

1. MEET ADMINISTRATION

- 1.1. The Meet Manager for this meet is Alan Thurlow (alan.thurlow@londonswimming.org).
- 1.2. The Promoter for this meet is Nick Hallam (london_region_meets@icloud.com).
- 1.3. The Lead Referee is Hannah Davies (hannah@familydavies.co.uk)
- 1.4. Closing deadline for entries and full payment is midnight on 12th April 2023.
- 1.5. A swimmer's age shall be determined as at midnight on 31st December 2023.
- 1.6. Times must have been achieved on or after 13th April 2022 at a licensed meet defined in paragraph 4.6 below.

2. GENERAL CONDITIONS

- 2.1. This Meet shall be conducted Long Course under Swim England Laws, Regulations and Technical Rules of Swimming, the relevant World Para Swimming Rules and these Promoter's Conditions.
- 2.2. The event conditions may be revised in response to guidelines from the Operator, Government and Public Health England related to COVID-19 and sporting competitions.
- 2.3. In the interest of safety, to keep the event within the available time booked at the hosting facility and to ensure the smooth running of the Meet, the London Swimming Events Team reserve the right to restrict the number of entries in any given event. In all cases, competitors with the fastest times, after converting to the meet course, by age group will take preference.
- 2.4. Time Trials will not be permitted during this Meet.
- 2.5. Swim England London remind all those attending these Championships wishing to use cameras, video or digital image capturing devices (including mobile phones) that they should only do so after reference to their obligations and the recommendations laid down in Wavepower 2020-2023, the Swim England Child Safeguarding Policy & Procedures and other Swim England Photography guidance. Photographic equipment must not be used anywhere in the changing rooms.
- 2.6. With the specific exception of official photographers appointed by Swim England London, flash photography is prohibited at all times during the Meet.
- 2.7. There will be a secondary strobe available at the venue.
- 2.8. The spectator entry fee will be posted on the Meet web page on the SE London Website.

3. DATA PROTECTION.

- 3.1. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by London Swimming. With respect to this meet we will process personal data for the legitimate purpose of running the gala. The items of personal data processed are name, Swim England number, date of birth, gender and para-swimming classification if applicable. During the gala we will process name, gender and competition age in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic submission made to British Rankings. We will also share the full results of the meet, excluding the dates of birth of swimmers, with the competition secretaries of those clubs taking part.
- 3.2. After the gala the personal data processed will be stored securely in both document and electronic formats for 12 months and then erased. This period of storage permits the accurate response to enquiries about the gala and provides statistical information for the purpose of designing the following year's gala. No personal data will remain on any electronic timing systems used to run the gala. You have the right to have your personal data erased from our systems if you have withdrawn from the gala. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

4. ELIGIBILITY FOR ENTRY

- 4.1. The Meet is open to eligible competitors, as defined by Swim England, who are members of clubs affiliated to Swim England London.

- 4.2. A competitor must be a registered member of the club in whose name they are entered at the closing date.
- 4.3. All para swimming competitors must have an authorised IPC Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or IPC Swimming classification database at the time of entry.
- 4.4. A competitor may not take part in this Meet if they are competing in another region's equivalent meet.
- 4.5. All events have long course and short course entry consideration and qualifying times.
- 4.6. Competitors must have equalled or bettered the published entry consideration times on or after 13th April 2022 at an event licensed at levels 1, 2 or 3 by Swim England or WASA, or Levels 1 or 2 by SASA. The entry time must be registered on one of the Swim England rankings databases. Converted times are not permitted for entry.
- 4.7. All para swimming competitors must have matched or bettered the published Para-Swimming Consideration Times for the stroke/distance entered since 13th April 2022.
- 4.8. By submitting an entry to this Meet, a competitor - or in the case of a competitor being under 18 years of age during the meet, the competitor's legal guardians – attest to the fitness and ability of the competitor to complete the event without foreseeable injury or incident and without causing delay to the event schedule.

5. AGE CRITERIA

- 5.1. Age Groups swum in the meet will be 11/12,13,14,15,16 and 17 & Over. We are including a separate qualifying and consideration time for 17 year olds but they will swim together with those over 18 years of age in the 17 & Over age group.
- 5.2. Age Groups for team events will be 14 to 16 and 17 & Over.

6. EVENTS

- 6.1. There will be individual and team events.
- 6.2. The team events will be:
 - 6.2.1. 4x100m Freestyle
 - 6.2.2. 4x100m Medley
 - 6.2.3. 4x200m Freestyle
- 6.3. Individual events will be:
 - 6.3.1. 50m, 100m, 200m, 400m, 800m, 1500m Freestyle
 - 6.3.2. 50m, 100m, 200m Backstroke, Breaststroke, Butterfly
 - 6.3.3. 200m, 400m Individual Medley
- 6.4. Para-Swimming competitors may swim in the following events:

Stroke/Distance	Range of Classifications
Freestyle – 50m & 100m	S1 - S14 (inclusive)
Freestyle – 200m	S1 - S5 (inclusive) & S14
Freestyle – 400m	S6 – S14 (inclusive)
Backstroke – 50m	S1 – S5 (inclusive)
Backstroke – 100m	S1, S2 & S6 – S14 (inclusive)
Breaststroke – 50m	SB1 – SB3 (inclusive)
Breaststroke – 100m	SB4 – SB9 & SB11 – SB14 (inclusive)
Butterfly – 50m	S1 – S7 (inclusive)
Butterfly – 100m	S8 – S14 (inclusive)
Individual Medley – 200m	SM5 – SM14 (inclusive)

7. VENUE

7.1. The locations and dates of competition are shown in the following table:

Dates	Licence Nos.	Locations	Events
22/23 April 2023	1LR230509	K2 Leisure Centre, Crawley, West Sussex	Please see the Schedule of Events
29/30 April and 1 May	1LR230510	London Aquatics Centre, Queen Elizabeth Olympic Park, Stratford, London	Please see the Schedule of Events

8. ENTRY FEES

- 8.1. The entry fee for each event (with the specific exception of the 800m & 1500m Freestyle events) shall be £12.00.
- 8.2. The entry fee for the 800m & 1500m Freestyle events shall be £15.00.
- 8.3. The entry fee for all team events shall be £20.00.
- 8.4. Full payment for entries submitted must be received by the Meet Manager on or before the stated entry deadline.
- 8.5. Entries will not be accepted from clubs with an outstanding debt to SE London.
- 8.6. Refunds shall only be issued:
 - 8.6.1. where the meet is cancelled, or
 - 8.6.2. where there is a significant change to the schedule that results in a change of venue or session for the event entered, meaning that the competitor cannot swim, or
 - 8.6.3. where, in accordance with 11.7, entries have been rejected for meet management purposes.

9. ENTRY PROCEDURE

- 9.1. An Events file containing the full schedule of events is available for download from the Swim England London website. This file should be used in conjunction with the "Hy-Tek Team Manager" software or another compatible team management application.
- 9.2. All eligible entries must be made by clubs in the standard electronic format produced by HyTek's Team Manager or an equivalent compatible application.
- 9.3. Entries must be submitted through the On-Line Entry Portal.
- 9.4. Para swimmers must enter using the Individual entry option in the On-Line Entry Portal.

10. MEET PROCEDURE

- 10.1. All events of 400m or more shall be heat declared winner and will be seeded in accordance with FINA rules.
- 10.2. Specifically, for the 400m events, there will be a single open final for the fastest 8 swimmers from the heats.
- 10.3. All other events will have finals and will also be seeded in accordance with FINA rules.
- 10.4. All finals will be a minimum of 8 lanes.
- 10.5. Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedures.
- 10.6. Any Para-Swimming competitor who qualifies for a final may swim in that final.
- 10.7. There will be no finals for para swimmers swimming in multi-classification events.
- 10.8. Start sheets for the heats will be posted on-line and provided to coaches at the meet who display a poolside pass. Start sheets for the finals will also be available on-line and one copy will be posted for coaches and swimmers to view.

11. WITHDRAWAL SYSTEM

- 11.1. Competitors (or their representatives) who are not intending to swim must submit official withdrawal forms, either electronically as prescribed on the competition website - up to midday on the Friday before the start of each of the competition weekends, or at the Withdrawals table

- at the pool by completing an official withdrawal form no later than 50 minutes before the advertised starting time of the first event in each heat session
- 11.2. An announcement will be made of the finalists and 2 reserves for each event as the meet progresses. The announcement will include a time by which finalists and reserves can withdraw from a final.
 - 11.3. A fine will be levied on the club under whose name the swimmer is entered if a swimmer does not withdraw from a final in time and does not swim.

12. MARSHALLING

- 12.1. It is the responsibility of the competitor to report to the Competition Stewards in the designated Marshalling area in good time for their event. Heat start lists for each event will be posted online and in a designated area of the venue before each session starts and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.
- 12.2. Upon entry to the Marshalling area, the athlete must ensure that they report to a Steward and be registered as being present. Competitors must follow the directions of the Competition Stewards at all times.
- 12.3. All competitors must enter the Marshalling area 'race ready' as under normal circumstances having entered the Marshalling area they should remain in its confines until led onto the pool deck for their race.
- 12.4. Coaches/chaperones will not be allowed in the Marshalling area at any time.

13. COACHES, CHAPERONES AND PERSONAL CARE ATTENDANTS

- 13.1. All coaches, chaperones and personal care attendants who wish to be on deck/poolside during the event must have a valid Pass.
- 13.2. Passes are available from the Swim England London website.
- 13.3. Passes issued by the Swim England Poolside Pass system must be downloaded by the individual before attending the meet and payment must be made on application. Pouches and lanyards will be provided at the entrance desk.
- 13.4. A Level 2 Teacher may attend on poolside but will need to apply for a pass from Swim England London through the London website links. The cost of this pass will be billed to your club after the meet.
- 13.5. Personal care attendants are only permitted for para swimming competitors where assistance is permitted on their code of exceptions. Such attendants will be excluded from any restrictions and will be given the same accreditation as the competitor for whom they have personal care responsibilities.
- 13.6. Passes must be clearly displayed at all times when on deck/poolside.
- 13.7. Passes are made available to clubs and their coaches to ensure the safety and wellbeing of their swimmers. Clubs must ensure there are enough adults with valid passes to provide adequate supervision.
- 13.8. All coaches and chaperones applying for a pass must have valid data on the appropriate Swim England system. It is your responsibility to ensure this data is current and that you apply in good time.

14. AWARDS

- 14.1. The first, second and third placed competitors in each age group in each event shall be awarded medals. No medals will be awarded for the open finals.
- 14.2. There shall be no official presentation of medals. A podium will be available for photos.
- 14.3. Medals will be available for personal collection from the Presentation Desk subsequent to the publishing of the official results for each event.
- 14.4. Medals not collected during the meet will not be made available subsequent to the meet.
- 14.5. Medals for para swimmers will be awarded, on a multi-classification basis, to the first three places in each event which will be allocated to the top three BPS points scorers.

- 14.6. Where there are only three para swimming competitors in an event, only the top two placed competitors will receive medals.
- 14.7. Where there are only two para-swimming competitors in an event, only the winner will receive a medal.
- 14.8. If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.

15. FINES

- 15.1. Any swimmer who does not swim in a final and who has not withdrawn in accordance with these conditions will be fined £25.
- 15.2. Such fines will be levied on the swimmer's club and will be issued after the meet.

16. DISPUTES

- 16.1. Any dispute shall be determined by the Swim England London Events Team.

17. BANK ACCOUNT FOR PAYMENT OF ENTRY FEES

- 17.1. Sort Code: 40-20-09
- 17.2. Account Number: 41469932
- 17.3. Account Name: ASA London
- 17.4. Payment Reference: As provided by the entry portal