



Entries will open at 0900 on
Monday 7th July and close at
midnight on
Friday 01st August 2025

Level 3 Sprints 2025

License #: 3LR251705



Saturday 6th September 2025 @ 1:00pm

**Sevenoaks Leisure Centre
TN13 1LW**

**WHOLE
CLUB ENTRIES
ONLY**

Rules & Conditions

1. General Conditions

- 1.1. Bromley Swimming Club reserves full power over this event.
- 1.2. The meet will be held under Swim England Laws and Swim England Technical Rules and these Promoter's conditions.
- 1.3. The meet is licensed at Level 3.
- 1.4. The event will take place at **Sevenoaks Leisure Centre TN13 1LW** in a **25m, 6-lane pool** with Colorado 6 electronic timing and anti-wave lane ropes. A secondary strobe is available only upon request, two weeks before the Meet.
- 1.5. Questions/queries regarding the meet should be directed, in the first instance, to the Promoter, Simon Hughes at meets@bromleysc.com.
- 1.6. The meet promoter has the right to amend the programme or timings to ensure the smooth running and fairness of the event.

2. COVID

- 2.1. If applicable, the promoter reserves the right to adapt this Meet to align with UK government guidance and policies on COVID restrictions and lockdowns and the centre's requirements.

3. Programme of Events & Transgender Competition policy

- 3.1. The Meet will be held over **two** sessions.
- 3.2. The events for both Female & Open/Men Events will be:
 - 3.2.2. 50m on all four strokes
 - 3.2.3. 100m Individual Medley
- 3.3. 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.
- 3.4. The full programme showing the order of events will be as shown in Appendix 1
- 3.5. All events will be swum with age groups and genders combined, and all Heats will be seeded (slowest to fastest) by entry time.
- 3.6. All heats will be spearheaded.
- 3.7. All Events will be run on a Heat-Declared-Winner (HDW) basis.

4. Age Groups

- 4.1. Ages are as of midnight on **6th September 2025**.
- 4.2. Age groups are 9, 10, 11, 12, 13, 14, 15 and 16+.

5. Awards

- 5.1. Awards will be made to:
 - 5.1.1. The Top 3 in all age categories.
- 5.2. Awards must be collected on the day and will not be posted.

6. Entries

- 6.1. The opening date for entries for clubs is **Monday 7th July 2025**
- 6.2. The closing date for entries is midnight on **Friday 01st August 2025**. If the gala is full, we reserve the right to close earlier.
- 6.3. The entry fee is **£8.00** per event.
 - 6.2.1 The entry fee includes a levy charge per event payable to Swim England London Region.
- 6.4. Only entries from clubs will be accepted. **Individual entries will not be accepted.**
- 6.5. Club entries MUST be made via the Hy-Tek entry file. Please e-mail meets@bromleysc.com and simon.hughes@conranmortgages.co.uk for this file and complete the Entry Summary Sheet attached (Appendix 3). Only BACS payments will be accepted (Sort Code: 40-46-20, Account No: 61407791). Please

quote the event **Sprints + your four-letter club code (i.e. SprintsBRYL)** as the reference. Receipt of entries will be acknowledged within 72 hours of receipt. Accepted entries will be confirmed, by the latest, 72 hours after the closing deadline, subject to payment in full.

- 6.6. All competitors must be a Swim England registered member of the club in whose name they are entered on the closing date and remain so continuously until the meet is concluded at Club Compete level (old Category 2).
- 6.7. Swimmers may only represent one club at the meet.
- 6.8. Refunds will not be given for swimmers withdrawing after the closing date or for any errors or omissions attributable to the individual or their club.

7. Entry Standards

- 7.1. Entries must be slower than the listed upper limit times. Submitted entry times must be short course and achieved since **01st September 2024**. "No-time" entries will be accepted subject to event session time limits (see over-subscriptions section).

8. Qualifying Times and Time Trials

- 8.1. Entries must be no faster than the Upper Time Limit (UTL) published for each event.
 - 8.1.1. Time trials for swimmers whose times are faster than the ULT may be permitted if the meet is under-subscribed.
 - 8.1.1.1. Time trials will be accepted from **Bromley SC** first and then on a first-come, first-served basis.
 - 8.1.1.2. Swimmers entering for time trial purposes will not be eligible to receive awards.
- 8.2. All times will be submitted to the Swim England Rankings.

9. Over-Subscription and rejections

- 9.1. The Promoter reserves the right to restrict the number of entries to meet the allocated pool time and Licensing conditions.
- 9.2. Entries will be accepted, first from Bromley Swimming Club, then on a **first-come, first-served basis until the meet is at full capacity which may mean a partial rejection of swimmers from the last clubs entries in. We will reject based on a per age group, per event basis from the last clubs entries. Under these circumstances, we will endeavor to communicate with the club(s) involved in an efficient timescale.**
 - 9.2.1. Time trials will be accepted first from Bromley Swimming Club on a first-come, first-served basis.

10. Withdrawals

- 10.1. This will be a 'sign-out' event.
- 10.2. Withdrawals are to be via the 'Swim-Meet' platform (link to be sent after the entry closing date) by **noon** on **5th September 2025**, and Coaches are to report any last-minute withdrawals to the recorder desk at the beginning of the warm-up on the day of the Gala.
- 10.3. If you withdraw after the closing date, you are still required to pay for the events entered.

11. Coaches and Team managers

- 11.1. **Clubs are reminded that it is their responsibility to ensure that swimmers entered under their name are supervised, at all times, by Coaches, Team managers & Chaperones in compliance with the Swim England Team manager, Coach and Chaperone Policy (SE1048 | 16/05/23 |**

<https://www.swimming.org/swimengland/swim-england-relases-supervision-ratios-policy/>)

- 11.2. Coaches and Team Managers will not be allowed on the poolside without a pass.
- 11.3. The Promoter has the right to ask any unauthorised persons to leave the poolside.
- 11.4. Coaches' and Team managers' passes must be requested using the Entry Summary Form at the bottom of these Promotor Conditions with all requested information being completed.

12. Officials

- 12.1. The event requires a minimum number of officials for each session. To help us cover all sessions fully, we would politely ask that those clubs entering more than 5 swimmers provide two officials or more per session (J1 in training or above).
- 12.2. All officials will be offered expenses in accordance with Bromley Swimming Club's expenses policy. For further details, please contact the meet promoter (meets@bromleysc.com).
- 12.3. Please indicate your willingness to officiate by completing the Swim-Meet URL website link, which will be sent once entries are accepted.
- 12.4. Please notify us in advance of any special dietary requirements &/or allergies.

13. Photography

- 13.1. Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photographs on social media. The Swim England Child Safeguarding Policy and Procedures, 'Wavepower 2024' Section 2 guides the use of social networking (pages 92-95) and on photography (pages 86-88). Flash photography is always prohibited. Image-capturing devices must not be used in the changing area at any time for the purpose of taking photos. Swim England changing room policy now **prohibits all use of a mobile phone or device in changing room areas.**

14. Data Protection

- 14.1. Bromley Swimming Club 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 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 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.

15. Starts

- 15.1. The meet will operate over the top starts throughout at the Referee's discretion, except for the Backstroke events. In the event of a faulty start, the swimmer must make a safe entry and not fall into the water. All swimmers should remain in the water at the end of their race until the referee tells them

to leave the pool.

16. Warm-Up

- 16.1. A warm-up timetable and lane allocation will be posted and must always be obeyed.
- 16.2. Diving is not permitted during warm-up until sprint lanes are designated by the Warm-Up Marshall.
- 16.3. Coaches must supervise their swimmers during the warm-up so that they do not endanger themselves or others in the water.
- 16.4. The instructions of the Warm-Up Marshall, Announcer, pool lifeguards or others in authority must be obeyed immediately.

17. Behaviour

- 17.1. Coaches and Team Managers are always responsible for their swimmers' conduct. The Promoter and the leisure centre management reserve the right to remove any swimmer or spectator from the pool area whose behaviour is either against pool rules or is affecting the running of the meet. Please be always safe and courteous. Anyone found causing damage or misbehaving will be banned from the meet.

18. Spectators

- 18.1. Adult spectator admission is £5 per session or £8 for both sessions, and children under 16 are admitted free. The venue has vending machines but no cafe.
- 18.2. Should the need arise for social distancing to be observed, we will be directed by government, Swim England, and the Leisure Centre.

19. Results

- 19.1. Results will be available on Meet Mobile.

20. Safety

- 20.1. For child protection reasons, only officials, coaches, team managers with a pass, leisure centre staff, registered volunteers, and swimmers shall be allowed at the poolside other than in the designated spectator area.
- 20.2. Spectators, officials, and competitors must observe the safety precautions in operation at the **Sevenoaks Leisure Centre**. They are asked to familiarise themselves with the location of all emergency exits and abide by any rules laid down by the venue management. The emergency exits must always be kept clear.
- 20.3. Anyone observing anything they consider to be a safety hazard must report any issues immediately to a member of the leisure centre staff or the Meet Promoter.
- 20.4. The depth of the pool at the start end is **1.8m** and **0.9m** at the turn end. coaches should check the poolside displays for confirmation of the depth.
- 20.5. The starting blocks are **0.7m** above the water level.
- 20.6. In the interests of those who may have nut allergies, the meet promoter requests that no products containing nuts be brought to the meet.

21. Changing & Attire

- 21.1.** This venue is a leisure centre, and the changing facilities may be open to the public during the meet. Swimmers must wear suitable clothing and footwear on the poolside and when moving around the leisure centre. No outdoor shoes are allowed on the poolside unless used exclusively as poolside shoes. Swimmers wearing wet clothing are not allowed outside the pool and changing room area. Swimmers are advised to remove all jewellery to prevent accidental injury to themselves and others.

22. Security

- 22.1.** Bromley Swimming Club cannot be held responsible for the loss or damage to personal property and requests that all persons remove their belongings if they leave the premises at any time. Competitors and spectators must not leave their belongings unattended. Any lost property not claimed from the announcer during the meet will be handed to the leisure centre management for collection by the owner.

23. General information

- 23.1.** There are vending machines only at the leisure centre.
23.2. Car parking is available at The Leisure Centre.
23.3. Spectators are welcome. Entry fees are £5 per session or £8 for both sessions. Under 16s are free

Any conditions not covered in the above information will be at the discretion of the promoter and Bromley Swimming Club. By entering this event, competitors and coaches agree to abide by these conditions.

Further information: If you require further information, please contact the meet promoter at meets@bromleysc.com

Bromley SC | Level 3 Sprints 2025 | Promoters Conditions

**Affiliated to Swim England London Region
(Under Swim England Law and Swim England Technical Rules of Swimming and the Promoters Conditions)**



LEVEL 3 LICENSED OPEN MEET 2025

LICENCE NO. 3LR251705

Saturday 6th September 2025

Sevenoaks Leisure Centre

Entries must be no faster than the Upper Limit Time (ULT) below. Times stated are Short Course times. Long Course converted times are acceptable. Ages are as at midnight on **6th September 2025**

Open/Men							Women					
9/10	11	12	13	14	15+	EVENT	9/10	11	12	13	14	15+
31.59	29.08	27.65	26.70	25.39	23.14	50m Free	31.99	30.21	29.19	27.25	26.18	24.36
39.99	38.99	35.30	33.51	32.28	26.90	50m Breast	38.99	37.99	36.99	34.28	33.28	29.63
36.08	32.12	29.95	28.79	27.68	24.50	50m Fly	33.55	32.95	32.69	28.91	28.38	26.19
36.99	34.29	32.56	29.45	28.04	24.94	50m Back	36.99	35.99	33.99	30.38	29.67	26.41
1.22.79	1.19.40	1.13.99	1.07.50	1.05.30	57.30	100m IM	1.22.21	1.17.09	1.13.19	1.09.99	1.07.99	1.03.89

Appendix 1 – Programme of events

PROGRAMME

Age Groups: 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15, 16/o yrs,

Events: 50m Freestyle, Backstroke, Breaststroke and Butterfly and 100m IM.

SESSION ONE WARM UP at TBA (expected circa 1:00pm) RACING STARTS at TBA (circa 1:45pm) FINISHES approx. at TBA			SESSION TWO WARM UP at TBA RACING STARTS at TBA FINISHES at TBA		
	EVENT			EVENT	
101	50m Butterfly - mixed	HDW	201	50m Backstroke – mixed	HDW
102	50m Breaststroke - mixed	HDW	202	50m Freestyle - mixed	HDW
103	100m IM - mixed	HDW			

Notes: - All Events are Heat Declared Winners. Results and programme will be available live on the day on Meet Mobile.

Awards can be collected as soon as official results are published and will be given to the **top 3** in all age categories (to be collected from the medals table). No Awards will be posted after the Event.

AGES AS AT 6th September 2025

Appendix 3: Entry summary sheet

Bromley Swimming Club Sprints 2025
Sunday, 6th September 2025

License #: 3LR251705

<p>Closing date for entries: Midnight on Friday, 01st August 2025</p> <p>Please email this completed form to meets@bromleysc.com and simon.hughes@conranmortgages.co.uk Quoting 'SPRINTS' as the reference.</p> <p>DO NOT SEND ANY PAYMENT YET Once the closing date has passed, we will confirm the entries and then confirm the payment details</p>	<p>Entries must be submitted on HyTek Team Manager Files and sent by email to meets@bromleysc.com and simon.hughes@conranmortgages.co.uk</p> <p>Non-HyTek users should use Team Manager Lite See http://www.hytektd.com/Updates/TM_Lite.pdf for instructions.</p>
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DECLARATION:			
1. All entrants are eligible competitors and are registered members of the below-named club 2. All entrants accept the Promoter's Conditions			
CLUB:			
CLUB CONTACT			
FULL NAME:			
FULL ADDRESS:			
E-MAIL ADDRESS:			
CONTACT TEL: (mobile for emergency contact)			
ENTRIES			
Individual Entries	Number	@ £8.00	£
Total Entries	Number	@ £8.00	£
Coaches/TM Passes	Number	@ £20	£
<p>Only DBS-checked people will be allowed on the poolside. Please provide the Name, Swim England number, DBS number and date obtained for each Coach & Team manager Poolside.</p>			
TOTAL PAYABLE:			£
BANK ACCOUNT DETAILS FOR REFUNDS			
Account name:			
Sort Code:			
Account Number:			

Appendix 4 – Poolside Team Staff

Full Name	Role (Delete as applicable)	Swim England Number	DBS # & Date Obtained	Current S&PC Cert Date Obtained
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			
	Coach Team Manager			