



1. MEET ADMINISTRATION

- 1.1. The Promoter for this meet is Alan Thurlow (alan.thurlow@londonswimming.org).
- 1.2. The Meet Administrator for this meet is Nick Hallam (Swimmingeventschair@londonswimming.org).
- 1.3. The Lead Referee is Ralph Shortland (ralph.shortland@londonswimming.org).
- 1.4. The closing deadline for entries and full payment for the Age Group and Long Distance events is 10pm on 2nd March 2022. The closing deadline for entries and full payment for the Youth events is 10pm on 20th April 2022.

2. GENERAL CONDITIONS

- 2.1. This Meet shall include multi-classification events and 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. The event itself will be operated under an agreed COVID mitigation plan which all participants will be required to agree to as part of an opt in to the meet.
- 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 SE 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. With the specific exception of official photographers appointed by Swim England London, flash photography is prohibited at all times during the Meet.
- 2.6. There will be a secondary strobe available at the venues.

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 qualifying times.
- 4.6. Competitors must have equalled or bettered either of the published entry qualifying times on or after 1st January 2021 at an event licensed at any level by Swim England, WASA or 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 1st January 2021.
- 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 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. A swimmer's age shall be determined as at midnight on 31st December 2022.

6. EVENTS

- 6.1. There will be team and individual events as set out in the Schedule of Events document that accompanies these conditions. There shall be separate long distance (1500m and 800m) events for males and females although they will be swum combined.
- 6.2. 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) |

- 6.3. Para-swimmers must be a minimum of 11 years of age and will compete with their appropriate age group.

7. VENUES

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

| Dates | Licence Nos. | Locations | Events |
|-------------|--------------|---|---|
| 12/13 March | 1LR220484 | K2 Leisure Centre, Crawley, West Sussex | Age Group Championships and Long Distance for all swimmers. |
| 19/20 March | 1LR220485 | London Aquatics Centre, Queen Elizabeth Olympic Park, Stratford, London | Age Group Championships |



| Dates | Licence Nos. | Locations | Events |
|-------------------------|--------------|---|---|
| 30 April and 1/2 May | 1LR220486 | London Aquatics Centre, Queen Elizabeth Olympic Park, Stratford, London | Youth Championships and all Team Events |

8. ENTRY FEES

- 8.1. The entry fee for each event (with the specific exception of the 800m & 1500m Freestyle events) shall be £10.00;
- 8.2. The entry fee for the 800m & 1500m Freestyle events shall be £12.00; and
- 8.3. The entry fee for all team events shall be £15.00.
- 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 will not be considered with the specific exception where Clause 2.3 has been exercised or where the swimmer has tested positive for COVID-19 or where a medical condition has arisen after the closing date but before the start of the meet. Medical evidence must be provided in the latter case.

9. ENTRY PROCEDURE

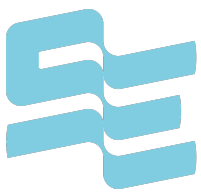
- 9.1. Two Event files containing the full schedule of events for the Age Group competition and two Event files containing the full schedule of events for the Youth competition are available for download from the Swim England London website. These files should be used in conjunction with the "Hy-Tek Team Manager" software or another compatible team management application.
- 9.2. Each pair of event files consists of a Qualifying entry file with Qualifying Times, the achievement of which will ensure entry into the relevant competition subject to clause 2.3 above, and a Consideration entry file that has a lower set of Qualifying Times and an Upper Limit Time equal to the Qualifying Entry times. Entries processed using the Consideration file will be accepted until the meet is full.
- 9.3. All eligible entries must be made by clubs in the standard electronic format produced by HyTek's Team Manager or an equivalent compatible application.
- 9.4. Entries must be submitted by completing the Entry form on the website. The closing deadline for both Qualifying and Consideration entries for the Age Group events and all Long Distance events is 10pm on 2nd March 2022 and for the Youth events is 10pm on 20th April 2022.

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. All other events will have finals and will also be seeded in accordance with FINA rules.
- 10.3. All finals will be a minimum of 8 lanes.
- 10.4. Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedures.
- 10.5. Any Para-Swimming competitor who qualifies for a final may swim in that final.
- 10.6. There will be no finals for para swimmers swimming in multi-classification events.
- 10.7. Start sheets for the heats will be posted on-line and will not be provided at the meet. Start sheets for the finals will also be available on-line, one copy will be posted for coaches and swimmers to view, and a copy will be available for each club who has a swimmer in a final.

11. WITHDRAWAL SYSTEM

- 11.1. Competitors (or their representatives) who are not intending to swim in the Age Group competition or Long Distance events must submit official withdrawal forms, either electronically as prescribed on the competition website - up to midday on Friday 11th March 2022 (the day before the start of the competition), 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 session.
- 11.2. Competitors (or their representatives) who are not intending to swim in the Youth competition must submit official withdrawal forms, either electronically as prescribed on the competition website - up to midday on Friday 29th April 2022 (the day before the start of the competition), 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 session.
 - 11.3. 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.
 - 11.4. 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 your responsibility to report to the Competition Stewards in the designated Marshalling area in good time for your event. Heat start lists for each event will be posted on-line 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 website for each weekend at a cost of £15 or all SE London meets in 2022 including Open Water at a cost of £50. Payment will be taken by credit or debit card at the point of booking the pass.
- 13.3. 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 is the same as the passes issued by Swim England and will be billed to your club after the championships.
- 13.4. 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.
- 13.5. Passes must be clearly displayed at all times when on deck/poolside.
- 13.6. 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 on poolside with valid passes to provide adequate supervision.
- 13.7. Pass applications can be made by completing and submitting the application form (the link is available on the event page on the Swim England London website). The pass will be issued by the Swim England Poolside Pass system and must be downloaded by the individual before attending the meet. Pouches and lanyards will be provided at the entrance desk.
- 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.

14. AWARDS

- 14.1. For HDW (Heat Declared Winner) events, the first, second and third fastest swimmers in each age category (11/12, 13, 14, 15, 16 and 17&O) in each event shall be awarded medals.



- 14.2. For events decided by Finals, the first, second and third fastest finalists in each age category (11/12, 13, 14, 15, 16 and 17&O) in each event shall be awarded medals.
- 14.3. There shall be no official presentation of medals. 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 and will be allocated to the top three BPS points scorers in each event in each of the Age Group and Youth competitions separately.
- 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 confirmation