



Forest of Dean Swimming Club
Level 3 Open Meet
GL1 Leisure Centre, GL1 1DT
24th and 25th May 2025

Licence Number: 3SW250994
(under Swim England Laws and Regulations and Swim England Technical Rules of Racing)

Introduction

- Forest of Dean SC hopes to provide a fun, safe, inclusive, and productive open meet for all swimmers to come and take part.
- This competition will be swum under Swim England Laws and Regulations and Swim England Technical Rules of Racing and licensed by Swim England for entry into County and Regional Competitions. Any rules not covered by the Promoter's conditions will be covered by Swim England Laws on Open Competitions.
- All competitors must be registered with their governing body with a Club Compete or equivalent membership and must be members of a club affiliated to Swim England, Swim Wales or Scottish Swimming. Competitors who are not British Swimming registered may enter at the meet promoter's discretion and must give evidence of registration to a FINA recognised international swimming federation.
- **This is an inclusive meet for SEND/Para swimmers** (See MD entry form for available events). Entries will be accepted into events from SE Club compete disability swimmers who will swim fully integrated with able-bodied swimmers in appropriate heats. Para Swimmer entries: all swimmers must have an authorised SE/IPC swimming classification or Certificate of Exception or Certificate of Disability. In addition, details of disability, classification and exemptions must be provided with entry. **Please ensure the Certificate of Exception or Certificate of Disability are presented to the Referee prior to each competition session.** Failure to do so may result in disqualification. A secondary strobe will be available; please contact the meet promoter should you require this.
- **Transgender 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.
- During the competition, and to facilitate its smooth running, the Referee may amend any competition condition. All participating clubs will be made aware of any amendments.

Pool facilities / health and safety

The competition pool is an 8-lane deck level 25m pool with a water depth of 2m throughout. Anti-turbulence lane ropes (including at the sides) will be used and turning flags will be placed at both ends of the pool. GL1 is a certified pool. Please note there is no warm down pool at this meet.

Team Managers will be responsible for the conduct of their swimmers. It is, therefore, expected that Team Managers will always remain in the seating areas and with their swimmers.

The following information is to be brought to the attention of competitors, team staff and spectators.

- Swimmers' seating and the spectator areas are situated in the same block but separated by dividing ropes.
- Entry to the swimmers' area is through the changing village and then onto the poolside. Entry to the spectators' seating area is from the first floor.
- **UNDER NO CIRCUMSTANCES** (except when using as an evacuation route) **SHOULD SWIMMERS OR SPECTATORS CROSS THE DIVIDING ROPES. Additionally, neither spectators nor swimmers are allowed to sit on the access steps to these areas. This is a health and safety requirement of the leisure centre that we are obliged to enforce.**

The Promoters of this event will adhere strictly to the Health and Safety Laws 203-206 in the Swim England Handbook; please see [Swim England Handbook | Your full guide to Swim England rules \(swimming.org\)](#) for more information. It should be noted that no-one will be permitted into the changing village, poolside or



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swimming/spectator seating area until the Promoters and/or Meet Referee are satisfied that these Health and Safety Rules have been met in full.

Data protection

All data relating to the entry and results processing will be held on computer using Hy-Tek Meet Manager system software. Results of the meet will be sent to British Swimming as soon as possible after the meet. Swimmer entries will be managed on a computer.

By submitting entries, consent is thereby given, as required by the Data Protection Act 2018, to the holding of personal information on a computer. Personal data will be available upon request for inspection during the meet and will be stored and destroyed in accordance with Swim England guidelines.

Photography

Guidance on photography and sharing images or video on social media will be available at the event. All attendees, including swimmers, spectators, coaches, parents, helpers and officials are required to follow the Swim England guidelines and are requested not to obstruct swimmers, coaches or officials on poolside.

Entries

- **The closing date for entries is midnight Sunday 1st May 2025.**
- **The entry fee for each event is £8.00.**
- **Please submit all entries to: promoter.FoDSC@gmail.com**

All club entries are required to be submitted electronically using the Hy-Tek Team Manager software, or TM Lite software. Details of this can be downloaded from the Forest of Dean Swimming Club website www.fodsc.com or by contacting promoter.FoDSC@gmail.com.

We do not accept any responsibility for HyTek files entered incorrectly and will not make any changes to times or events entered by error. Please be aware that any swimmers' details entered that are incomplete or incorrect on the HyTek file will prevent their times being updated by rankings. Please also submit a club summary form and HyTek entries report print-out.

All swimmers wishing to enter this meet must be registered as a category 2 member of the SE/SW/SS or their governing body and **age will be as of 25th May 2025.**

- For **individual entries**, please complete the individual entry form below and send this via email (photograph of a handwritten form is acceptable) to promoter.FoDSC@gmail.com.
- Any **para swimmers** taking part are to be highlighted on the club summary form with classification and SE number.
 - The Competition will be run as an integrated competition. Para-Swim/Disability competitors must have an authorised disability Classification, or Certificate of Disability/Exception which must be declared on the entry form and be presented to the Referee at the start of the relevant session before racing commences. Failure to do so may result in disqualification.
- The Promoter reserves the right to reject entries if the event is oversubscribed. Entries will be accepted on a **first come, first served** basis.
- Entry times do not need to show on the rankings database (NTs acceptable). All events will be swum in combined age groups, seeded on entry times.



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- Submitted entries must be in accordance with the attached eligibility and qualifying times. It is the responsibility of all swimmers/parents and coaches to enter correct times as a random check will be done on the rankings database to check validity.
- Prior to the meet all clubs/swimmers will receive a listing of entries. Please ensure you check this for accuracy. For all entries, please supply an email address to enable us to return your acceptance/rejections and any other information as required.
- There may also be the opportunity for **deck entries** on the day of competition. Please see the promoter in the control room prior to warm-up to check availability.

Payments and refunds

Please pay via bank transfer to Forest of Dean SC, sort code: 30-95-29, account number: 00669002. Please use the reference "swimmername Meet" or "clubname Meet" for club entries. Please write your bank reference on your entry form or in your email.

All payments are made through BACS only.

In the event of a withdrawal of a swimmer on medical grounds the Promoter must be informed before the start of the first session of the Meet. Refunds will be processed on receipt of a doctor's medical note when received before this deadline. Refunds are processed at the Promoter's discretion.

The Meet Promoter will make every effort to run the event. In any situation that the meet must be cancelled, competitors are not eligible for full refunds of their entry fees. Proportionate refunds may be made but only after the promoter has covered all incurred costs.

The Meet Promoter will make every effort to run the event at the advertised licence level. In any situation that the meet must be run at either unlicensed or at a lower licence level, competitors are not eligible for refunds of their entry fees.

Timing system

Hy-Tek/Omega electronic placing and timing will be used. It should be noted that timing pads are only situated at the finishing end of the pool. The operation of the electronic timing will be in accordance with Rule SW 13. Please note that the scoreboard is only an indication of placing/times and the final results will be at the referee's discretion. There is a **secondary strobe** available at this meet. Please ask if you require the secondary strobe.

Swimmers' information

- Swimmers will compete as of their age on day, 25/05/2025.
- Medals: all events are heat declared winners.
- Medals will be given to the top 3 swimmers in each of the age groups 9, 10, 11, 12, 13, 14, 15 and 16+.
- Medals will be given to the top 3 para swimmers based on British Disability Points.

All swimmers must report to the Competition Stewards when instructed to do so. Any competitor not reporting on time may be excluded.

All swimmers must be able to execute a competitive racing dive as laid down in SE law or they should start in the water.



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It is the swimmer's or their representative's responsibility to inform a meet official of any **reason why they cannot conform to SE technical rules**; this should be done before the event in which they are taking part commences. Any exemption certificates are to be declared to the lead referee before the start of the session.

No swimmer should topple into the water in the event of a false or faulty start; a proper shallow dive must be performed.

- All starts where possible and where agreed with the Referee will be over the top.
- Mobile Phones or any device capable of Photo or Video capture are strictly prohibited in the Changing rooms or changing area's.
- Swimmers must NOT change on the poolside, all swimmers must use the changing village when changing in and out of costumes.

Team Manager passes

Coach/Team Manager passes will be £10.00 per person for the whole weekend and should be collected on the day from the control room.

It is the responsibility of the attending clubs to ensure that all Coaches/Team Managers have an up-to-date DBS check as per Wavepower, and wear their passes at all times when on poolside. All Teams must be accompanied by at least one Level 2 or Swim England Swimming Coach who must have current Safeguarding and DBS passes. Team Managers on poolside must be TM1 Qualified and be DBS Checked. Every person on poolside at any time must be a registered member of Swim England, Swim Wales (WASA) or Scottish Swimming (SASA). All clubs will comply with the Swim England Team Manager, Coach and Chaperone Policy: Swim England releases new policy on club supervision ratios (swimming.org).

Officials

All visiting clubs with eight or more swimmers are kindly requested to provide at least one qualified and licensed official to assist with officiating in each session. The meet promoter will endeavour to ensure that there are sufficient officials to meet the license requirements for each session. If this proves not to be possible for a session, times from that session will not be submitted to Swim England rankings.

Officials who officiate at any of the four sessions will be entitled to mileage expenses at a rate of 45p per mile from their home address to the pool venue and return, with a limit of one claim per day, regardless of the number of sessions attended that day. Officials should request an expenses application form from a Referee which should be completed and returned to that Referee during the duration of the Meet.

Officials who officiate for two sessions in one day will be provided with lunch.

Officials can sign up for the meet through Swim Meet: <https://www.swim-meet.com/availability/>



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Disability Swimming Supplementary Conditions

The general conditions of the Open Meet as specified in the main application pack shall apply to the Multi-Disability Swimming events except where varied by any of the following conditions.

Please note additional details on entry form if you are a disability swimmer.

Eligibility

- All competitors must have an Authorised British Swimming or IPC classification, which is held on the British Swimming or IPC swimming classification database at the time of entry.
- All competitors must be registered as members of a swimming club affiliated to the Swim England (SE), Scottish Swimming (SS) or Swim Wales (SW) at time of entry.
- Eligibility for all disability swimmers must be slower than the times shown on the qualifying times sheet.
- Any para swimmers taking part are to be highlighted on the club summary form with classification and SE number.
- All swimmers will swim together, inclusive of multi disability swimmers.
- The promoter will source all proof of classification for each disability swimmer from the home country membership check data base and submit it to the Lead Referee prior to the start of the open meet.
- The swimmer shall be judged under the relevant IPC rules.
- The promoter reserves the right to combine events dependent on the number of entries.

Accreditation

- All coaches and personal care attendants must have accreditation.
- Personal care attendants will only be permitted for swimmers in the following classes - S1-S4 and S11, or swimmers with an Assisted Start exception.
- A swimmer in the classes specified above may have both a coach and a personal care attendant present.
- All coaches and personal care attendants must conform with SE safeguarding procedures.



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Upper Qualifying Times

No swimmer with a time faster than the qualifying time may enter that event.

Open/Male

EVENT	10/under	11YRS	12YRS	13YRS	14YRS	15YRS	16YRS & over
50m Freestyle	36.00	34.00	31.50	30.50	28.00	27.50	26.50
100m Freestyle	1.18.00	1.14.00	1.10.00	1.06.00	1.01.50	1.00.00	58.00
200m Freestyle	2.50.00	2.40.00	2.32.00	2.25.00	2.13.00	2.10.00	2.05.00
400m Freestyle	6.00.00	5.45.00	5.25.00	5.14.00	4.45.00	4.35.00	4.25.00
50m Backstroke	40.50	38.50	37.00	36.00	33.50	31.00	30.00
100m Backstroke	1.30.00	1.27.00	1.21.00	1.17.00	1.12.00	1.10.00	1.06.00
200m Backstroke	3.10.00	3.01.00	2.50.00	2.45.00	2.34.00	2.29.00	2.22.00
50m Breaststroke	48.00	46.00	44.00	41.00	38.50	34.00	33.00
100m Breaststroke	1.42.00	1.39.00	1.33.00	1.28.00	1.19.00	1.18.00	1.16.00
200m Breaststroke	3.35.00	3.27.00	3.23.00	3.10.00	2.55.00	2.50.00	2.44.00
50m Butterfly	42.50	39.50	37.00	35.00	33.00	30.00	29.00
100m Butterfly	1.32.00	1.29.00	1.24.50	1.17.00	1.13.00	1.09.50	1.06.00
200m Butterfly	3.29.00	3.25.00	3.19.00	3.10.00	2.43.00	2.28.00	2.25.00
200m IM	3.14.00	3.04.00	2.52.00	2.45.00	2.32.00	2.29.00	2.25.50
400m IM	6.45.00	6.30.00	6.00.00	5.50.00	5.30.00	5.15.00	5.05.00

Female

EVENT	10/under	11YRS	12YRS	13YRS	14YRS	15YRS	16YRS & over
50m Freestyle	36.00	34.00	32.00	31.00	30.00	29.00	28.20
100m Freestyle	1.18.00	1.14.00	1.11.50	1.08.00	1.04.30	1.02.00	1.01.00
200m Freestyle	2.50.00	2.40.00	2.32.00	2.27.00	2.20.00	2.15.00	2.12.00
400m Freestyle	6.00.00	5.45.00	5.30.00	5.15.00	5.00.00	4.48.00	4.40.00
50m Backstroke	40.50	38.50	37.00	36.00	34.50	33.50	31.50
100m Backstroke	1.30.00	1.27.00	1.22.00	1.18.00	1.14.00	1.12.00	1.09.00
200m Backstroke	3.10.00	3.01.00	2.52.00	2.46.00	2.37.00	2.31.00	2.26.00
50m Breaststroke	48.00	46.00	44.00	42.00	40.00	38.50	37.00
100m Breaststroke	1.42.00	1.39.00	1.34.00	1.30.00	1.25.00	1.22.00	1.20.00
200m Breaststroke	3.35.00	3.27.00	3.24.00	3.16.00	3.05.00	2.57.00	2.55.00
50m Butterfly	42.50	39.50	37.00	35.50	34.00	33.00	31.50
100m Butterfly	1.32.00	1.29.00	1.25.50	1.16.00	1.15.00	1.13.00	1.10.00
200m Butterfly	3.29.00	3.25.00	3.20.00	3.05.00	2.45.00	2.38.00	2.35.00
200m IM	3.14.00	3.04.00	2.53.00	2.49.00	2.40.00	2.35.00	2.30.00
400m IM	6.45.00	6.30.00	6.10.00	6.00.00	5.45.00	5.25.00	5.17.00



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Programme of Events

Times are approximate and will be updated and issued to all clubs once the entries are finalised.

Saturday 24 th May 2025					
Session 1			Session 2		
Warm-up			Warm-up		
09:15			TBC		
Start Time: TBC			Start Time: TBC		
Finish Time: TBC			Finish Time: TBC		
Event 101	Girls	100m Back	Event 201	Boys	200m Back
Event 102	Boys	400m IM	Event 202	Girls	200m Fly
Event 103	Girls	200m Breast	Event 203	Boys	100m Breast
Event 104	Boys	50m Back	Event 204	Girls	400m Free
Event 105	Girls	100m Fly	Event 205	Boys	200m IM
Event 106	Boys	200m Free	Event 206	Girls	50m Fly
Event 107	Girls	50m Free	Event 207	Boys	100m Free
Event 108	Boys	50m Breast			
Sunday 25 th May 2025					
Session 3			Session 4		
Warm-up			Warm-up		
09:15			TBC		
Start Time: TBC			Start Time: TBC		
Finish Time: TBC			Finish Time: TBC		
Event 301	Boys	100m Back	Event 401	Girls	200m Back
Event 302	Girls	400m IM	Event 402	Boys	200m Fly
Event 303	Boys	200m Breast	Event 403	Girls	100m Breast
Event 304	Girls	50m Back	Event 404	Boys	400m Free
Event 305	Boys	100m Fly	Event 405	Girls	200m IM
Event 306	Girls	200m Free	Event 406	Boys	50m Fly
Event 307	Boys	50m Free	Event 407	Girls	100m Free
Event 308	Girls	50m Breast			

Please refer to attached qualifying times for age eligibility in certain events

Signing in closes 15 minutes before warm up for each session

Notes:

1. Allocated warm-up times (i.e. age group) will be advised on the day.
2. All events are Heat Declared Winners.
3. Medals to be collected from presentation desk.
4. The combined maximum length of sessions will be 8.5 hours per day



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INDIVIDUAL ENTRY FORM

Male	Female	Licence No. 3SW250994
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Surname:	First name:	2nd initial
DOB:	Age as of 25/05/2025:	Club Code:
Membership ID:	Swimming Club:	
Tel No:	Email:	
Disability Swimmers Brit. Swim/IPC Class: S SB SM	Disability Swimmers UKSADLD/INAS:	

Event no	MD Inclusive *			Events	Entry Time
O/M	F				
307	107	*		50m Free	
207	407	*		100m Free	
106	306	*		200m Free	
404	204	*		400m Free	
406	206	*		50m Fly	
305	105	*		100m Fly	
402	202			200m Fly	
104	304	*		50m Back	
301	101	*		100m Back	
201	401			200m Back	
108	308	*		50m Breast	
203	403	*		100m Breast	
303	103			200m Breast	
205	405	*		200m IM	
102	302			400m IM	

Closing Date for Entries

Midday Sunday 1st May 2025

Promoter: Morwenna Tudor

All club entries must be electronic, accompanied by a club summary form confirming total number of entries

for entries and more info please contact:

promoter.FoDSC@gmail.com

Total number of events entered	@ £8.00 per event	£
Total number of poolside passes required	@ £10.00 per pass	£
Disability personal care attendant pass	Free (subject to classification)	
Total		£

(if swimmer is under 18)

Competitor's Signature _____ Parent/Carer signature _____

Bank Transfer reference / Date _____



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I confirm that I accept the Promoter's conditions; I am an eligible swimmer as defined in SE Law and proficient in the execution where necessary of performing entry dives in accordance with the SE recommendations.

CLUB SUMMARY FORM

Licence No. **3SW250994**

Swimming Club:			
Contact Name:		Club Code:	
		Club Bank Details (required in the event of a refund)	
		Bank:	
		Sort Code:	
Tel No:		Account No:	
Email:			
Total number of swimmers =			
Number of para swimmers (Included in the total number of swimmers.) =	Name:	Classification:	SE Number:
Total number of other events =	@ £8.00 per event	£	
Poolside Passes =	@ £10.00 per pass	£	
	Total:	£	

By submitting my club's entries electronically, I confirm that I accept the Promoters conditions on behalf of all swimmers entered and confirm that they are eligible swimmers as defined in SE Law.

All swimmers who are unable to perform competitive racing dives in accordance with the SE recommendations, will start in the water.

Our club will abide by the **Swim England Team Manager, Coach and Chaperone Policy, and Wavepower**, [Swim England releases new policy on club supervision ratios \(swimming.org\)](http://swimming.org)

Club Representative Signature _____

Please pay via bank transfer to Forest of Dean Swimming Club, sort code: xxxxx, Account: xxxx using the reference "swimmername Meet" or "clubname Meet" for club entries.

Bank Transfer reference / Date _____

This club summary form must be completed and returned with the Hy-Tek Meet Entry Report* to:

Promoter.FoDSC@gmail.com

*The Hy-tek report may be emailed to promoter.fodsc@gmail.com

Closing date for entries – midday Sunday 1st May 2025