

HARLOW PENGUINS SWIMMING CLUB

Affiliated to Eastern Region A.S.A.

ASA EAST REGION LICENCE LEVEL 3ER181952

warmly invites you to enter competitors in our 2018 Winter Open Meet.

This meet is being held over three sessions:

Session 1: Friday 123d November at 18.30

Session 2: Saturday 24th November at 12.30

Session 3: Saturday 24th November at 17.30

ENTRY CONDITIONS

1. **The Meet:** will be held at LeisureZone, Harlow. CM20 3DT.. **The pool** has eight lanes and fully complies with level 3 meet requirements. It has electronic timing and anti-wave lane ropes as well as a spacious viewing gallery.
2. **The competition:** will be swum under ASA Law and Technical Rules of Racing and is licensed by the ASA East Region as a level 3 meet.
3. **Competitors:** must be ASA Registered and have an ASA number validating that they belong to an affiliated club, (category 2). **Ages as at 24th November 2018.** Age groups are years 9, 10, 11, 12, 13, 14, 15+.
4. The entry fees are £5.50 for each race. **Cheques shall be made payable to: Harlow Penguins Swimming Club.**
5. The official closing date for entries is **24th October 2018.** Harlow Penguins Swimming Club reserves the right to close entries before this date to facilitate the smooth running of the Gala.
6. Entry will be on a first come first served basis. Entries must be within the published limits. Upper Limit times (ULT) based on 2018 Essex County Age Group Champs -25% and lower qualifying times (LQT) based on 2018 Essex County Age Group Champs +15%. **ASA disability swimmers are invited to swim and are not bound by the UQT and LQT.**
7. The meet will operate a **SportSys entry system.**
8. Coaches and Team Managers shall be responsible for ensuring swimmers sign in before the start of the session. **Late entries will only be accepted at the discretion of the promoter.** Entries must be accompanied by a stamped address envelope to receive accepted swim information **if email details are not submitted.**
9. Heats will be seeded on submitted times. **All events will "timed finals"**. Awards will be made for places 1 to 3 in each age group in each event.
10. Warm ups 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.
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 and shall be returned with summary report to openmeet@harlowpenguins.com
12. Coaches passes, may only be purchased in advance. This entitles the holder to a programme, food, between Saturday sessions only, and printed results if requested. Only ASA DBS registered Coaches and Team Managers will be permitted poolside.
13. By submitting entries, consent is thereby given as required by the **Data Protection Act 1998** to the holding of personal information on computer.

14. **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 ASA 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 pool or 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 H.P.S.C nor the pool management will be held responsible for any loss or damage to personal property.
15. **Poolside:** Pool shoes and clothing are essential for all competitors, as swimmers will not be allowed in the spectator's area in wet swimwear. At no time will glass containers or bottles be allowed on poolside or in the changing village.
16. **Photography:** no photography is permitted in changing rooms. Any person found to be contravening this condition will be required to leave the competition and venue without refund. All persons attending this event should exercise reasonable caution when using cameras and other such image-capturing devices, particularly with regard to the sharing of such images on social media.

Any safeguarding and child protection concerns, photographic or otherwise, should 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 ASA East Region Independent Child Protection Officer.
17. **Litter:** Spectators and swimmers must place all litter in the receptacles provided.
18. **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
19. The promoter reserves the right to alter or amend any of the published rules and conditions following consultation with ASA 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 the ASA East Region.
20. **Closing date:** 24th October 2018
21. **Payment:** Cheques should be made payable to H.P.S.C (one cheque per club). If an entry has been submitted electronically only the summary sheet is required do not send entry forms.
22. **Return entries to:** Jonathan Chan; 117 Parsonage Leys. Harlow. Essex. CM20 3PH.
openmeet@harlowpenguins.com