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**Level 4 Invitational Distance Meet**

**Sunday 28th April 2019**

**Licence Number 4SE191323**

**Meet Info Pack**

**MEET INFORMATION**

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| **SESSION** | **EVENT** | **SUNDAY 28th APRIL 2018** |
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| **1**  |  | Boys/Girls 800 Freestyle |
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This competition will be held at Bicester Leisure Centre, Queens Avenue, Bicester, OX26 2NR

Invited Club: Banbury swimming club, Kidlington and Gosford swimming club and Witney and District

WARM UP AND START TIMES

Session 1     Warm Up: 4.00pm – 4.30pm

Start: 4.45pm

Expected finish time 7.45pm

These are mixed events you may be swimming with the opposite gender in the same heat.

**RULES AND CONDITIONS**

**Introduction**

The objective of this meet is to adhere to the British Swimming philosophy of providing competition for all and to meet the mission statement “Every swimmer has the opportunity to swim in appropriate, quality competition to enable them to achieve their true potential”. This meeting will be held under Swim England Laws and Regulations and Swim England Technical Rules of Racing.

**Swimming/Spectator Area**

For the purpose of this meet, Team Managers will be responsible for the conduct of their swimmers. It is therefore expected that Team Managers will remain with their swimmers at all times.

The following requirements should be brought to the attention of competitors, team staff and spectators. Swimmers area will be situated around the small pool/shallow end of the main pool. Entry to the swimmers’ area is through the changing village and onto the poolside.

Spectators on arrival should come upstairs via the back stairs. There will be a charge for entry (£3 for the session) per spectator. Children will be free. Programmes are £1 each. The meet will also be on the meet mobile app. There will be café viewing and the gallery above the pool.

It should be noted that no-one will be permitted into the changing village, poolside or swimming/spectator seating area until the Promoters and/or Meet referee are satisfied that Health and Safety Rules have been met in full.

Apart from initial registration, access to the corridor behind the pool is only accessible by officials, volunteer poolside helpers and swimmers. It is not possible to sit or stand in the corridor to watch the competition.

There will be someone at the door if you have any queries.

**Swimmers under 16: A parent or guardian should stay at the pool during the sessions as swimmers will be able to leave poolside during breaks.**

**Raffle**

There will be a raffle which will be drawn during the session.

**Poolside**

**Bags:** Please bring only small bags on poolside (e.g. a drawstring per bag). Please leave large bags in lockers. Swimmers will be asked to take large bags off poolside.

**Lockers:** Please lock your clothes and big bag in a locker in the changing village (£1 coin operated-refundable) as no valuables should be left unattended. Remember to keep your locker key safe. Please do not leave your clothes and belongings on the benches in the changing rooms as these are likely to be removed. The promoter cannot accept liability for any loss or damage that may occur.

**Jelly (raw or prepared) and nuts of any kind are not allowed on poolside at any time.**

**Phones and other gadgets:** Any phones or other gadgets brought on poolside are brought on at the swimmers own risk. The space on poolside is extremely tight and so there is always a risk that they could be damaged e.g stood on or get wet. Please also read below re camera use.

**Leaving poolside:** Swimmers are expected to stay poolside for each session until they have finished their last race in session. When they have finished their last race they should let a poolside helper know that they are leaving poolside to go up to parents in the café area (please read below re clothing).

**Café area**

**Clothing:** Swimmers should wear shorts, t shirts and appropriate shoes each time they go upstairs. Swimmers should not go upstairs just in their swimsuits or in their swimsuit with a towel.

**Racing**

**Whipping area:** Swimmers will be sat round the edge of the pool. Swimmers should listen out for their name being called to go round to the whipping area for their races.

The whipping area will be along the wall where the health suite is. Swimmers will be put in the right order to go round for their race. Once put in order, swimmers should refrain from changing places etc.

**At the start of a race:** Swimmers and spectators should stay quiet at the start of the races. Swimmers should also stand still if they are walking at the start of the race.

**After the race:** After the race, swimmers should go out to the corridor behind the blocks and then make their way back to their space via the changing rooms. Swimmers should not hang around in the changing rooms.

**Results:** Results will be available on meet mobile as soon as possible. Hard copies will be put on the notice board. Swimmers can check this out during the break.

**Parking**

Parking at Bicester Leisure Centre is free.

**Data Protection**

All data relating to the entry and results processing will be held on computer using Hy-Tek Meet Manager system software. Results of the meet will be sent to Swim England within 5 working days for the purposes of ranking. Swimmer entries will be managed on a computer. By submitting entries, consent is thereby given, as required by the GDPR act 2018, to the holding of personal information on computer. Personal data will be available for inspection during the meet upon request.

**Camera Use**

Photography and filming will be under the wave power and Swim England guidance, an announcement will be made at the start of the session outlining this guidance.

The use of mobile phones for taking photographs in the changing area or on poolside is strictly forbidden. Any swimmer or coach found to be taking photos in these areas will be asked to leave the building and will take no further part in the competition.

**Entries**

**All entries to Kay Hoffman by 18 March**

The promoters reserve the right to limit the number of entries in any event. If the meet is over subscribed swimmers will be scratched equally across the age groups.

Swimmers in an event will be seeded on submitted times irrespective of age group.

Swimmers may enter on N/T, however, swimmers must check with coaches that they can complete the distance in a reasonable time.

No entries will be accepted after the closing date. Refunds will be given to Hy-Tek Meet Manager rejected entries or due to medical reasons with a doctor’s note only (within 1 week of the event) and not to invalid or incorrect entries, or if you withdraw after the closing date. The organisers' decision is final.

**Events -** All are Heat Declared Winners. Manual timing will be used.

**Pool**

The competition pool is a 6 lane 25m pool with a water depth of 2m at the deep end reducing to 1m at the shallow end. Anti-turbulence lane ropes will be used, with turning flags at each end and turning cards at the deep end. Swimmers are NOT to enter the small/learner pool at any time.

**Registration and Active Withdrawal**

It will be assumed that if you have registered you are doing the race that you have entered and paid for unless you inform us that you wish to withdrawal from a race.

The meet will be run by active withdraw. The head coach/team manager is expected to submit withdrawal forms for swimmers who are not intending to swim no later than 15 mins after the start of the warm up.

Please note that there is no refund for non-attendance or if you withdraw from a race.

**Awards**

**Awards** will be made to the fastest 3 swimmers in each age group.

Girls/boys 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17yrs +over

And masters.

**Swimmers**

All swimmers must report to the Competition Stewards when instructed to do so. Any competitor not reporting on time may be excluded. All swimmers must be able to execute a competitive racing dive as laid down in Swim England law or they should start in the water. It is the swimmer’s or their representative’s responsibility to inform a meet official of any reason why they cannot conform to Swim England technical rules of racing; this should be done before the event in which they are taking part commences. No swimmer should topple into the water in the event of a false or faulty start; a proper shallow dive must be performed.

**Poolside Officials**

Since the Invitational Distance Meet will require many helpers, all clubs entering are requested to supply qualified officials – please refer to the Club Summary Sheet for details. If you have any preferences please note them on the form otherwise we will advise you of your allocated duties nearer the day. Refreshments (including light snacks during Official’s break) will be provided for all officials.

**General**

Where events are not covered by the above Conditions they will either be referred to the Meet Referee for a decision on technical issues or to the Promoter. The outcome of any decision will be based on Swim England Law or Technical Rules or in the spirit of fairness and equity and will be announced accordingly.

\*The Referee will operate over the top starts in the interest of saving time. \*The Promoter reserves the right to remove, from the competition, a swimmer who displays unacceptable behaviour or language. \* Any person abusing a member of the open meet team either verbally or via email will cause their club to be rejected from any future Bicester open meets. \*Bicester do not accept any responsibility for HyTek files that are entered incorrectly and will not make any changes to times or events entered for swimmers. \*Bicester are not responsible for any swimmers from other clubs. All clubs are expected to follow the Swim England Wavepower guidelines on coaches/chaperones to swimmers ratio. \*Any situation not covered by the above Rules & Conditions will be handled at the discretion of the Promoter.

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