



RUNNYMEDE Swimming Club

Affiliated to Swim England East Region and Essex ASA



JINGLE BELLS

Held under ASA Laws and Regulations and ASA Technical Rules of Racing and to the ASA Open Meet Licensing Criteria

Level 3 Licence 3ER181220

1st December 2018

Basildon Sporting Village, 138 Cranes Farm Road, Basildon, Essex, SS14 2BB

MEET CONDITIONS AND INFORMATION

1. The meet will take place at Basildon Sporting Village on Saturday 1st December and is licensed by Swim England at Level 3 under Licence No. 3ER[xxxxxx]. The meet will be run in accordance with ASA Laws and Technical Rules and these conditions.
2. Competitors must be Category 2 members of an affiliated club, eligible to compete and registered in accordance with ASA laws 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.
3. The promoter is Rhiannan Falkus on behalf of Runnymede.
4. The age groups for boys and girls are: 9,10,11,12,13,14/over
5. Ages are as at 1st December 2018.
6. *State the arrangements for medals and other awards* – e.g. Medals will be awarded to 1st, 2nd and 3rd placed swimmers in each age group.
7. The pool is 25m, anti-wave devices will be in place and AOE will be used.
8. Heats will be swum as mixed age with swimmers seeded by entry times.
9. Over the top starts may be used at the referee's discretion.
10. Upper cut-off times are provided and entries with No Time will be accepted.
11. 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 a single cheque or 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 an ASA Certificate of Swimming Disability or those swimmers whose ASA 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, paper entry forms and cheques should be posted to: Rhiannan Falkus, 148 Shipwrights Drive, Benfleet, Essex, SS7 1RF.
15. Entries together with entry fees must be received by the Promoter by 20th October 2018. The entry fee is £5.50 per event.

16. 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 club in question.
17. Accepted and rejected entries will be posted on the club website within 2 weeks of the closing date. No individual notification will be made unless a stamped address envelope is provided for accepted entries to be posted back.
18. 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.
19. Coaches' passes will be issued at a cost of £10.00 per club. There will be no entry to poolside without a pass and passes must be worn at all times.
20. Warm up protocol: Each warm up session will be divided into two equal length sessions. 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.
21. Results will be posted on club website and emailed to clubs after the competition and will be supplied to British Swimming for entry into the national rankings database.
22. In accordance with the ASA 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 the ASA guidelines for photography and use of photographs on social media. The ASA Child Safeguarding Policy and Procedures, Wavepower 2016-19 Section 2 provides guidance on the use of social networking (page 72-75) and guidance on photography (page 76-77). <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>. 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.
23. All participants must observe the safety precautions in operation at Basildon Sporting Village. Neither the Promoter nor Runnymede Swimming Club will be responsible for any loss or damage occurring during the meet.
24. Entries to the meet will be held on a computer and consent, as required by the Data Protection Act 1998 to the holding of personal information on computer, will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the Meet on application to the Promoter.

Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to ASA Laws, Regulations and the ASA Technical Rules of Racing.