have been received							



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QUALIFYING TIMES – SHORT COURSE.

OPEN/MALE "Upper Limit Times" = No Faster than

EVENT/AGE	9	10	11	12	13	14	15+
50m Freestyle	30.50	30.50	28.40	26.90	25.40	25.20	23.80
100m Freestyle	1:05.90	1:05.90	1:01.80	58.50	54.70	53.50	52.20
200m Freestyle	2:24.20	2:24.20	2:14.70	2:08.40	2:00.70	1:59.30	1:57.00
50m Breaststroke	40.30	40.30	37.20	34.60	32.30	31.70	29.80
100m Breaststroke	1:28.30	1:28.30	1:21.40	1:16.30	1:09.90	1:07.70	1:06.30
200m Breaststroke	3:09.40	3:09.40	2:54.80	2:46.30	2:33.30	2:31.50	2:25.30
50m Butterfly	33.70	33.70	31.40	29.10	27.70	26.70	25.90
100m Butterfly	1:17.40	1:17.40	1:10.40	1:05.20	1:00.80	58.60	57.10
200m Butterfly	3:02.10	3:02.10	2:42.60	2:30.30	2:19.30	2:12.90	2:12.90
50m Backstroke	35.70	35.70	33.00	31.00	29.40	28.90	27.20
100m Backstroke	1:16.30	1:16.30	1:11.20	1:06.90	1:01.90	1:00.30	58.00
200m Backstroke	2:42.70	2:42.70	2:31.30	2:23.00	2:15.80	2:12.20	2:10.50
100m IM	1:16.80	1:16.80	1:10.10	1:07.00	1:04.20	1:02.80	59.20
200m IM	2:44.10	2:44.10	2:33.50	2:25.10	2:14.60	2:13.40	2:13.40

FEMALE "Upper Limit Times" = No Faster than

EVENT/AGE	9	10	11	12	13	14	15+
50m Freestyle	30.30	30.30	29.10	28.60	28.00	27.90	27.50
100m Freestyle	1:06.10	1:06.10	1:03.50	1:02.20	1:00.40	59.90	58.70
200m Freestyle	2:24.40	2:24.40	2:18.00	2:14.20	2:11.20	2:10.30	2:08.00
50m Breaststroke	39.30	39.30	37.70	36.20	35.50	35.50	34.10
100m Breaststroke	1:25.90	1:25.90	1:22.00	1:19.50	1:16.60	1:16.60	1:14.80
200m Breaststroke	3:03.70	3:03.70	2:57.80	2:51.50	2:50.10	2:48.20	2:43.00
50m Butterfly	33.20	33.20	31.60	31.10	30.20	30.20	29.30
100m Butterfly	1:15.70	1:15.70	1:11.50	1:09.80	1:06.60	1:06.60	1:04.30
200m Butterfly	2:55.50	2:55.50	2:42.70	2:39.70	2:34.00	2:31.30	2:26.70
50m Backstroke	34.70	34.70	33.50	32.60	31.90	31.90	30.50
100m Backstroke	1:14.90	1:14.90	1:11.20	1:09.20	1:07.50	1:07.50	1:04.80
200m Backstroke	2:40.30	2:40.30	2:33.10	2:29.00	2:26.70	2:26.70	2:18.30
100m IM	1:19.20	1:19.20	1:13.90	1:09.90	1:08.70	1:07.20	1:05.90
200m IM	2:43.40	2:43.40	2:36.80	2:32.90	2:30.10	2:29.20	2:24.20