[www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk)

**2025 November L3 Short Course Open Meet**

**(Level 3 License No: 3ER251644)**

**Sportspark, UEA, Norwich: Saturday 15th - Sunday 16th November 2025**

**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 2025

**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 £8 per event

Spectator entry: £6.00 per session

 Meet Mobile Live Results and Heat Sheets

Free Parking

**Entries & Enquiries:** Email: tbirdspinner@gmail.com Phone: 07970289643

**Closing Date:** Friday 31st October 2025, 12:00 Midday

 Entries accepted on first-come first-served basis

**Meet Promoter:** Tracey Spinner

[www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk)

1. The event will be held at Sportspark, UEA, on 15th -16th November 2025 and is licensed by Swim England at Level 3 under Licence No 3ER251644. 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 16th November 2025, 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 2024
8. **Closing date for entry: 12:00 Midday on Friday 31st October 2025.** 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 £10 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. Payment to City of Norwich Swimming Club, Acct: 00919204, Sort 30-96-17, Ref NOM25 + Club Short Code. Entry file can be obtained from [www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk). Entry file, summary form **and** payment must be received by 12:00 Midday on Friday 31st October 2025. Clubs manually entering 3 or more swimmers will be subject to a £40 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. 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.
14. Received entries will be published on [www.cityofnorwichsc.co.uk](http://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.
15. If 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.
16. The Promoter confirms there will be no refunds of entry fees unless the entries are rejected by the organisers.
17. **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 15 minutes of the session warmup commencing. If there are issues with wifi a manual form will be available.
18. 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.
19. Coaches’ passes will not be sold on the day – no pass, no admission poolside. Please ensure you comply with the Swim England Coach/Team Manager/Chaperone policy.
20. 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.
21. In accordance with Swim England and Sportspark policy for 25m galas, **mobile device 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.
22. 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 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.
23. Charges as follow:
* Entry Fees £8 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 £6 per session.
1. 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.
2. Warm up protocol: No diving during warm-up, 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. All swimmers leave the water by the side of the pool and not over the timing pads. Coaches to manage the lanes their swimmers are using during the warm up. Backstroke ledges will be made available for the sprint lanes.
3. **Parking**: UEA uses an Automatic Numberplate Recognition system in the main carpark. Customers using that carpark must register their numberplate into one of the validation laptops in reception to be eligible for free parking.
4. 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.

**City of Norwich Swimming Club**

**2025 November L3 Short Course Open Meet**

**(Level 3 License No: 3ER251644)**

**Saturday 15th - Sunday 16th November 2025, Sportspark, UEA, Norwich, NR4 7TJ**

**Schedule of Events**

**Saturday 15th 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 Butterfly 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 Breaststroke 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 16th 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 2025.**

**City of Norwich Swimming Club**

**2025 November L3 Short Course Open Meet**

**(Level 3 License No: 3ER251644)**

**Saturday 15th - Sunday 16th November 2025, Sportspark, UEA, Norwich, NR4 7TJ**

**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 31st October 2025, Midday

|  |  |
| --- | --- |
| **Club Name:** |  |
| **Contact Name:** |  |
| **Email Address:** |  |
| **Head Coach Email:** |  |
| **Telephone No:** |  |
|  |  |  |  |
| **Entry Details:** |
|  |  | **Number** | **Cost** |
| Swimmers | @ £8 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 NOM25 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 31st October 2025 please ensure you have emailed the following:**

**Paperless Entry - Email**:

Hytek Entry File

Hytek Meet Entry Report

Evidence of BACS Transfer

Coach/Chaperone Forms

**City of Norwich Swimming Club**

**2025 November L3 Short Course Open Meet**

**(Level 3 License No: 3ER241194)**

**Saturday 16th - Sunday 17th November 2025, Sportspark, UEA, Norwich, NR4 7TJ**

|  |
| --- |
| **INDIVIDUAL ENTRY FORM** |
| **FORENAME:** |  | **SURNAME:** |  |
| **CLUB:** |  | **AGE (@ 16/11/25):** |  |
| **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** | **£8** |  |  |
| **100M FREESTYLE** | **£8** |  |  |
| **200M FREESTYLE** | **£8** |  |  |
| **400M FREESTYLE** | **£8** |  |  |
| **50M BACKSTROKE** | **£8** |  |  |
| **100M BACKSTROKE** | **£8** |  |  |
| **200M BACKSTROKE** | **£8** |  |  |
| **50M BREASTSTROKE** | **£8** |  |  |
| **100M BREASTSTROKE** | **£8** |  |  |
| **200M BREASTSTROKE** | **£8** |  |  |
| **50M BUTTERFLY** | **£8** |  |  |
| **100M BUTTERFLY** | **£8** |  |  |
| **200M BUTTERFLY** | **£8** |  |  |
| **100M IM** | **£8** |  |  |
| **200M IM** | **£8** |  |  |
| **TOTAL NUMBER OF ENTRIES** |  **@£8** | **£** |
| *Visiting Club individual manual entry fee* | **@ £10.00** | **£** |
| **Total** |  | **£** |

*\*If time not on Swim England database please state origin on reverse of form.*

**CLOSING DATE FOR ENTRIES IS Friday 31st October 2025**

Please return this form and/or an “Entries Summary Form” as appropriate, to Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB, with evidence of BACS transfer money to Acct: 00919204, Sort 30-96-17, quoting NOM25 and the first 4 letters of your surname. Email tbirdspinner@gmail.com when payment has been made.

**City of Norwich Swimming Club**

**2025 November L3 Short Course Open Meet**

**(Level 3 License No: 3ER251644)**

**Saturday 15th - Sunday 16th November 2025, Sportspark, UEA, Norwich, NR4 7TJ**

**Poolside Pass Application Form**

Closing date 31st October 2025

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. Please ensure you comply with the Swim England Coach/Team Manager/Chaperone policy.

|  |  |
| --- | --- |
| **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,** tbirdspinner@gmail.com