**BARNET COPTHALL SWIMMING CLUB**

**Kate Lack Trophy and End of Season Meet**

Affiliated to Swim England London Region – Under Swim England Laws and Swim England Technical Rules at Level 3 3LR240942

Sunday 30th June 2024

Barnet Copthall Leisure Centre, Champions Way, Hendon, London, NW4 1PS

**RULES AND CONDITIONS:**

BCSC will liaise with the pool operator regarding COVID, and COVID safety management by the pool operators in addition to any rules and regulations in place by the Government at the date of this meet. All participants will be required to agree to this as part of the opt into this meet.

1. This gala will take place at Barnet Copthall Leisure Centre Champions Way, Hendon, London, NW4 1PS and is licensed by Swim England at Level under License number 3LR240942. It will run short course (25m) in accordance with Swim England Laws and Swim England Technical rules of swimming and the rules and conditions of this competition.
2. Over the top starts may be used at the promoter’s discretion.
3. Cyclic seeding will not be used. A Secondary strobe will be available.
4. This is a cardless meet, swimmers must sign in for each session they are swimming in by the times stated.
5. The pool is 25m long, 8 lanes, anti-wave lane ropes and electronic timing. The depth of the water at the starting end is 1.8m and the depth of the water at the shallow end is 1m.
6. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by British Swimming. With respect to this meet we will process personal data for the legitimate purpose of running the gala. The items of personal data processed are name, Swim England number, date of birth, gender and para swimming classification if applicable. During the gala we will process name, gender and competition age in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic submission made to British Rankings. We will also make this information available on request to the club of the swimmer as the data controller.
7. By submitting and accepting entries to the meet, consent is hereby given, as required by the Data Protection Act 1998, to the holding of personal information. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event. This data will be shared by form of results with Swim England (Rankings) and the clubs who have entered the meet. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies. Please ensure that you review their privacy policies before any data is submitted. If any persons want to exercise their right to erasure or processing of their personal data they will need to make a written request to the promoter. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.
8. There will be no charge for spectators at this gala. A copy of the results will be provided to clubs and will be available on our website as soon as possible after the gala.
9. Ages are at 30th June 2024. Age bands are 9 years; 10 years, 11 years, 12 years, 13 years, 14 years; 15 years + 16+ years.
10. Events are 50 Back; 50 Breast; 50 Fly; 50 Free; 100 Back; 100 Breast; 100 Fly; 100 Free; 200 Back; 200 Breast; 200 Fly; 200 Free; 400Free; 200IM and 400IM.
11. 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.
12. Entry fee is £7-00 per event – Time trials will be offered if there is space. They will be offered on a first come first served basis, you will be placed in the first heat and will not be eligible for an award. Anyone wishing to swim a time trial must go to the meet office before the start of the session, the fee will be £7-00.
13. Upper limit times are attached. Swimmers entering this meet are expected to enter their current best time and must not enter faster times than the upper limit
14. All events are heat declared winners. Awards will be given to the top 3 swimmers in each age group. Points will also be awarded and there will be a top boy; top girl and Top visiting club trophy. Swimmers from Barnet Copthall will be eligible for the top boy and top girl trophy but not the top club.
15. The pool will be available for warm up before each session, A second pool will be available during the meet for swim down.
16. The promoter reserves the right to restrict entries to meet the allocated pool time, or on grounds of health and safety. All entries are accepted on a first come first served basis presuming the swimmer’s times fall within the cut off times. The closing date is Friday 31st May 2024 or when meet is full.
17. Entries to be made on either the attached entry form or by hy tek. Clubs entering a large amount of swimmers please make payment by Bank Transfer to Barnet Copthall Swimming Club; Sort code 20-91-79; Account number 90143480. Please use your club code + KL as a reference.
18. The promoter reserves the right to limit entries – any entry not accepted as a result of this paragraph will be refunded in full. No other money will be refunded unless the swimmers is unable to attend due to COVID restrictions i.e isolation or a positive test result.
19. All swimmers including those aged 9 must be registered as Club compete members of a club affiliated to Swim England.
20. This meet is a first come first served entry. This meet has been licensed at Level 3 by Swim England. Times recorded at the meet will be accepted for entry into County and Regional Competitions and championships for eligible swimmers, and will be sent to Swim England for inclusion in the National Rankings.
21. Coaches / Team manager passes will be available at the cost of £2-00 without food or £14-00 which will include lunch and Tea.

When ordering passes, please ensure your club meets the correct ratios according to the new Swim England Coach/Team Manager/Chaperone policy, brought into effect on 1st September 2023, available to view here - [Swim England Policy Documents | Member Resources (swimming.org)](https://www.swimming.org/swimengland/board-policy-documents/)

1. 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 possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms. Should you have any concerns about photography or filming at this event then please bring them to the attention of the promoter. This rule applies to the use of mobile phones, tablets or image capturing devices as well as cameras.
2. The Swim England changing room policy now prohibits all use of a mobile phone or device in a changing room area during Swim England regulated activity.
3. Hot drinks **MUST** **NOT** be taken on to poolside.
4. Only swimmers; coaches; team managers and officials are allowed onto the poolside, Parents / carers **are not** allowed onto the poolside.
5. Parents / carers are allowed into the changing rooms **but must not** go past the showers and block / stand in the entrance to the pool, this is a health and safety and safeguarding issue. Anyone found to be ignoring this rule will be asked to move immediately. The gala will be stopped until the entrance is clear.
6. All participants and spectators **must** observe all safety precautions in operation at the pool and follow instructions of pool staff and the Barnet Copthall Swimming Club management team. Neither the meet management, the promoter nor Barnet Copthall Swimming Club will be responsible for any loss or damage occurring during this meet.
7. Prior to leaving poolside, **all swimmers** **must** dry off and put on appropriate clothing and footwear. **No swimmers** are allowed into the spectator area of the main entrance foyer area unless they have complied with this requirement.
8. Safeguarding concerns should be reported to the promoter.
9. All visiting clubs **must ensure** that team managers / coaches and officials comply with wavepower.
10. All swimming officials will be offered expenses please contact Sarah Lawlor in the gala office or by email sarahjanebcsc@gmail.com
11. By submitting their entries, swimmers / parents /carers / coaches and team managers accept these conditions in full. Failure to comply with any condition may result in suspension from the competition and forfeiture of any fee paid. The promoter reserves the right to refuse admission to any competitor or spectator to any session.
12. Please note that children **must not** be dropped off and left at the leisure centre unless there is an appropriate adult to take responsibility for them.
13. Barnet Copthall Swimming Club reserves the right to amend these conditions, without prior notice, to ensure the smooth running of the meet. For any matters not covered by these conditions, the promotor will make any decisions they deem necessary to provide for the satisfactory running of the competition. By submitting an entry, participants are deemed to have agreed to such decisions.

1. For any queries or further information please contact Sarah Lawlor on 07951600326 [sarahjanebcsc@gmail.com](mailto:sarahjanebcsc@gmail.com)