

# HARLOW & BISHOPS STORTFORD SWIMMING CLUBS

Affiliated to Swim England Eastern Region

warmly invite you to enter competitors in our  
**2025 Regional Qualifying Meet**  
**Swim England Level 3 Licence: 3ER250178**

This meet is being held over two sessions:  
Saturday 22<sup>nd</sup> March 2025: Session 1 at 12.30. Session 2: tbc

## ENTRY CONDITIONS

1. **The Meet:** will be held at Leisurezone, Harlow, CM20 3DT. The leisure centre is within walking distance of the town centre. All-day parking is available by token and paid for on departure.
2. **The pool** length is 25 metres, with 8 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. **A secondary strobe may be attached to the starting equipment.**
3. The meet will operate a **SportSys entry system.**
4. **The Promoters** of the Meet are Claire Miller and Danielle Reilly, on behalf of Harlow & B Stortford Swimming Clubs.
5. **The competition:** shall be swum under Swim England Law and Technical Rules of Racing and will be licensed by the Swim England East Region.
6. **Competitors:** must be Swim England Registered and have a Swim England number validating that they belong to an affiliated club, (category 2). **Ages as at 22<sup>nd</sup> March 2025.** Age groups are years 9, 10, 11, 12, 13, 14, 15, 16/OV.
7. Events shall be as published and vary according to age group. Heats will be seeded on submitted times. **All events shall be "timed finals".**
8. Entries will be limited based on a maximum number of heats per event. Entrants shall be selected on a "fastest overall swimmer" basis. **Swim England disability swimmers shall be included in the heats and will not be bound by the Qualifying Times or rejection criteria.**
9. Awards will be made for places 1 to 3 in each age group in each event. There will not be separate awards for disability swimmers.
10. In accordance with the licencing rules, upper limit qualifying times shall be as published.
11. 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](http://www.harlowpenguins.com) and shall be returned with summary report to [openmeet@harlowpenguins.com](mailto:openmeet@harlowpenguins.com)
12. The Data Protection Act 2018 requires us to provide you with certain information and to obtain your consent before processing data about you. Processing includes: obtaining, recording, holding, disclosing, destruction or retaining information. We require certain personal data for the purposes of making entries to the competition, managing the Meet and the submission of results to Rankings. The information provided by you will be processed in accordance with the Data Protection Act 2018. **Consent to process such personal data is deemed to have been given by the submission of the entry.** Where the personal data of competitors, officials and coaches/team managers has been passed to us by a third party such as a club rather than by the individuals themselves, we rely on the third party to ensure the consent has been obtained.
13. **Safety and Security:** It is the responsibility of Coaches, Team managers and parents to ensure the safety of their swimmers. Swimmers shall obey all safety notices and announcements. Only those swimmers who

have reached the standard of the Swim England Competitive Start Award shall be permitted to start with a shallow racing dive from the starting blocks. 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 centre or obstructs 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 club nor the pool management will be held responsible for any loss or damage to personal property.

14. **Safeguarding:** All persons attending this event must abide by Swim England's Safeguarding Policy as published in Wavepower <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

The use of a mobile phone or device in a changing area during Swim England regulated activity is prohibited. All use of mobile devices in a changing room must be reported to the organisation welfare officer and venue. The welfare officer should decide whether or not the breach of Wavepower is a safeguarding concern and if so this must be referred to the Swim England Safeguarding and Welfare Team as soon as possible. If a potential crime has been committed, this must be reported to the police immediately and the venue must be informed.

All safeguarding concerns, photographic or otherwise, must be reported verbally and in writing to the Promoter, who is the designated person responsible for safeguarding at this event. If the concerns relate to the conduct of the Promoter, this should be reported verbally to the referee responsible for this event and in writing to the Swim England Safeguarding and Welfare Team.

15. **Photography:** Wavepower's changing room policy prohibits taking photographs with a camera or mobile device in changing areas.

Only DBS-registered Coaches and Team Managers shall be permitted to take photographs on poolside.

In accordance with the Swim England Safeguarding Policy, any persons wishing to take photographic or video images of swimmers who are under the age of 18, must focus on their own swimmer as much as reasonably possible and avoid including other swimmers in those images. The publishing of a photograph of a Child Member on social media must only be done with parental consent and consent from the child.

Should you have any concerns about photography or filming these must be brought to the attention of the promoter.

16. **Coaches, Team Managers and Chaperones:** must wear a pass issued to them by the meet organiser

At this event, the minimum supervision requirement for athletes under the age of 18 is two qualified supervisory roles (one Coach, minimum level 2, one Team Manager, minimum TM1). Thereafter a ratio of 1:10 must be applied.

Individual entrants under the age of 18, must be assigned a Chaperone who is a registered Swim England member. Only DBS-registered Coaches, Team Managers and Chaperones shall be permitted in the Changing Area and on poolside.

17. **Swim England Transgender Policy:** The Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy. By entering the 'Female' category, a swimmer confirms that their birth sex is female.

There shall be two categories: Female & Male/Open. Swimmers may only compete in one category. The Promoter shall enter a swimmer into the category for which they are registered with Swim England as of the closing date for entries. Any swimmer wishing to change category is advised to seek advice at [equality@swimming.org](mailto:equality@swimming.org).

18. **Sign-in:** Coaches and Team Managers shall be responsible for ensuring swimmers sign in before the start of each session. **Late entries will only be accepted at the discretion of the promoter.** Accepted late entrants will be permitted to compete for a medal, providing they do not exceed the Upper Limit entry times.

19. **Warm-up** 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.
20. **Poolside:** Pool shoes and clothing are essential for all competitors, as swimmers will not be allowed in the spectators' area in wet swimwear.
21. **Litter:** Spectators and swimmers must place all litter in the receptacles provided. Coaches and Managers are responsible for ensuring their Team Area remains clean and obstacle-free. No glass or hot liquid shall be permitted on poolside or in the changing village.
22. **The entry fees** are £7.00 for each race. BACS is preferred. Cheques may be made payable to: Harlow Penguins Swimming Club.
23. Coaches passes, costing £15.00, may only be purchased in advance. This entitles the holder to a programme, food, between Saturday sessions only, and printed results if requested. Only Swim England DBS registered Coaches and Team Managers will be permitted poolside.
24. **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](http://www.harlowpenguins.com)
25. The promoter reserves the right to alter or amend any of the published rules and conditions following consultation with Swim England East Region. Any situation not covered by the published rules and conditions will be handled on the day by agreement between the promoter and the referee. Any dispute must be brought to the attention of the referee and if necessary referred to Swim England East Region.
26. **Closing date:** 22<sup>nd</sup> February 2025. Harlow & B Stortford Swimming Clubs reserve the right to close entries before this date to facilitate the smooth running of the Gala.
27. **Return entries to:** Jonathan Chan; 117 Parsonage Leys. Harlow. Essex. CM20 3PH.  
openmeet@harlowpenguins.com