



**Entries will close at
midnight on
Monday 25th September 2023**

Level 3 Autumn GOLD 2023

License #: 3LR231951



Sunday 8th October 2023

**K2 Leisure Centre
Pease Pottage Hill,
Crawley, RH11 9BQ**

**WHOLE
CLUB ENTRIES
ONLY**

Rules & Conditions

1. General Conditions

- 1.1. Bromley Swimming Club reserves full power over this event.
- 1.2. The meet will be held under Swim England Laws and Swim England Technical Rules and these Promoter's conditions.
- 1.3. The meet is licensed at Level 3.
- 1.4. The event will take place at The K2 Leisure Centre, Pease Pottage Hill, Crawley, RH11 9BQ in a 25m, 8- lane pool with electronic timing and anti-wave lane ropes. A secondary strobe is available.
- 1.5. Questions/queries regarding the meet should be directed, in the first instance, to the Promoter, Kim Longland at meets@bromleysc.com.
- 1.6. The meet promoter has the right to amend the programme or timings to ensure the smooth running and fairness of the event.

2. COVID

- 2.1. The promoter reserves the right to adapt this meet to align with UK government guidance and policies on COVID restrictions and lockdowns, and the requirements of the centre.
- 2.2. Please make all attending from your club aware of the contents of Appendix 2.

3. Programme of Events & Transgender Competition policy

- 3.1. The meet will be held over two sessions.
- 3.2. The events for both Female & Open/Men Events will be:
 - 3.2.2. 50m & 100m on all four strokes
 - 3.2.3. 100m Individual Medley
- 3.3. 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.
- 3.4. The full programme showing the order of events will be as shown in Appendix 1
- 3.5. All events will be swum with age groups combined and all Heats will be seeded (slowest to fastest) by entry time.
- 3.6. All heats will be spearheaded.
- 3.7. All Events will be run on a Heat-Declared-Winner (HDW) basis.

4. Age Groups

- 4.1. Ages are as of midnight on **8th October 2023**.
- 4.2. Age groups are 9, 10, 11, 12, 13, 14, 15 and 16+.

5. Awards

- 5.1. Awards will be made to:
 - 5.1.1. The Top 3 in all age categories.
- 5.2. Awards must be collected on the day and will not be posted.

6. Entries

- 6.1. The closing date for entries is midnight on **Monday 25th September 2023**.
- 6.2. The entry fee is £8.00 per event.
 - 6.2.1. The entry fee includes a levy charge per event payable to Swim England London Region.
- 6.3. Only entries from clubs will be accepted. **Individual entries will not be accepted.**
- 6.4. Club entries MUST be made via the Hy-Tek entry file. Please e-mail meets@bromleysc.com for this file and complete the Entry Summary Sheet attached (Appendix 3). Only BACS payments will be accepted (Sort Code: 40-46-20, Account No: 61407791). Please quote the event License # as the reference.

Receipt of entries will be acknowledged within 24 hours of receipt. Accepted entries will be confirmed, by the latest, 24 hours after the closing deadline subject to payment in full.

- 6.5. All competitors must be a Swim England registered member of the club in whose name they are entered on the closing date and remain so continuously until the meet is concluded at Club Compete level (old Category 2).
- 6.6. Swimmers may only represent one club at the meet.
- 6.7. 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.

7. Entry Standards

- 7.1. Entries must be slower than the listed upper limit times. Submitted entry times must be short course and achieved since 1 January 2022. "No-time" entries will be accepted subject to event session time limits (see over-subscriptions section).

8. Qualifying Times and Time Trials

- 8.1. Entries must be no faster than the Upper Time Limit (UTL) published for each event.
 - 8.1.1. Time trials for swimmers whose times are faster than the ULT may be permitted if the meet is under subscribed.
 - 8.1.1.1. Time trials will be accepted from Bromley & Crawley Swimming Clubs first and then on a first-come first served basis.
 - 8.1.1.2. Swimmers entering for time trial purposes will not be eligible to receive awards.
- 8.2. All times will be submitted to the Swim England Rankings.

9. Over-Subscription and rejections

- 9.1. The Promoter reserves the right to restrict the number of entries to meet the allocated pool time and Licensing conditions.
- 9.2. Entries will be accepted, first from Bromley & Crawley Swimming Clubs, then on a **first-come first served basis**.
 - 9.2.1. Time trials will be accepted from Bromley & Crawley Swimming Clubs first and then on a **first-come first served basis**.
- 9.3. If rejections are required then firstly whole clubs will be rejected (first-come first served and then the slowest swimmer from each age group will be removed, starting from the youngest age group. This process will be repeated until enough swimmers have been removed. Clubs will be advised as soon as possible after the closing date if any entries are rejected.

10. Withdrawals

- 10.1. This will be a 'sign-out' event.
- 10.2. Clubs are to inform us in advance of any known withdrawals at meets@bromleysc.com by noon on 7th October 2023, and Coaches are to report any last-minute withdrawals to the recorders desk at the beginning of the warm-up on the day of the Gala.
- 10.3. If you withdraw after the closing date, you are still required to pay for the events entered unless the withdrawal is due to a medical reason certified by a medical practitioner. A Proof will be required.

11. Coaches and Team managers

- 11.1. Coaches and Team Managers passes are £20.00 for the day and include admittance to the poolside at both sessions, lunch, and refreshments.
- 11.2. Up to two passes may be applied for the first 20 swimmers (to allow dual-gender team management which is recommended).

- 11.3. Additional passes may be applied for, one for each additional 10 swimmers entered at £20.00 per additional pass.
- 11.4. Coaches and Team Managers will not be allowed on the poolside without a pass.
- 11.5. The Promoter has the right to ask any unauthorised persons to leave the poolside.
- 11.6. Coaches and Team Managers passes must be requested using Entry Summary Form at the bottom of these Promotor Conditions with all requested information being completed.
- 11.7. Please notify us in advance of any special dietary requirements &/or allergies.

12. Officials

- 12.1. The event requires a minimum number of officials for each session. To help us cover all sessions fully, we would politely ask that those clubs entering more than 5 swimmers provide two officials or more per session (J1 in training or above).
- 12.2. Expenses will be offered to all officials in line with Bromley Swimming Clubs expenses policy. For further details please contact the meet promoter (meets@bromleysc.com).
- 12.3. Please indicate your wiliness to officiate by completing the form on our website under> Our Open Meets > Winter Gold 2023.
- 12.4. Please notify us in advance of any special dietary requirements &/or allergies.

13. Photography

- 13.1. Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photographs on social media. The Swim England Child Safeguarding Policy and Procedures, 'Wavepower 2020-2023' Section 2 guides the use of social networking (pages 92-95) and on photography (pages 86-88). Flash photography is always prohibited. Image-capturing devices must not be used in the changing area at any time for the purpose of taking photos.

14. Data Protection

- 14.1. Bromley Swimming Club uses a computer to manage entries and results. 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 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 have 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.

15. Starts

- 15.1. The meet will operate over the top starts throughout at the Referee's discretion, except for the Backstroke events. In the event of a faulty start, the swimmer must make a safe entry and not fall into the water. All swimmers

should remain in the water at the end of their race until told to leave the pool by the Referee.

16. Warm Up

- 16.1. A warm-up timetable and lane allocation will be posted and must be always obeyed.
- 16.2. Diving is not permitted during warm until sprint lanes are designated by Warm Up Marshall.
- 16.3. Coaches must supervise their swimmers during the warm-up so as not to endanger themselves or others whilst in the water.
- 16.4. The instructions of the Warm-Up Marshall, Announcer, pool lifeguards or others in authority must be obeyed immediately.

17. Swim Down

- 17.1. A continuous swim-down facility will be available, adjacent to the main competition pool and may be used during warm-ups at the discretion of the meet promoter and under the direction of the Warm-Up Marshall.
- 17.2. Coaches are responsible for supervising their swimmers when using this facility. If swimmers are not supervised, then permission to use the facility may be withdrawn by the Promoter &/or leisure centre.

18. Behaviour

- 18.1. Coaches and Team Managers are responsible for their swimmers' conduct at all times. The Promoter and the leisure centre management reserve the right to remove any swimmer or spectator from the pool area whose behaviour is either against pool rules or is affecting the running of the meet. Please be always safe and courteous. Anyone found causing damage or misbehaving will be banned from the meet.

19. Spectators

- 19.1. Adult spectator admission is £5 per day. Children under 16 are admitted free. There is a café and vending machines at the venue.
- 19.2. Should the need arise for social distancing to be observed we will be directed by government, Swim England and the Leisure Centre.

20. Results

- 20.1.** Results will be available Meet Mobile.

21. Safety

- 21.1. For the reasons of child protection, only officials, Coaches and Team managers with a pass, leisure centre staff, registered volunteers and swimmers shall be allowed poolside other than in the designated spectator area.
- 21.2. Spectators, officials and competitors must observe the safety precautions in operation at the K2 Leisure Centre and are asked to familiarise themselves with the location of all emergency exits and must abide by any rules laid down by the venue management. The emergency exits must be always kept clear.
- 21.3. Anyone observing anything they consider to be a safety hazard must report any issues immediately to a member of the leisure centre staff or the Meet Promoter.
- 21.4. The depth of the pool at ends of the pool is 1.8m and the swim down area is also 1.8m deep. The depth of the water at this venue is variable and coaches

should check the poolside displays for confirmation of the depth.

21.5. The starting blocks are 0.7m above the water level.

21.6. In the interests of those who may have nut allergies, the meet promoter requests that no products containing nuts may be brought to the meet.

22. Changing & Attire

22.1. This venue is a leisure centre, and the changing facilities may be open to the public during the meet. Swimmers must wear suitable clothing and footwear on the poolside and when moving around the leisure centre. No outdoor shoes are allowed on the poolside unless used exclusively as poolside shoes. Swimmers wearing wet clothing are not allowed outside the pool and changing room area. Swimmers are advised to remove all jewellery to prevent accidental injury to themselves and others.

23. Security

23.1. Bromley Swimming Club cannot be held responsible for the loss or damage to personal property and requests that all persons remove their belongings if they leave the premises at any time. Competitors and spectators must not leave their belongings unattended. Any lost property not claimed from the announcer during the meet will be handed to the leisure centre management for collection by the owner.

24. General information

24.1. There is a cafeteria at the leisure centre.

24.2. There is car parking is available at The Leisure Centre.

Any conditions not covered in the above information will be at the discretion of the promoter and Bromley Swimming Club. By entering this event, competitors and coaches agree to abide by these conditions.

Further information: If you require further information, please contact the meet promoter at meets@bromleysc.com

Bromley SC | Level 3 Autumn GOLD 2023 | Promoters Conditions (3 Aug 2023 V1)

Affiliated to Swim England London Region
(Under Swim England Law and Swim England Technical Rules of Swimming and the Promoters Conditions)



LEVEL 3 LICENSED OPEN MEET 2023
LICENCE NO. **TBA**
SUNDAY 8th October 2023
The K2 Leisure Centre, Pease Pottage Hill, Crawley, RH11 9BQ

Entries must be no faster than the Upper Limit Time (ULT) below. Times stated are Short Course times. Long Course converted times are acceptable. Ages are as at midnight on 8th October 2023

Open/Men						Women						
9/10	11	12	13	14	15+	EVENT	9/10	11	12	13	14	15+
31.59	29.08	27.65	26.70	25.39	23.14	50m Free	31.99	30.21	29.19	27.25	26.18	24.36
1.09.99	1.04.99	1.00.79	57.50	51.49	49.98	100m Free	1.11.89	1.03.99	1.02.99	59.22	57.93	53.13
39.99	38.99	35.30	33.51	32.28	26.90	50m Breast	38.99	37.99	36.99	34.28	33.28	29.63
1.32.99	1.24.89	1.15.99	1.11.49	1.08.19	56.76	100m Breast	1.32.39	1.24.29	1.20.49	1.17.19	1.11.89	1.10.89
36.08	32.12	29.95	28.79	27.68	24.50	50m Fly	33.55	32.95	32.69	28.91	28.38	26.19
1.21.99	1.11.69	1.06.59	1.03.79	1.00.09	54.74	100m Fly	1.21.29	1.14.59	1.10.79	1.04.69	1.02.19	56.80
36.99	34.29	32.56	29.45	28.04	24.94	50m Back	36.99	35.99	33.99	30.38	29.67	26.41
1.19.99	1.14.59	1.09.59	1.09.69	1.00.49	51.46	100m Back	1.19.99	1.14.89	1.10.39	1.04.59	1.02.09	1.01.59
1.22.79	1.19.40	1.13.99	1.07.50	1.05.30	57.30	100m IM	1.22.21	1.17.09	1.13.19	1.09.99	1.07.99	1.03.89

Appendix 1 – Programme of events

PROGRAMME

Age Groups: 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15, 16/o yrs,

Events: 50m and 100m Freestyle, Backstroke, Breaststroke and Butterfly and 100m IM.

SESSION ONE 08/10/23 WARM UP at 08:00 RACING STARTS at 09:00 FINISHES approx. at 1200			SESSION TWO 08/10/23 WARM UP at 13:00 RACING STARTS at 1400 FINISHES at 1700		
	EVENT			EVENT	
101	Open/Men’s 100 IM	HDW	201	Women’s 100m IM	HDW
102	Women’s 50m Breaststroke	HDW	202	Open/Men’s 50m Breaststroke	HDW
103	Open/Men’s 50m Backstroke	HDW	203	Women’s 50m Backstroke	HDW
104	Women’s 100m Backstroke	HDW	204	Open/Men’s 100m Backstroke	HDW
105	Open/Men’s 100 Breaststroke	HDW	205	Women’s 100m Breaststroke	HDW
106	Women’s 50m Freestyle	HDW	206	Open/Men’s 50m Freestyle	HDW
107	Open/Men’s 50m Butterfly	HDW	207	Women’s 50m Butterfly	HDW
108	Women’s 100m Butterfly	HDW	208	Open/Men’s 100m Butterfly	HDW
109	Open/Men’s 100m Freestyle	HDW	209	Women’s 100m Freestyle	HDW

Notes: - All Events are Heat Declared Winners. Results and programme will be available live on the day on Meet Mobile.

Awards can be collected as soon as official results are published and will be given to the **top 3** in all age categories (to be collected from the medals table). No Awards will be posted after the Event.

AGES AS AT 8th October 2023

Appendix 2 - COVID

Bromley Swimming Club is looking forward to welcoming you to our **Level 3 Winter Gold meet**.

The promoter reserves the right to adapt this meet to align with UK government guidance and policies on COVID restrictions and lockdowns.

All attendees, including swimmers, coaches, parents, helpers, and officials, are required to follow the Covid-19 Swim England and Government guidelines at the time of the event, as well as the Pool Operator's COVID-19 protocols (to be communicated to all participants nearer the event and subject to change). Anyone who has not adhered to these guidelines and protocols will be asked to leave.

The meet will only take place if COVID restrictions allow and is currently being planned on the assumption that some form of social distancing rules will be in place. The club will be working with the team at The Spa to ensure that this meet can operate safely and in compliance with any social distancing guidance. Everyone involved has a duty to protect each other.

As well as a potential limit on the numbers involved with the events, there may be protocols and procedures put in place around movement within the Leisure Centre, access times, hygiene, and social distancing. It is vital that, if required, these procedures and protocols are followed and that those involved with each club proactively assist the organisers in holding a COVID secure meet.

A consultation will take place with the appropriate bodies and The Leisure Centre if restrictions require us to cancel the meet. If the meet is cancelled, entry fees will be refunded.

If we are required to, we will implement COVID protocols and procedures as detailed below.

Disposable face coverings: It is advised you wear a face covering when not swimming or spectating. Please ensure you bring a face covering with you as they won't be freely available at the pool.

Covid Symptoms: If anyone planning to attend the event has any COVID symptoms or a high temperature of over 37.5°, they must not attend. If anyone has been in contact with someone who has tested positive and they are self-isolating but have a negative COVID test, then they cannot attend unless the period of self-isolation has ended. This is in line with current Government guidance - <https://www.gov.uk/coronavirus>

Appendix 3 Entry summary sheet

**Bromley Swimming Club Autumn Gold Meet 2023
Saturday, 8th October 2023**

License #: TBA

<p>Closing date for entries: Midnight on Monday, 25th September 2023</p> <p>Please email this completed form to meets@bromleysc.com Quoting the meet License # as the reference.</p> <p>DO NOT SEND ANY PAYMENT YET Once the closing date has passed, we will confirm the entries and then confirm the payment details</p>	<p>Entries must be submitted on HyTek Team Manager Files and sent by email to meets@bromleysc.com</p> <p>Non-HyTek users should use Team Manager Lite See http://www.hytektd.com/Updates/TM_Lite.pdf for instructions.</p>
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DECLARATION:			
1. All entrants are eligible competitors and are registered members of the below named club			
2. All entrants accept the Promoter's Conditions			
CLUB:			
CLUB CONTACT			
FULL NAME:			
FULL ADDRESS:			
E-MAIL ADDRESS:			
CONTACT TEL: (mobile for emergency contact)			
ENTRIES			
Male Individual Entries	Number	@ £8.00	£
Female Individual Entries	Number	@ £8.00	£
Total Entries	Number	@ £8.00	£
Coaches Passes	Number	@ £20.00	£
Only DBS-checked people will be allowed on the poolside. Please provide the Name, Swim England number, DBS number and date obtained for each Coach & Team manager Poolside.			
TOTAL PAYABLE:			£
BANK ACCOUNT DETAILS FOR REFUNDS			
Account name:			
Sort Code:			
Account Number:			

Appendix 4 – Poolside Team Staff

Full Name	Role (Delete as applicable)	Swim England Number	DBS # & Date Obtained	Current S&PC Cert Date Obtained
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			