

www.cityofnorwichsc.co.uk

2024 November L3 Short Course Open Meet (Level 3 License No: 3ER241194)

Sportspark, UEA, Norwich: Saturday 16th - Sunday 17th November 2024
Under Swim England (SE) Regulations, Technical Rules and to SE Open Meet Licensing Criteria

Venue Sportspark, UEA, Norwich, NR4 7TJ

Pool 8 Lane Short Course Racing Pool
Electronic Timing & 8-Lane Display
Backstroke Ledges
Free Parking

This is a Level 3 Licensed Meet

Age Groups: 9, 10, 11, 12, 13, 14, 15 and over.
Ages as at 17th November 2024

Awards Medals to Podium Finishes in All Events, All Age Groups
Top Open/Male Athlete & Top Female Athlete Awards

Events 50m, 100m & 200m All Strokes
400m Freestyle
100m, 200m IM

Fees Race Entry Fee £7 per event
Spectator entry: £5.00 per session
Meet Mobile Live Results and Heat Sheets
Free Parking

Entries To Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB

Enquiries: Email: tbirdspinner@gmail.com Phone: 07970289643

Closing Date: Friday 25th October 2024, 12:00 Midday
Entries accepted on first-come first-served basis

Meet Promoter: Tracey Spinner

www.cityofnorwichsc.co.uk

City of Norwich Swimming Club
2024 November L3 Short Course Open Meet
(Level 3 License No: 3ER241194)
Saturday 16th - Sunday 17th November 2024, Sportspark, UEA, Norwich, NR4 7TJ

Meet Conditions and Information

1. The event will be held at Sportspark, UEA, on 16th -17th November 2024 and is licensed by Swim England at Level 3 under Licence No 3ER241194. The meet will be run in accordance with Swim England (SE) Regulations, Technical Rules of Swimming and to SE Open Meet Licensing Criteria and these conditions.
2. Entries may only be accepted from Club Compete members of an affiliated club, eligible to compete and registered in accordance with SE Regulations and Technical Rules, and may enter in the name of one club only. Entries will only be accepted from competitors registered as members of Swim England, Swim Scotland, Swim Wales; or competitors from a country affiliated to World Aquatics.
3. The promoter is Tracey Spinner on behalf of City of Norwich Swimming Club. There may be a day promoter.
4. **Competitors' ages shall be as at 17th November 2024, and the age groups are 9, 10, 11, 12, 13, 14, 15/over.** All entries must be short course times or converted long course times, and must be **slower** than the cut off times listed. Swimmers wishing to enter who are faster than cut off times will be permitted – but will be listed as "exhibition swims" and ineligible for medals.
5. Heats will be seeded on submitted times and spearheaded. All events are timed finals, the first 3 swimmers in each age group will receive awards. Awards will be made to the Top male/Open swimmer and Top Female.
6. The pool length is 25 metres, 8 lanes with anti-wave ropes and Swiss electronic timing. The depth of the pool is 1.8m. A secondary strobe is available.
7. Upper cut-off times are provided. Entry times must have been achieved since 1st September 2023 .
8. **Closing date for entry: 12:00 Midday on Friday 25th October 2024.** The Promoter retains the right to accept entries on a **first come first served** basis. If the number of entries meeting the entry criteria is high the Promoter reserves the right to limit entries by closing entry early to enable the gala to meet licensing requirements. Entries received will be acknowledged by email, but must be complete.
9. **Individual entries** from visiting swimmers shall be made on the official entry forms and will be subject to an additional £5 administration charge **per swimmer**. This charge will be waived if the swimmer is entered using the Hytek TM electronic entry file. Entries from CONSC swimmers must be done via SCM.
10. Where there are 3 or more competitors entered by a Club, entries **MUST** be submitted electronically with a summary form and Hytek TM Entry File and Entry Report with payment by BACS. If you wish to pay by BACS please pay to City of Norwich Swimming Club, Acct: 00919204, Sort 30-96-17, Ref NOM23 + Club Short Code. Entry file can be obtained from www.cityofnorwichsc.co.uk. Entry file, summary form **and** payment must be received by 12:00 Midday on Friday 25th October 2024. Clubs manually entering 3 or more swimmers will be subject to a £25 administrative charge **BEFORE** entries are processed.
11. Swimmers in possession of a Swim England Certificate of Swimming Disability or whose Swim England membership record details a disability sport class (S1-S15) are welcome to enter the competition with an entry time from British Rankings and will swim under IPC swimming rules. Personal care attendants for swimmers who require them are not required to pay for an additional Poolside Pass.
12. Masters swimmers are eligible to enter if they are able to evidence entry times on rankings from a Masters or standard meet event.
13. Entries will be made using Female or Male competition categories, as these are the categories recognised by the meet management software at this time. There will be a transition into the use of Female and Open/Male as the new competition categories following the implementation of the Swim England Transgender and Non-binary Competition Policy.
14. 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.
15. Received entries will be published on www.cityofnorwichsc.co.uk approx 2 weeks prior to the competition. It is the competing club/swimmer's responsibility to check this list for accuracy and advise immediately of any changes that are required.
16. Should the meet be oversubscribed we will operate a waiting list for additional entries to fill lanes following formal withdrawal on the day. If you wish your name to be added to the waiting list please contact the Promoter after accepted/rejected entries have been published. Swimmers on the waiting list must still comply with the meet entry criteria.
17. The Promoter confirms there will be no refunds of entry fees unless the entries are rejected by the organisers.
18. **Swimmers withdrawing from events:** Each Club should have their own record of swimmers entered. Swimmers unable to compete must be withdrawn. Withdrawal must be done using Swim-Meet software link and within 10 minutes of the session warmup commencing. If there are issues with wifi a manual form will be available.
19. Competitors should report to the marshalling area in a timely manner. It is the club/swimmer's duty to check the start lists and report in a timely manner.
20. Coaches' passes will not be sold on the day – no pass, no admission poolside.
21. The Promoters do not accept responsibility for property. Lockers are available in the changing rooms and should be used for the safe keeping of all belongings. Please look after your belongings. **Sportspark lockers require a padlock which you should bring with you.** Please minimise the number of kit bags brought poolside as they can block the air vents.
22. In accordance with Sportspark policy for 25m galas, **mobile phone use is not permitted within changing areas, toilets, showers or poolside. Photography and filming will not be permitted in any of these areas or on the spectator gallery, at any time.** Please ensure you comply with the policy – it is in place to protect the privacy of members of the public who also using the pool at the same time.
23. .City of Norwich SC uses a computer to manage entries and results. 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 use by a third party such as a club rather than by the individuals themselves, we rely on the third party to ensure that consent has been obtained.
24. Charges as follow:
 - Entry Fees £7 per event
 - Coaches Passes £15.00 (no food); £30 (with food)
 - Spectator entry will be by colour coded wrist band and will be charged at £5 per session.
24. Please help to maintain a high standard of health and safety by not blocking stairways, emergency exits and walkways. Report issues to a member of pool staff or to the Meet Promoter.
25. Warm up protocol: No diving during warm-up sessions, except in the designated sprint lanes, odd lanes will swim clockwise (1, 3, 5, 7) even lanes (2, 4, 6, 8) will swim counter clockwise. Swimmers using sprint lanes must swim 15 metres before slowing up. All swimmers must leave the water by the side of the pool and not over the timing pads. Coaches are asked to manage the lanes their swimmers are using during the warm up sessions. Backstroke ledges will be made available for the sprint lanes.
26. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to SE Regulations, Technical Rules and SE Open Meet Licensing criteria.

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Schedule of Events

Saturday 16th November

Session 1 – Warm up 8.30am – Start 9.30am*

Event 101	Female	9 and over	400 Freestyle	HDW
Event 102	Male/Open	9 and over	200 Freestyle	HDW
Event 103	Female	9 and over	100 Breaststroke	HDW
Event 104	Male/Open	9 and over	100 Backstroke	HDW
Event 105	Female	9 and over	50 Backstroke	HDW
Event 106	Male/Open	9 and over	50 Breaststroke	HDW
Event 107	Female	9 and over	200 Butterfly	HDW
Event 108	Male/Open	9 and over	400 IM	HDW

Session 2 – Warm up tba – Start tba*

Event 201	Female	9 and over	100 IM	HDW
Event 202	Male/Open	9 and over	200 IM	HDW
Event 203	Female	9 and over	200 Backstroke	HDW
Event 204	Male/Open	9 and over	200 Breaststroke	HDW
Event 205	Female	9 and over	100 Butterfly	HDW
Event 206	Male/Open	9 and over	100 Freestyle	HDW
Event 207	Female	9 and over	50 Freestyle	HDW
Event 208	Male/Open	9 and over	50 Butterfly	HDW

Sunday 17th November

Session 3 – Warm up 8.30am – Start 9.30am*

Event 301	Male/Open	9 and over	400 Freestyle	HDW
Event 302	Female	9 and over	200 Freestyle	HDW
Event 303	Male/Open	9 and over	100 Breaststroke	HDW
Event 304	Female	9 and over	100 Backstroke	HDW
Event 305	Male/Open	9 and over	50 Backstroke	HDW
Event 306	Female	9 and over	50 Breaststroke	HDW
Event 307	Male/Open	9 and over	200 Butterfly	HDW
Event 308	Female	9 and over	400 IM	HDW

Session 4 – Warm up tba – Start tba*

Event 401	Male/Open	9 and over	100 IM	HDW
Event 402	Female	9 and over	200 IM	HDW
Event 403	Male/Open	9 and over	200 Backstroke	HDW
Event 404	Female	9 and over	200 Breaststroke	HDW
Event 405	Male/Open	9 and over	100 Butterfly	HDW
Event 406	Female	9 and over	100 Freestyle	HDW
Event 407	Male/Open	9 and over	50 Freestyle	HDW
Event 408	Female	9 and over	50 Butterfly	HDW

* Sessions start times may change depending on entries. Information will be posted with accepted entries

Entry times must be **slower** than the **cut off** times below. Times are SC (but you may use LC conversions).

		MALE/OPEN							FEMALE						
Event		9	10	11	12	13	14	15+	9	10	11	12	13	14	15+
Freestyle 50m	Cut off	36.00	34.00	32.00	30.00	28.00	27.00	26.00	37.00	35.00	33.00	32.00	31.00	30.00	29.00
Freestyle 100m	Cut off	1.16.00	1.12.00	1.08.00	1.04.00	1.01.00	58.00	55.00	1.17.00	1.13.00	1.09.00	1.06.00	1.02.00	1.01.00	59.00
Freestyle 200m	Cut off	2.43.00	2.33.00	2.25.00	2.15.00	2.09.00	2.00.00	1.53.00	2.43.00	2.38.00	2.30.00	2.23.00	2.18.00	2.13.00	2.08.00
Freestyle 400m	Cut off	5.40.00	5.22.00	5.00.00	4.49.00	4.38.00	4.27.00	4.16.00	5.41.00	5.26.00	5.11.00	4.56.00	4.46.00	4.36.00	4.21.00
Breaststroke 50m	Cut off	46.00	42.00	38.00	37.00	35.00	34.00	33.00	49.00	45.00	41.00	39.00	36.50	35.00	34.00
Breaststroke 100m	Cut off	1.35.00	1.27.00	1.20.50	1.16.00	1.12.50	1.09.00	1.06.50	1.39.00	1.33.00	1.25.00	1.20.00	1.16.00	1.13.00	1.12.00
Breaststroke 200m	Cut off	3.15.00	3.00.00	2.50.00	2.40.00	2.30.00	2.25.00	2.20.00	3.26.00	3.10.00	3.00.00	2.50.00	2.42.00	2.38.00	2.35.00
Butterfly 50m	Cut off	37.50	34.50	32.50	30.50	29.00	28.00	27.00	37.50	36.00	33.00	32.00	31.00	30.00	29.00
Butterfly 100m	Cut off	1.22.00	1.16.00	1.12.00	1.08.00	1.05.00	1.02.50	1.00.00	1.22.00	1.18.00	1.13.00	1.10.00	1.07.00	1.05.00	1.03.00
Butterfly 200m	Cut off	3.20.00	2.52.00	2.42.00	2.30.00	2.20.00	2.15.00	2.10.00	3.20.00	2.52.00	2.45.00	2.40.00	2.30.00	2.25.00	2.20.00
Backstroke 50m	Cut off	43.00	40.00	36.00	34.50	32.00	30.00	28.00	45.00	43.00	38.00	37.00	36.00	34.00	33.00
Backstroke 100m	Cut off	1.30.00	1.24.00	1.18.00	1.14.00	1.10.00	1.05.00	1.00.00	1.30.00	1.24.00	1.18.00	1.14.00	1.10.00	1.07.00	1.05.00
Backstroke 200m	Cut off	3.17.90	2.53.90	2.40.00	2.33.00	2.24.00	2.17.00	2.10.00	3.18.00	2.55.00	2.45.00	2.35.00	2.30.00	2.25.00	2.20.00
Ind Medley 100m	Cut off	1.24.00	1.20.00	1.16.00	1.12.00	1.08.00	1.04.00	1.00.00	1.25.00	1.21.00	1.17.00	1.13.00	1.11.50	1.10.00	1.08.50
Ind Medley 200m	Cut off	3.10.00	2.55.00	2.40.00	2.30.00	2.20.00	2.15.00	2.10.00	3.07.00	3.00.00	2.45.00	2.40.00	2.30.00	2.25.00	2.20.00
Ind Medley 400m	Cut off	6.20.00	6.00.00	5.30.00	5.10.00	4.50.00	4.40.00	4.30.00	6.24.00	6.10.00	5.40.00	5.30.00	5.10.00	5.00.00	4.50.00

Age as at 17th November 2024.



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Club Summary Entry Form
(For use by external clubs entering 3 or more swimmers)

Please return this completed form to: tbirdspinner@gmail.com

Closing date Friday 25th October 2024, Midday

Club Name:			
Contact Name:			
Email Address:			
Head Coach Email:			
Postal Address:			
Telephone No:			
Entry Details:			
		Number	Cost
Swimmers	@ £7 per event		£
Coaches Pass	@ £15 per pass no food		
	@ £30 per pass with food		£
		TOTAL	£

* If you wish to pay by BACs please transfer payment to City of Norwich Swimming Club, Acct: 00919204, Sort 30-96-17, Reference NOM24 plus the 4 letter club short code (eg City of Norwich SC = NORT) and email tbirdspinner@gmail.com when payment has been made.

Checklist – By the Closing Date of 25th October 2024 please ensure you have emailed the following:

Paperless Entry - Email:
Hytek Entry File
Hytek Meet Entry Report
Evidence of BACS Transfer
Coach/Chaperone Forms

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INDIVIDUAL ENTRY FORM			
FORENAME:		SURNAME:	
CLUB:		AGE (@ 17/11/24):	
SEX:	MALE/OPEN or FEMALE	DATE OF BIRTH:	
EMAIL ADDRESS:		DISABILITY CLASSIFICATION:	
TELEPHONE NO:		SE MEMBERSHIPO	
EVENT	COST PER EVENT	ENTRY TIME (SC)*	TICK TO ENTER
50M FREESTYLE	£7		
100M FREESTYLE	£7		
200M FREESTYLE	£7		
400M FREESTYLE	£7		
50M BACKSTROKE	£7		
100M BACKSTROKE	£7		
200M BACKSTROKE	£7		
50M BREASTSTROKE	£7		
100M BREASTSTROKE	£7		
200M BREASTSTROKE	£7		
50M BUTTERFLY	£7		
100M BUTTERFLY	£7		
200M BUTTERFLY	£7		
100M IM	£7		
200M IM	£7		
TOTAL NUMBER OF ENTRIES		@£7	£
<i>CoNSC Swimmer Admin Fee/Visiting Club individual manual entry fee</i>		@ £5.00	£
Total			£

**If time not on Swim England database please state origin on reverse of form. City of Norwich Swimmers – just tick the box.*

CLOSING DATE FOR ENTRIES IS Friday 25th October 2024

Please return this form and/or an "Entries Summary Form" as appropriate, to Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB, with a cheque made payable to: **City of Norwich Swimming Club Ltd**. If you wish to pay by BACS transfer money to Acct: 00919204, Sort 30-96-17, quoting NOM23 and the first 4 letters of your surname. Email tbirdspinner@gmail.com when payment has been made.

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Poolside Pass Application Form

Closing date 25th October 2024

Coaches and Team Managers are only permitted poolside if they are participating in a session and are in possession of a SE Membership Number, valid DBS, valid Safeguarding, and relevant qualification Coach/Team Manager 1 or 2. Please list the names and details of those planning to attend, and the number of passes required. If different people are attending on different days one pass may be shared.

Club Name:					
Name	Email if pass holder requires info	Qualification	SE Number	DBS Expiry Date	Safeguarding Expiry Date
Number of Poolside Passes without food @ £15			Total Sent:		£
Number of Poolside Passes with food @ £30			Total Sent:		£

Coach's Passes will not be available on the day. There will be no access to poolside without a coach's pass. There is no charge for poolside passes for disability swimmers where assistance is required. All completed forms to be returned to: **Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB**; or tbirdspinner@gmail.com