

www.cityofnorwichsc.co.uk

City of Norwich Swimming Club Easter Long Course Meet (Level 1 License No. 1ER200197)

Inc British & English Summer Championships Qualification

Sportspark ,UEA, Norwich: Fri 10th - Sun 12th April 2020
Under Swim England Laws & Regulations & Swim England Technical Rules of Swimming

Venue	Sportspark, UEA, Norwich, NR4 7TJ
Pool	8 Lane Long Course Racing Pool Electronic Timing & 8-Lane Display Free Parking Saturday and Sunday (Friday may be subject to fees)
Age Groups:	10, 11, 12, 13/14 15/16 and 17/over All ages eligible for 50m, 100m, 200m and 400m all strokes 11yrs/+ may enter 800 Mixed Gender, 1500m Mixed Gender Ages as at 31st December 2020
Awards	British & English Summer Champ Ranking Finals: 50m & 100m all events Age groups for finals: 13/14, 15/16, 17/Over Top Male Athlete & Top Female Athlete Awards Top Visiting Club Award Spot Prizes <i>Medals for finals only in 13/14, 15/16 and 17/over 50m and 100m events.</i>

**HEATS & FINALS – 2 CHANCES TO IMPROVE RANKINGS FOR BRITISH & ENGLISH
SUMMER CHAMPIONSHIPS
THREE FULL DAYS OF SWIMMING
EXCELLENT FACILITIES WITH FREE PARKING SAT AND SUN
RESULTS ON MEET MOBILE AS YOU WATCH – FREE WIFI**

Events	50m, 100m & 200m All Strokes 400m Freestyle, 200m & 400m IM 800m Freestyle Mixed Gender, 1500m Freestyle Mixed Gender
Fees	Race Entry Fee: £7.00 per 50m, 100m, 200m and 400m events £10.00 per 800m & 1500m Spectator Entry: £8 per day, £20 for full weekend Programmes: £5 Free Parking Saturday and Sunday, Friday all day parking rates may apply
Entries To	Tracey Spinner, tbirdspinner@gmail.com
Closing Date:	7pm on Friday 13th March 2020.

www.cityofnorwichsc.co.uk

City of Norwich Swimming Club Easter Long Course Meet 2020

(Level 1 License No. 1 1ER200197)

Sportspark, UEA, Norwich: Fri 10th - Sun 12th April 2020

Under Swim England Laws & Regulations & Swim England Technical Rules of Swimming Meet Conditions

1. The event will be held at Sportspark, UEA, on 10th – 12th April 2020, and is licensed by Swim England at Level 1 under Licence Number 1ERXXXX. The meet will be run in accordance with Swim England Laws and Regulations, Swim England Technical Rules of Swimming and these conditions.
 2. Entries may only be accepted from Category 2 members of an affiliated club, eligible to compete and registered in accordance with Swim England Laws 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, SASA or WASA; or competitors from a country affiliated to FINA.
 3. The promoter is Tracey Spinner on behalf of City of Norwich Swimming Club. There may be a day promoter undertaking the duties of promoter.
 4. **Competitors' ages shall be as at 31st December 2020 and the age groups are 10, 11, 12, 13/14, 15/16 and 17/over.** No 10 year old age group events in 800m Freestyle and 1500m Freestyle.
 5. All entries must be long course times and must meet the long course qualifying time. For the 800m and 1500m swimmers must meet the QT and will be limited to 5 heats (800m) and 4 heats (1500m) based on fastest entries split 50/50 male/female – unless the total number of entries does not exceed the total number of capped heats. If there is no long course time available a converted time may be submitted.
 6. Heats will be seeded on submitted times and spearheaded. The first 3 swimmers in each age group will receive awards apart from 50m and 100m events where the finalists in the 13/14, 15/16 and 17/over age groups receive medals. Awards will be made to Top Boy, Top Girl and Top Visiting Club. All competitors' points will go towards Top Visiting Club points tally, points will be awarded as follows for the top 8 places 8,7,6,5,4,3,2 and 1.
 7. The pool length is 50 metres, 8 lanes with anti-wave ropes and Omega electronic timing. The depth of the pool is 1.8m. A secondary strobe for the starting system is available.
 8. Qualifying times are provided. Entry times must have been achieved since 1st September 2019 and be within the qualifying standards.
 9. Any competitor wishing to withdraw from the 1500m or 800m event can do so and will receive a refund provided notification is received by email two clear weeks before the meet date so that reserves can be notified to fill their place.
 10. **Closing date for entry: 7pm on 13th March 2020.** The promoter reserves the right to limit entries. The slowest competitors may be rejected if the meet is over subscribed. The promoters reserve the right to give preference to accepting complete clubs entries when swimmers are travelling from overseas and pre book accommodation and flights. Entries received will be acknowledged by email, but must be made in full (ie electronic entry file, payment, club summary form, entry summary report).
 11. **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. Individual entries may not be acknowledged individually due to volumes. Entries must be made in full, ie emailed form and BACS payment.
 12. Where there are **3 or more** competitors entered by a Club, entries shall be submitted electronically with a club summary form, Hytek Entry File and Entry Report with BACS payment to Account 59071068, Sort 30-96-17, Ref EM20 + Club short code. If you wish to pay by cheque please email tbirdspinner@gmail.com for further details. Entry software can be obtained from www.cityofnorwichsc.co.uk. Clubs choosing manual entry for more than 3 swimmers will be charged £25 admin fee **BEFORE** entries are processed.
 13. 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 times from British Rankings and are not required to meet the qualifying standards, and will swim under IPC swimming rules. Personal care attendants are permitted for swimmers who require them without the need to pay for a Pass.
 14. Masters swimmers are eligible to enter if they are able to evidence entry times from a Masters results site and/or times on Rankings.
 15. Accepted 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 be operating 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 forms are available from the timing desk - with a £5 penalty for failure to notify 45 minutes prior to the start of the first event in each session.
 19. Swimmers in the 800m and 1500m events are asked to report to the timing desk at the start of Session 1 (800m) and Session 4 (1500m) to confirm they are swimming. Text confirmation on the day to 07970289643 is also permitted.
 20. Competitors must report to the marshalling area in a timely manner. Any swimmer not reporting may be deemed to have withdrawn from that event. It is the club/swimmer duty to check the start lists and report in a timely manner.
 21. Coaches' passes will not be sold on the day – no pass, no admission to poolside.
 22. Finalists and reserves for a final must inform the timing desk of their intention to compete **45 minutes** after finalists are announced. Failure to do so will result in the waiting reserve being offered their place. Finalists reporting late will be deemed excluded.
 23. The Promoters do not accept responsibility for any property. Lockers are available in the changing rooms and should be used for the safe keeping of all belongings. Items have gone missing in the past so please look after your belongings. **Sportspark lockers require a padlock which you should bring with you, or hire from Sportspark reception.** Please minimise the number of kit bags brought poolside.
 24. In accordance with the Swim England Child Safeguarding Policies and Procedures, any parents or carers of swimmers under the age of 18 who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images. Should you have any concerns about photography or filming please bring them to the attention of the Promoter.
 25. 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 have been passed to us by a swim club rather than by the individuals themselves, we rely on the swim club to ensure that consent has been obtained.
 26. Charges as follows:
 - Entry Fees £7 per 50m/100m/200m/400m, £10 per 800m/1500m event
 - Coaches Passes £20.00 (no food); £40 (with food)
 - Spectator entry will be by colour coded wrist band and will be charged at £8.00 per day or £4 per session. Spectators will be charged the higher rate for each day (£8 if you enter in sessions 1, 4, or 7, £4 if you enter in the afternoon) and refunds will be given accordingly as long as the spectator leaves before the start of the next session and turns in their wrist band. On payment of £20 you can enter all sessions for the full Weekend.
 - Programmes for the weekend £5.00
 27. Please help to maintain a high standard of health and safety by not blocking stairways, emergency exits and walkways. Report issues immediately to a member of pool staff or to the Meet Promoter.
 28. 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 lines 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.
 29. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England Laws, Regulations and the Swim England Technical Rules of Swimming.

We hope you have an enjoyable meet. Please let us know of anything you feel may help us improve the meet in the future.

City of Norwich Swimming Club Easter Long Course Meet 2020

(Level 1 License No. 1ER200197)

SportsPark, UEA, Norwich: Fri 10th - Sun 12th April 2020

Friday 10 th April					
Session 1 – Warmup 8.00am, Start 9.10am			Session 3 – Finals – Warmup TBC		
			205F	Mixed	11/Over 800 Freestyle Fastest Heat
101	Boys	200 Breaststroke HDW	103F	Boys	13/14 100 Butterfly Final
102	Girls	200 Backstroke HDW	103F	Boys	15/16 100 Butterfly Final
103	Boys	100 Butterfly Heats	103F	Boys	17/Over 100 Butterfly Final
104	Girls	100 Freestyle Heats	104F	Girls	13/14 100 Freestyle Final
105	Boys	50 Backstroke Heats	104F	Girls	15/16 100 Freestyle Final
106	Girls	50 Breaststroke Heats	104F	Girls	17/Over 100 Freestyle Final
107	Boys	400 Freestyle HDW	105F	Boys	13/14 50 Backstroke Final
			105F	Boys	15/16 50 Backstroke Final
			105F	Boys	17/Over 50 Backstroke Final
			106F	Girls	13/14 50 Breaststroke Final
Session 2 – Warmup TBA, Start TBC			106F	Girls	15/16 50 Breaststroke Final
201	Girls	200 Breaststroke HDW	106F	Girls	17/Over 50 Breaststroke Final
202	Boys	200 Backstroke HDW	204F	Boys	13/14 50 Breaststroke Final
203	Girls	100 Butterfly Heats	204F	Boys	15/16 50 Breaststroke Final
204	Boys	50 Breaststroke Heats	204F	Boys	17/Over 50 Breaststroke Final
205	Mixed	11/Over 800 Freestyle (4 heats)	203F	Girls	13/14 100 Butterfly Final
			203F	Girls	15/16 100 Butterfly Final
			203F	Girls	17/Over 100 Butterfly Final

Saturday 11 th April					
Session 4 – Warmup 8.00am, Start 9.10am			Session 6 – Finals – Warmup TBC		
			506F	Mixed	11/Over 1500 Freestyle Fastest Heat
401	Girls	200 IM HDW	403F	Girls	13/14 50 Freestyle Final
402	Boys	200 Butterfly HDW	403F	Girls	15/16 50 Freestyle Final
403	Girls	50 Freestyle Heats	403F	Girls	17/Over 50 Freestyle Final
404	Boys	100 Freestyle Heats	504F	Boys	13/14 50 Butterfly Final
405	Girls	400 Freestyle HDW	504F	Boys	15/16 50 Butterfly Final
			504F	Boys	17/Over 50 Butterfly Final
Session 5 – Warmup TBC, Start TBC			505F	Girls	13/14 50 Butterfly Final
501	Girls	200 Butterfly HDW	505F	Girls	15/16 50 Butterfly Final
502	Boys	200 IM HDW	505F	Girls	17/Over 50 Butterfly Final
503	Girls	100 Backstroke Heats	404F	Boys	13/14 100 Freestyle Final
504	Boys	50 Butterfly Heats	404F	Boys	15/16 100 Freestyle Final
505	Girls	50 Butterfly Heats	404F	Boys	17/Over 100 Freestyle Final
506	Mixed	11/Over 1500 Freestyle HDW (3 Heats)	503F	Girls	13/14 100 Backstroke Final
			503F	Girls	15/16 100 Backstroke Final
			503F	Girls	17/Over 100 Backstroke Final

Sunday 12 th April					
Session 7 – Warmup 8.00am, Start 9.10am			Session 9 – Finals – Warmup TBC		
			701F	Boys	13/14 100 Backstroke Final
701	Boys	100 Backstroke Heats	701F	Boys	15/16 100 Backstroke Final
702	Girls	200 Freestyle HDW	701F	Boys	17/Over 100 Backstroke Final
703	Boys	50 Freestyle Heats	704F	Girls	13/14 100 Breaststroke Final
704	Girls	100 Breaststroke Heats	704F	Girls	15/16 100 Breaststroke Final
705	Boys	400 IM HDW	704F	Girls	17/Over 100 Breaststroke Final
			803F	Boys	13/14 100 Breaststroke Final
Session 8 – Warmup TBA, Start TBC			803F	Boys	15/16 100 Breaststroke Final
801	Boys	200 Freestyle HDW	803F	Boys	17/Over 100 Breaststroke Final
802	Girls	50 Backstroke Heats	802F	Girls	13/14 50 Backstroke Final
803	Boys	100 Breaststroke Heats	802F	Girls	15/16 50 Backstroke Final
804	Girls	400 IM HDW	802F	Girls	17/Over 50 Backstroke Final
			703F	Boys	13/14 50 Freestyle Final
			703F	Boys	15/16 50 Freestyle Final
			703F	Boys	17/Over 50 Freestyle Final

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



City of Norwich Swimming Club Easter Long Course Meet 2020

(Level 1 License No. 1ER19TBC)

Sportspark ,UEA, Norwich: Fri 10th - Sun 12th April 2020

BOYS Qualifying Times						Long Course Times	GIRLS Qualifying Times					
10	11	12	13/14	15/16	17/o		Event	10	11	12	13/14	15/16
40.00	39.00	35.90	34.00	29.50	28.70	Freestyle 50m	41.80	39.30	37.40	36.00	34.20	33.20
1:25.80	1:20.80	1:15.70	1:11.80	1:08.40	1:04.40	Freestyle 100m	1:29.20	1:25.10	1:20.30	1:18.20	1:15.70	1:13.70
3:10.60	2:55.30	2:45.80	2:37.60	2:23.70	2:15.70	Freestyle 200m	3:10.40	2:58.30	2:47.50	2:38.20	2:30.10	2:24.10
6:30.40	5:59.00	5:40.10	5:28.80	4:54.60	4:48.60	Freestyle 400m	6:27.40	5:59.40	5:39.80	5:26.30	5:02.80	4:54.80
	10:50.00	10:50.00	10:24.00	9:42.00	9:13.00	Freestyle 800m		10:49.60	10:39.00	10:25.80	9:55.50	9:50.50
	22:40.70	20:40.50	20:10.60	18:22.10	17:30.10	Freestyle 1500m		22:35.00	20:35.20	19:59.20	19:01.50	18:40.30
59.60	49.20	45.60	43.80	41.70	36.80	Breaststroke 50m	58.50	49.80	48.00	47.10	45.60	40.60
1:55.30	1:49.50	1:39.70	1:32.80	1:29.40	1:21.40	Breaststroke 100m	1:59.10	1:50.30	1:48.60	1:38.20	1:30.50	1:26.50
4:20.20	3:45.10	3:29.20	3:19.50	3:01.40	2:52.40	Breaststroke 200m	3:55.50	3:38.60	3:28.90	3:18.50	3:08.70	2:59.70
48.00	45.20	43.50	39.20	36.50	34.50	Backstroke 50m	48.00	47.10	45.90	39.40	37.00	36.00
1:35.80	1:30.80	1:28.10	1:27.20	1:20.20	1:13.20	Backstroke 100m	1:39.50	1:33.50	1:28.90	1:27.50	1:17.60	1:15.60
3:55.80	3:25.00	3:15.70	2:59.30	2:39.00	2:32.00	Backstroke 200m	3:29.30	3:19.00	3:09.60	2:59.50	2:48.80	2:44.80
49.50	47.80	39.10	38.90	33.20	31.20	Butterfly 50m	46.00	44.70	39.60	38.70	36.80	35.80
1:35.50	1:27.70	1:25.50	1:19.80	1:12.80	1:08.80	Butterfly 100m	1:39.90	1:33.10	1:29.90	1:25.60	1:17.20	1:14.20
3:40.30	3:25.50	3:15.90	3:05.90	2:39.40	2:29.40	Butterfly 200m	3:39.60	3:19.60	3:10.70	2:59.50	2:45.70	2:43.70
3:39.60	3:24.30	3:12.80	2:59.70	2:43.40	2:33.40	Ind Medley 200m	3:39.60	3:24.30	3:09.30	2:59.80	2:48.90	2:44.90
7:26.30	6:55.80	6:40.70	6:34.40	5:40.20	5:23.20	Ind Medley 400m	7:26.20	6:49.30	6:29.90	6:10.60	5:50.20	5:45.20

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Sportspark ,UEA, Norwich: Fri 10th - Sun 12th April 2020

Under Swim England Laws & Regulations & Swim England Technical Rules of Swimming

External Club Summary Entry Form

Please return this completed form with your entries confirmation of BACS payment to Acct: 59071068, Sort 30-96-17, Ref EM20 XXXX (Club Shortform Code), to: tbirdspinner@gmail.com.

Closing date 7pm Friday 13th March 2020

Club Name:			
Contact Name:			
Email Address:			
Telephone No:			
Entry Details:			
		No of Entries/ Passes	Cost
Swimmers	@ £7 per 50m, 100m, 200m and 400m event		£
	@ £10 per 800m & 1500m event		£
Coaches Pass	@ £20 no food		£
	@ £40 with food		£
Admin Fee	@£5 per swimmer if manual entry		
		TOTAL	£

* BACs payment to: Sort: 30-96-17; Account: City of Norwich Swimming Club Ltd; Account No: 59071068; Ref: EM20 "Club 4 character Swim England Code" or contact tbirdspinner@gmail.com for further information and guidance.

Checklist – By the Closing Date of 7pm 13th March 2020 please ensure you have:

Either Emailed:

Hytek Entry File
Hytek Meet Entry Report
Coach/Chaperone Forms
Officials Forms (1 licensed official for every 10 swimmers)
(BACS Transfer)

Or Posted:

Club Summary Entry Form (this form) including £5 admin
Hytek Entry Report
Coach/Chaperone Forms
Officials Forms (1 licensed official for every 10 swimmers)
Cheque (payable to City of Norwich Swimming Club Ltd)

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INDIVIDUAL ENTRY FORM			
FORENAME:		SURNAME:	
CLUB:		AGE (@ 31/12/20):	
SEX:	MALE/FEMALE	DATE OF BIRTH:	
EMAIL ADDRESS:		DISABILITY CLASSIFICATION:	
TELEPHONE NO:		Swim England No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
EVENT	COST PER EVENT	ENTRY TIME (LC)*	IF CONVERTED STATE SHORT COURSE TIME*:
50M FREESTYLE	£7.00		
100M FREESTYLE	£7.00		
200M FREESTYLE	£7.00		
400M FREESTYLE	£7.00		
800M FREESTYLE (G)	£10.00		
1500M FREESTYLE (B)	£10.00		
50M BACKSTROKE	£7.00		
100M BACKSTROKE	£7.00		
200M BACKSTROKE	£7.00		
50M BREASTSTROKE	£7.00		
100M BREASTSTROKE	£7.00		
200M BREASTSTROKE	£7.00		
50M BUTTERFLY	£7.00		
100M BUTTERFLY	£7.00		
200M BUTTERFLY	£7.00		
200M IM	£7.00		
400M IM	£7.00		
TOTAL ENTRIES			£
<i>Admin Fee (City of Norwich SC Swimmers and Visiting Clubs manual entry only)</i>		@ £5.00	£
TOTAL			£

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

CLOSING DATE FOR ENTRIES IS 7pm 13th March 2020

Please return this form and/or an "Entries Summary Form" as appropriate, to Tracey Spinner, tbirdspinner@gmail.com. BACS Payment Reference EM20 plus the first 4 letters of your surname as the reference – pay to: Account: 59071068; Sort 30-96-17.

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 (Level 1 License No. 1ER200197)

Sportspark ,UEA, Norwich: Fri 10th - Sun 12th April 2020

**Under Swim England Laws & Regulations & Swim England Technical Rules of Swimming
 Coaches / Chaperone Pass Individual Application Form**

Closing date 7pm 13th March 2020

Full Name:		
Club Name:		
Position: (eg Coach)		
Email Address:		
Swim England Membership Number:		
Meet Pass	Without Food: £20: <input type="checkbox"/>	With Food £40: <input type="checkbox"/>
Dietary Requirements		

The above named person is authorised to hold a pass for this club and their details are visible on the Swim England Members Website:

Signed _____ Club Secretary

Coach's Passes will not be available on the day. There will be no access to poolside without a coach's pass Passes are £20.00 (no food) or £40 (with food) each and include entry to poolside and results service. All completed forms to be returned to:

Tracey Spinner, tbirdspinner@gmail.com

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Sportspark ,UEA, Norwich: Fri 10th - Sun 12th April 2020

Under Swim England Laws & Regulations & Swim England Technical Rules of Swimming

Officials Request Form

Please complete details, noting that only fully licensed officials are eligible to officiate at a L1 meet:

Full Name:				
Qualification <i>(tick box applicable):</i>	JL1	JL2	JL2S	LRef
Date License Valid To:	Licence Number:			
Sessions Available:	Friday	S1	S2	S3
	Saturday:	S4	S5	S6
	Sunday:	S7	S8	S9
Mobile No:				
Email Address:				
Club:				
Swimmer's Name				
Mentor Request	<i>If you are in the middle of training to become an official and require mentoring, please indicate the sessions you are available and use this box to detail the tasks you require mentoring for.</i>			
Dietary Requirements	<i>Officials working a full day will be provided with lunch. Let us know if you have any special requirements.</i>			

Please email completed form to Adele Gilbertson at deligilbo@icloud.com or return the form with your entry form via your club entry. Alternatively register your availability on SwimMeet once the meet has been activated online.