

HARLOW PENGUINS SWIMMING CLUB

Affiliated to Eastern Region A.S.A.

ASA LICENCE LEVEL 3ER14074

warmly invites you to enter competitors in our Open Meet.

Saturday 22nd November 2014

This meet is being held over two sessions at 12.30 and 17.00

ENTRY CONDITIONS

1. **The Meet:** will be held at LeisureZone, Harlow. CM20 3DT, within walking distance of the town centre. Ample all-day parking is by token purchased for £2.50. **The pool** has eight lanes and fully complies with level 3 meet requirements. It has electronic timing which is for information only, and anti-wave lane ropes as well as a spacious viewing gallery.
2. **The competition:** will be swum under ASA Law and Technical Rules of Racing and is licensed by the ASA East Region as a level 3 meet.
3. **Competitors:** must be ASA Registered and have an ASA number validating that they belong to an affiliated club, (category 2). **Ages as at Saturday 22nd November 2014.** Age groups are years 9, 10, 11, 12, 13, 14, 15+.
4. The entry fees are £5.00 for each race. **Cheques shall be made payable to: Harlow Penguins Swimming Club.**
5. The official closing date for entries is **Wednesday 22nd October 2014.** Harlow Penguins Swimming Club reserves the right to close entries before this date to facilitate the smooth running of the Gala.
6. Entry will be on a first come first served basis, with the exception of 400m, where HPSC reserves the right to restrict entries on a "fastest time" basis to 2 heats. **Clubs with more than 10 entries will be expected to supply one qualified swimming official per 10 entrants.** Entries must be within the published limits. Upper Limit times (ULT) based on Essex County Age Group -20% and lower qualifying times (LQT) based on Essex County Age Group +20%. **ASA disability swimmers are invited to swim and are not bound by the ULT and LQT.**
7. The meet will operate a **cardless entry system.** Swimmers will be required to sign in no later than 30 mins before the start of each session **Late entries will only be accepted at the discretion of the promoter.** Entries must be accompanied by a stamped address envelope to receive accepted swim information **if email details are not submitted.**
8. Heats will be seeded on submitted times. **All events will be Heat Declared Winner.** Awards will be made for places **1 to 3** in each age group in each event (Not disqualified). There will be no separate disability awards.
9. Warm ups will be for a period of approximately 60 minutes before the start of each session. Coaches and Team Managers are required to supervise their own swimmers during this period to ensure a safe and smooth warm up.
10. Entries must be made on the official entry forms, as attached, or photocopies showing all relevant details as indicated. **No time=no swim. All entries of 5 or more must be made electronically.** Electronic entry packs may be obtained from www.harlowpenguins.com and shall be returned with summary report to openmeet@harlowpenguins.com
11. Coaches passes, costing £10.00, will only be available in advance. This entitles the holder to a programme, food between sessions and results if requested. Only licensed Coaches and ASA CRB registered Team Managers will be permitted poolside.
12. By submitting entries, consent is thereby given as required by the **Data Protection Act 1998** to the holding of personal information on computer.
13. **Safety and Security:** It is the responsibility of Coaches, Team managers and parents to ensure the safety of their swimmers. All swimmers should have an ASA Competitive start award and should obey all safety

notices and announcements. The organisers and pool management reserve the right to remove any spectator or swimmer from the pool area whose behaviour is against the rules of the pool or the efficient running of the meet. Stewards will be patrolling the centre and anyone found causing damage or seriously misbehaving, will be banned from the meet and refused entry to the building. The teaching pool area will be used by the Clerk of the Course to assemble swimmers prior to each event. **There is to be no swimming in the teaching pool.** For health and safety reasons only small bags will be allowed poolside. **Lockers are available operating on a non-refundable 20 pence coin.** Any large bag will be removed by a clerk of the course. Neither H.P.S.C nor the pool management will be held responsible for any loss or damage to personal property.

14. **Poolside:** Pool shoes and clothing are essential for all competitors, as swimmers will not be allowed in the spectator's area in wet swimwear. At no time will glass containers or bottles be allowed on poolside or in the changing village.
15. **Photography:** In line with the recommendations in the ASA Child Protection Policy, the Event Organiser insists any person wishing to engage in any type of photography **MUST** register their details at the pay desk before carrying out any such photography.
16. **Litter:** Spectators and swimmers must place all litter in the receptacles provided.
17. **Results:** Will be posted poolside and in the spectator gallery. At the end of the meet results will be available to download from www.harlowpenguins.com
18. The promoter reserves the right to alter or amend any of the published rules and conditions as necessary. Any situation not covered by the published rules and conditions will be handled at the discretion of the promoter. The promoter's decision shall be final.
19. **Closing date:** Wednesday 22nd October 2014
20. **Payment:** Cheques should be made payable to H.P.S.C (one cheque per club). If an entry has been submitted electronically only the summary sheet is required do not send entry forms.
21. **Return entries to:** Jonathan Chan; 117 Parsonage Leys. Harlow. Essex. CM20 3PH.
openmeet@harlowpenguins.com