



## Gloucester City Swimming Club

license No. 3SW250360

Held Under Swim England Laws and  
Regulations and Swim England Technical Rules of Racing  
Run under Level 3 license conditions

### GCSC Level 3 Sprint Meet

12<sup>th</sup> April 2025

### Promoter's 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 is an inclusive meet for disability swimmers (See MD entry form for available events). This competition is held under 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 in the seating areas and/or with their swimmers at all times.

The following requirements should be brought to the attention of competitors, team staff and spectators. Swimmers seating and spectator areas are separated by dividing ropes although situated in the same block. Entry to the swimmers' area is through the changing village and onto poolside. Entry to the spectators' seating area is from the first floor.

**UNDER NO CIRCUMSTANCES** (except when using as an evacuation route) **SHOULD SWIMMERS OR SPECTATORS CROSS THESE DIVIDING ROPES. Additionally, neither spectators nor swimmers are allowed to sit on the access steps to these areas. This is a Health & Safety requirement of the Leisure Centre that we are obliged to enforce.**

The Promoters of this event will adhere strictly to the Health and Safety Laws 203-206 in the Swim England Handbook, please see link for more information: [Swim England Handbook | Your full guide to Swim England rules \(swimming.org\)](#). 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 these Health and Safety Rules have been met in full.

#### 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 British Swimming 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 Data Protection Act 2018, to the holding of personal information on computer. Personal data will be available for inspection during the meet upon request and will be stored and destroyed in accordance with Swim England guidelines.

#### Photography

Guidance on photography and sharing images or video on social media will be available at the event. All attendees, including swimmers, spectators, coaches, parents, helpers and officials are required to follow the Swim England guidelines and are requested not to obstruct swimmers, coaches or officials on poolside.

## Live Stream

The club may live stream these events and will follow the full Swim England Guidance on Photography which can be found in Wavepower the Child Safeguarding Policy and Procedures as detailed here; [Wavepower 2020-23 | Child safeguarding for Swim England clubs \(swimming.org\)](#). If you have a swimmer who does **not** wish to be filmed for the live streaming, please contact the meet promoter. If a swimmer does not want to be filmed then the stream will be cut for their heat.

## Pool

The competition pool is an 8-lane deck level 25m pool with a water depth of 2m throughout. Anti-turbulence lane ropes (including at the sides) will be used and turning flags will be placed at both ends of the pool. GL1 is a certified pool. Please note there is no warm down pool at this meet.

## Entries

All club entries are required to be submitted electronically using the Hy-Tek Team Manager software, or TM Lite software. Details of this can be downloaded from the Gloucester City Swimming Club website [www.gloucestercityswimmingclub.co.uk](http://www.gloucestercityswimmingclub.co.uk) or by contacting [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk). **GCSC DO NOT accept any responsibility for HyTek files entered incorrectly and will not make any changes to times or events entered by error. Please be aware that any swimmer's details entered incomplete or incorrectly on the HyTek file will prevent their times being updated by rankings.** Please also submit a club summary form and HyTek entries report print-out.

Individual swimmer entries are the ONLY ones allowed in paper format by post or e-mailed directly to [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk).

Any para swimmers taking part are to be highlighted on the club summary form with classification and SE number. The Competition will be run as an integrated competition. Para-Swim/Disability competitors must have an authorised disability Classification, or Certificate of Disability/Exception which must be declared on the entry form and be presented to the Referee at the start of the relevant session before racing commences. Failure to do so may result in disqualification.

The Promoter reserves the right to reject entries if the event is oversubscribed. Entries will be accepted on a "first come, first served" basis. The closing date for entries is **Monday 17<sup>th</sup> March 2025 at 12 midnight**. The meet may close to entries at an earlier date if capacity is reached. All swimmers wishing to enter this meet must be registered as a category 2 member of the SE/SW/SS or their governing body and age will be as of **12<sup>th</sup> April 2025**. Entry times do not need to show on the rankings database (NT's acceptable).

All events will be swum in combined age groups seeded on entry times. Submitted entries must be in accordance with the attached eligibility and qualifying times. **It is the responsibility of all swimmers/parents and coaches to enter correct times as a random check will be done on the rankings database to check validity.**

Refunds will be given to Hy-Tek Meet Manager rejected entries only, and not to invalid or incorrect entries or if you withdraw after the entries close. See "Refunds" for further information.

Prior to the meet all clubs/swimmers will receive a listing of entries. Please ensure you check this for accuracy.

**For all entries**, please supply an email address to enable us to return your acceptance/rejections and any other information as required.

There may also be the opportunity for deck entries on the day of competition. Please see the promoter in the control room prior to warm-up to check availability.

### **Relays**

This meet contains Freestyle and Medley relays in age groups, 9-11yrs, 12-13yrs, 14-15yrs and 16yrs+, plus multi-disability 34 point. There are no qualifying times but please enter a time to be used for seeding. This is a HDW event also. Please be aware that any time recorded for relays will NOT be submitted to rankings. **Cost per relay team is £10.00.**

### **Payment**

**Cost per individual entry is £25.00 for all 5 events** (even if a swimmer enters less than 5 events) and £10 per relay team. Please pay by bank transfer to GCSC Open Meets Ltd, sort code 30-96-26, account 28751760 using the reference "swimmername Sprint25" or "clubname Sprint25" for club entries.

All payments are made through BACS only.

### **Refunds**

In the event of a withdrawal of a swimmer on medical grounds the Promoter must be informed before the start of the first session of the Meet. Refunds will be processed on receipt of a doctor's medical note when received before this deadline. Refunds are processed at the Promoter's discretion.

### **Signing In**

- **All swimmers must sign in** at least 15 minutes prior to the commencement of warm up.
- It is the Team Manager/Coach's responsibility to ensure that their swimmers are signed in. Clubs with more than 20 swimmers competing will sign in with their coach on pool side and it is the coach's responsibility to verify and hand in the sign-in sheet to the promoter, after which no changes will be made.
- Any swimmer not signed in will be scratched from any event in that session.

### **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 abide by the Competitor Marshalling rules advertised in the marshalling area.

All swimmers must be able to execute a competitive racing dive as laid down in SE 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 SE technical rules; 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.

**Swimmers will compete as of their age on day, 12/04/2025.**

### **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.

### **Timing**

Hy-Tek/Omega electronic placing and timing will be used. Speakers are situated in the blocks on all lanes (Rule FR 4.3.3). It should be noted that timing pads are only situated at the finishing end of the pool. The operation of the electronic timing will be in accordance with Rule SW 13. Please note that the scoreboard is only an indication of placing/times and the final results will be at the referee's discretion

### **Secondary Strobe**

There is a Secondary Strobe available at this Meet. Please ask if you require the secondary strobe.

## **Medals**

All events are heat declared winners.

Medals will be given to the top 3 swimmers in the age groups 9, 10, 11, 12, 13, 14, 15 and 16+.

Medals will be given to the top 3 disabled swimmers for each event based on British Disability Points.

Medals will be given to the top 3 relay teams in each group.

## **Officials**

All clubs are asked to assist in the provision of qualified officials for each session of this meet. GCSC will make every effort to meet the requirements of a Level 3 meet but bears no liability if this is unachievable and the meet is downgraded.

Officials who officiate at any of the Sessions will be entitled to Mileage Expenses at a Rate of 45p per mile from their home address to the Pool Venue and return, with a limit of one claim per day, regardless of the number of sessions attended in that day. Officials should request an Expenses Application Form from a Referee which should be completed and returned to that Referee during the duration of the Meet.

## **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 Laws and Regulations and Swim England Technical Rules of Racing or in the spirit of fairness and equity and will be announced accordingly.

**Coach/Team Manager passes will be £5 per person.** Passes to be collected on the day at the control room. All results will be sent by email after the competition. Passes are restricted to a maximum of 8 per Club, if you require more than 8 passes please contact the meet promoter. It is the responsibility of the attending clubs to ensure that all Coaches/Team Managers have an up-to-date DBS check as per Wavepower, and **wear their passes at all times** when on poolside. Every person on poolside at any time must be a registered member of Swim England, Swim Wales (WASA) or Scottish Swimming (SASA).

All clubs will comply with the Swim England Team Manager, Coach and Chaperone Policy; [Swim England releases new policy on club supervision ratios \(swimming.org\)](https://www.swimming.org)

Lockers are available in the changing village (£1 coin operated-refundable) as no valuables should be left unattended. The Promoter cannot accept liability for any loss or damage that may occur.

**Mobile phones are not to be taken into or used in the changing village.**

**Swimmers must NOT change on the poolside,** all swimmers must use the changing village when changing in and out of costumes.

\*The Promoter will operate over the top starts in the interest of saving time.

\*The Referee may make alterations on the day to facilitate smooth running of the meet, any such changes will be announced at the meet.

\*The Promoter reserves the right to refuse admission or exclude any spectator, swimmer or coach from the meet who displays inappropriate language or behavior.

\*GCSC **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.

\*GCSC **are not** responsible for any swimmers from other clubs.

\*All clubs are expected to follow the SE Wavepower guidelines on coaches/chaperones. Please see link for further details; [Wavepower 2020-23 | Child safeguarding for Swim England clubs \(swimming.org\)](https://www.swimming.org)

\*Any situation not covered by the above Rules & Conditions will be handled at the discretion of the Referee.

**Gloucester City Swimming Club Level 3 Sprint Meet**  
**Held Under Swim England Laws and Regulations**  
**and Swim England Technical Rules of Racing**  
**Run under Level 3 license conditions**  
**GL1, Gloucester Leisure Centre, Bruton Way, Gloucester, GL1 1DT**  
**Saturday 12<sup>th</sup> April 2025**

**Programme of Events**

Times are approximate and will be updated and issued to all clubs once the entries are finalised

Saturday 12 <sup>th</sup> April 2025					
Session 1			Session 2		
Warm-up			Warm-up		
09:15am			TBC		
Start Time: TBC			Start Time: TBC		
Finish Time: TBC			Finish Time: TBC		
Event 01	Female	50m Freestyle	Event 09	Female	100m IM
Event 02	Open/Male	50m Freestyle	Event 10	Open/Male	100m IM
Event 03	Female	50m Breaststroke	Event 11	Female	50m Backstroke
Event 04	Open/Male	50m Breaststroke	Event 12	Open/Male	50m Backstroke
Event 05	Female	50m Fly	Event 13	Female	4 x 50m Freestyle Relay
Event 06	Open/Male	50m Fly	Event 14	Open/Male	4 x 50m Freestyle Relay
Event 07	Female	4 x 50m Medley Relay			
Event 08	Open/Male	4 x 50m Medley Relay			

Please refer to attached qualifying times for age and classification eligibility in certain events

**Signing in closes 15 minutes before warm up for each session**

**Notes:**

1. Allocated warm-up times (i.e. age group) will be advised on the day.
2. All events are Heat Declared Winners.
3. Medals to be collected from presentation desk.
4. The combined maximum length of sessions will be 7.5 hours per day
5. The times achieved in relay events (Event 07, 08, 13 & 14) will NOT be submitted to rankings.

## Gloucester City Level 3 Sprint Meet Upper Qualifying Times

No swimmer with a time faster than the qualifying time may enter that event

### FEMALE QUALIFYING TIMES

FEMALE	9	10	11	12	13	14	15	16+
50m Fly	0:42.41	0:37.81	0:35.11	0:34.31	0:33.11	0:31.81	0:30.61	0:29.11
50m Back	0:44.31	0:40.51	0:38.51	0:36.21	0:34.21	0:32.51	0:31.11	0:29.81
50m Breast	0:48.61	0:46.71	0:43.51	0:41.51	0:39.51	0:37.01	0:36.01	0:34.81
50m Free	0:35.61	0:33.11	0:31.01	0:30.51	0:29.01	0:28.31	0:27.61	0:26.51
100m IM	1:30.51	1:20.11	1:15.51	1:12.81	1:10.51	1:07.01	1:04.51	1:02.01

### OPEN/MALE QUALIFYING TIMES

OPEN/MALE	9	10	11	12	13	14	15	16+
50m Fly	0:42.41	0:37.81	0:35.11	0:34.11	0:31.11	0:29.01	0:28.31	0:26.01
50m Back	0:44.31	0:40.51	0:38.51	0:36.01	0:33.21	0:31.51	0:30.11	0:27.81
50m Breast	0:48.61	0:46.71	0:43.51	0:41.21	0:38.51	0:36.01	0:35.01	0:31.31
50m Free	0:35.61	0:33.11	0:31.01	0:30.21	0:28.01	0:27.31	0:25.21	0:24.01
100m IM	1:30.51	1:20.11	1:15.01	1:12.01	1:08.51	1:05.01	1:03.01	1:01.01

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**GL1, Gloucester Leisure Centre, Bruton Way, Gloucester, GL1 1DT**

<b>INDIVIDUAL ENTRY FORM</b>				Open/male	Female	<b>Licence No. 3SW250360</b>
Surname:			First Name:			2nd Int:
DOB:			Age as of 12/04/2025:		Club Code:	
Membership ID:			Swimming Club:			
Tel No:			Email:			
Disability Swimmers Brit. Swim/IPC Class: <b>S SB SM</b>			Disability Swimmers UKSADLD/INAS:			
Event no		MD Inclusive				
O/M	F		Events	Entry Time		
102	101	*	50m Freestyle			
104	103	*	50m Breaststroke			
106	105	*	50m Butterfly			
110	109	*	100m IM			
112	111	*	50m Backstroke			
All 5 Events (4 x 50m and 100m IM)				@ £25 for all 5 Events		£
Coach /Team Manager pass (Max 8 per club)				@ £5.00 Per Person		£
Disability Swimmers Personal Care Attendant Pass				Free (subject to classification)		
<b>Total</b>						£

**Closing Date for Entries**  
**Monday 17<sup>th</sup> March 2025 at 12 midnight**

**Promoter** Craig Skinner (GCSC)  
 20 Woodbine Close, Abbeymead, Glos  
 GL4 4FB

Only entries sent to this address will be accepted.  
**All club entries must be electronic, accompanied  
 by a club summary form confirming total number  
 of entries**

for info please contact  
[openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk)

I confirm that I accept the Promoters conditions; I am an eligible swimmer as defined in SE Law and proficient in the execution where necessary of performing entry dives in accordance with the SE recommendations  
 (if swimmer is under 18)

Competitors Signature \_\_\_\_\_ Parent/Carer signature \_\_\_\_\_

Bank Transfer reference / Date \_\_\_\_\_

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**GL1, Gloucester Leisure Centre, Bruton Way, Gloucester, GL1 1DT**  
**CLUB SUMMARY FORM** **Licence No. 3SW250360**

Swimming Club:			
Contact Name:		Club Code:	
Address:		Club Bank Details (required in the event of a refund)	
		Bank:	
		Sort Code:	
Tel No:		Account No:	
Email:			
Total number of swimmers =		@ £25 each =	
Total number of relays =		@ £10.00 each =	£
Total No of Coaches passes/Team Manager passes (Max 8 per club) =		@ £5.00 Per Person =	£
		<b>Total</b>	£

By submitting my club's entries electronically, I confirm that I accept the Promoters conditions on behalf of all swimmers entered and confirm that they are eligible swimmers as defined in SE Law.

All swimmers who are unable to perform competitive racing dives in accordance with the SE recommendations, will start in the water.

Our club will abide by the **Swim England Team Manager, Coach and Chaperone Policy, and Wavepower**, [Swim England releases new policy on club supervision ratios \(swimming.org\)](http://swimming.org)

Club Representative Signature \_\_\_\_\_

**All payments are made by BACS only.**

Bank Transfer reference / Date \_\_\_\_\_

This club summary form must be completed and returned with the Hy-Tek Meet Entry Report\* to: Craig Skinner (GCSC) 20 Woodbine Close, Abbeymead, Glos. GL4 4FB

\*The Hy-tek report may be emailed to [openmeets@gloucestercityswimmingclub.co.uk](mailto:openmeets@gloucestercityswimmingclub.co.uk)



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**Disability Swimming Supplementary Conditions**

The general conditions of the Open Meet as specified in the main application pack shall apply to the Multi-Disability Swimming events except where varied by any of the following conditions

Please note additional details on entry form if you are Disability swimmer.

**Eligibility**

- All competitors must have an Authorised British Swimming or IPC classification, which is held on the British Swimming or IPC swimming classification database at the time of entry.
- All competitors must be registered as members of a swimming club affiliated to the Swim England (SE), Scottish Swimming (SS) or Swim Wales (SW) at time of entry.
- Eligibility for certain classifications is shown on the qualifying times sheet.
- All swimmers will swim together, inclusive of multi disability swimmers.
- The promoter will source all proof of classification for each disability swimmer from the Home Country membership check data base and submit it to the Lead Referee prior to the start of the open meet.
- The swimmer shall be judged under the relevant IPC rules.
- The promoter reserves the right to combine events dependent on the number of entries.

**Accreditation**

- All coaches and personal care attendants must have accreditation.
- Personal care attendants will only be permitted for swimmers in the following classes - S1-S4 and S11, or swimmers with an Assisted Start exception.
- A swimmer in the classes specified above may have both a coach and a personal care attendant present.
- All coaches and personal care attendants must conform with SE safeguarding procedures.