# L3 Last Chance County Qualifier
## 20th & 21st December 2025
## Licence No. – 3SE25XXXX

# MEET CONDITIONS

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| **VENUE:** | • Surrey Sports Park, Guildford.<br>• The pool length is 25m, 8 lanes, and will be equipped with electronic timing with full display and anti-wave lane ropes.<br>• Backstroke ledges will be available.<br>• Continuous warm-up and swim-down facilities will be available throughout the meet. |
| **AFFILIATION:** | • Guildford City SC is affiliated to Swim England South East Region.<br>• The meet will be held under Swim England laws and Regulations and Swim England Technical Rules of racing.<br>• The meet is licensed at Level 3 under licence no. 3SE25XXXX |
| **AGE GROUPS:** | • Age groups are: 9-10, 11-12, 13-14, 15-16, 17+.<br>• Ages as at 23.59 21st December 2025. |
| **COMPETING CATEGORIES:** | • Swimmers will be required to swim in one of two groups, Female or Open/ Male swimmers.<br>• *'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'* |
| **EVENTS:** | • Events will consist of 50m, 100m and 200m all four strokes, 400m freestyle, and 100m, 200m and 400m IM.<br>• Events will be seeded into heats from submitted times with slowest heats swum first. Heats will be swum in a spearhead formation.<br>• It is the responsibility of swimmers to report to the marshalling area in sufficient time for each event. Guildford City SC cannot be held responsible for any swimmer missing the start of their designated heat. |

**Commented [DH1]:** Have left this in, but can someone please confirm if we will be hiring Backstroke ledges as L3

**Commented [LS2R1]:** We can do. Sarah has contact details

**Commented [DH3]:** Please can someone confirm if we will be using the other half of the pool for warm-up / swim-down. Sarah noted that we might have lots of younger, less experienced swimmers, so quite different from a L2 Meet. **Gareth,** Sarah thought your views would be relevant here, being responsible for Health and Safety of the Meet.

**Commented [LS4R3]:** Yes - commonly clubs are asked to supervise their swimmers at all times. I'm happy for there to be marshall's if we have enough people.

**Commented [DH5]:** Lee, you asked for double age bands, but this leaves something weird at the top age. Lee & Jan, are you happy with these age bands. Do you agree top age should just be 15+?

**Commented [LS6R5]:** I would go 9-10, 11-12, 13-14, 15-16, 17+. This is the first time we've run this meet so interested to see how entries go. I think having 5 age bands covers us.

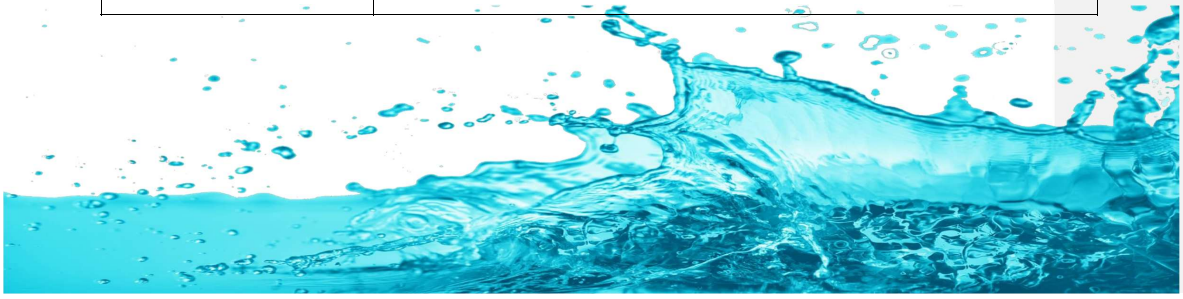


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| **ENTRIES:** | • The Opening date for entries is **Midday, Wednesday 12th November 2025**<br>• The Closing date for entries is **Midday, Wednesday 19th November 2025**<br>• Club entries must be submitted electronically, during the entry window, by email to **open.meets@gcsc.co.uk**<br>• **Entries meeting the qualifying standards will be accepted on a first come first served basis.**<br>• Entries must meet the published lower and upper qualifying standards and all such entries will be considered. Guildford City reserves the right to consider No Time entries at the Promoter's discretion, but only after all other entries have been considered.<br>• Guildford City reserves the right to close the meet or individual events within the meet earlier than the specified closing date.<br>• Details of accepted and rejected entries will be posted on our website one week after the closing date. Rejected entries will be refunded.<br>• **Please Note**: If the letters **SCR** appear next to your entry time, your entry has been rejected in accordance with our gala conditions.<br>• **There will be no refunds for withdrawals after the initial closing date** other than for withdrawals for medical reasons that are accompanied by the appropriate certification.<br>• If the meet is oversubscribed, a **reserve list** will be operated at the meet to insulate against the effect of late withdrawals and to maximise opportunities for swimmers to participate. Swimmers wishing to be placed on the reserve list have **5 days after the publication of the accepted entry list**. To request placement on the reserve list, please email davehastie01@gmail.com. Only swimmers who have been originally scratched from events will be eligible for inclusion on the initial reserve list. The reserve list operates on a first come first served basis. The Promoter retains ultimate discretion and authority over the management of the reserve list. **Successful applicants will be informed as soon as possible after sign in closes for the corresponding session.**<br>• If the meet is undersubscribed, the same reserve list will also be opened to the wider swimming community. Anyone on the reserve list must be within the qualifying times. Any available spaces may be filled at the Promoter's discretion. Successful applicants will be informed as soon as possible.<br>• Time trials may also be considered if space available after entries have closed, subject to space and at the Promoters discretion. Time trials will be charged an entry fee of £10/swim.<br>• The submission of entries, either electronically or by entry form indicates acceptance of the Meet Conditions.<br>• Entries with long course times (short course conversions will be accepted) should be submitted using the Hy-tek electronic entry file available to download via www.gcsc.co.uk. |
| **INDIVIDUAL ENTRIES:** | • Guildford City SC will not be accepting individual entries for this meet. |

**Commented [DH7]: Sergiu and Gareth**, please can you confirm that you are happy with these dates please?

**Commented [LS8R7]:** 1.5 weeks out for Internal entries (week commencing the 10th November)
2.4 weeks out for External entries (Week commencing the 17th November)
3.3 weeks out for Accepted/Rejected entries (week commencing the 24th November) – this allows us to recruit officials.

I'll leave which day of the week you use. Again, we try and avoid Monday's as some weekend meets won't be updated on rankings and weekends as meets are happening.



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| **ENTRY FEES:** | • Entry fees are **£10** per event.<br>• Payment to be in accordance with the instructions on our website.<br>• The entry fee includes a levy of 20p per event payable to Swim England South East Region. |
| **SECONDARY STROBE:** | • A secondary strobe will be provided where it is requested by the athlete **at the time of entry**. |
| **POOLSIDE PASSES:** | • We will be using the Swim England poolside pass system, that is used for National competitions, for coaches, team managers and chaperones.<br>• The pass should be downloaded at home and brought with you to the meet. We will provide wallets and lanyards.<br>• **All coaches, team managers and chaperones must be registered with Swim England and have recorded their relevant qualifications in the Swim England systems.**<br>• We would recommend that passes are applied for early to ensure any missing data is provided ahead of the meet. **No-one will be admitted to poolside without a pass.**<br>• **Passes are available at a cost of £25 per day or £45 for the weekend.**<br>  ○ **Chaperones:** If a chaperone pass is required, the club (Chairman/Secretary) needs to email Martyn Hudson at Swim England (martyn.hudson@swimming.org) with the members details (name and number) and request they be added to the list of Chaperones. Once added they remain on the list until removed.<br>  ○ **Coaches, Team Managers, Chaperones:** The pass can be accessed through the member's individual page on the Swim England website. Log on using the following path www.swimmingresults.org > members > English/Welsh Member Options and enter your user ID and password to access your membership page. Once onto your individual membership page, select the option "Purchase accreditation for events click here." You will then see a list of available competition passes available through the on-line pass system. Select the Guildford City Swimming Club pass and print your pass at home. If any of the requirements are in red, you must correct the data in the relevant Swim England system before you can print your pass.<br>• **Deadline for poolside passes is Midnight Friday 19th December 2025** |
| **SUPERVISION AND RATIOS:** | • Clubs must ensure there are enough adults on poolside with valid passes and qualifications to provide adequate supervision in accordance with Swim England's Team Manager, Coach and Chaperone Policy, and with reference to their obligations and the recommendations laid down in Wavepower 2024, the Swim England Child Safeguarding Policy & Procedures.<br>• **It is the responsibility of the visiting club to ensure ratios and safeguarding policies are upheld.**<br>• Please see Swim England's Policy regarding supervision of swimmers - Coaches / Team Managers and Chaperones. |

**Commented [DH9]: Lee**, please can you confirm that you are happy with this fee.

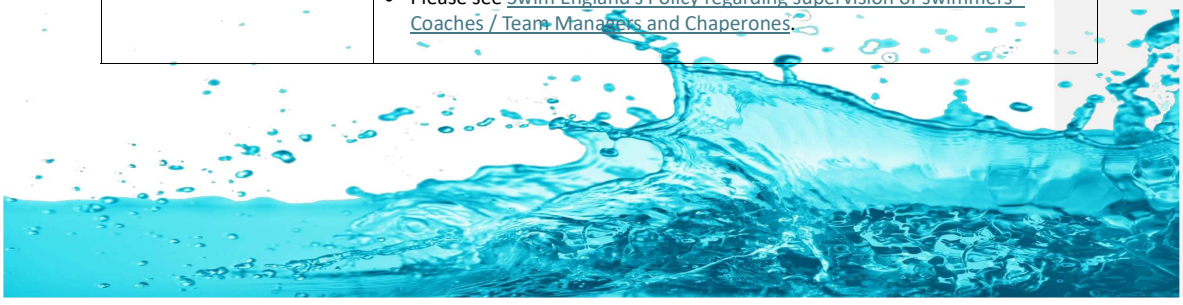
**Commented [LS10R9]:** Yes. Same as October Level 3 is fine.

**Commented [DH11]: Lee**, please can you confirm you are happy with these fees given the current discussions with SSP regarding catering.

**Commented [LS12R11]:** Leave the fee for now and we can update when we hear from SSP. Worst case scenario the price will come down an not go up.

**Commented [DH13]:** This is the day before the meet, as Sarah indicated that visiting clubs struggle to organise themselves otherwise. Please can we confirm we are happy with this.

**Commented [LS14R13]:** Deadline for pool passes – I would leave the passes as the 19th to ensure people buy them before. However, when we arrange this with Swim England we'll tell them the 21st so people can buy them over the weekend if needed.



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| **PARKING** | • Car parking arrangements are currently under review by Surrey Sports Park.<br>• GCSC will confirm parking arrangements with visiting clubs closer to the time. |
| **DROP-OFF AND PICK-UP** | • Swimmers will be under the direct responsibility of coaches while on poolside.<br>• Parents must take responsibility for their swimmers immediately at the point of leaving the changing area.<br>• **Parents are not permitted on poolside or in the changing area under any circumstances.**<br>• Where external clubs have their own policies around Drop Off and Pick Up then they override GCSC internal stipulation. |
| **SPECTATORS:** | • Spectator seating is free of charge but limited at Surrey Sports Park and admission for Spectators may be restricted accordingly. Please be considerate of other spectators by not "camping out" on seats or blocking seats with bags. |
| **PHOTOGRAPHY** | • All those attending the GCSC Open Meets (competitors, coaches, team managers, spectators, officials, volunteers, contracted staff etc.) wishing to use cameras, video or digital image capturing devices (including mobile phones) should only do so after reference to their obligations and the recommendations laid down in Wavepower 2024, the Swim England Child Safeguarding Policy & Procedures and other Swim England Photography guidance.<br>• **Photographic equipment must not be used anywhere in the changing rooms.** |
| **STRICTLY NO MOBILE DEVICES IN CHANGING ROOMS:** | • Since 3 January 2024, Swim England has imposed strict additional rules about changing rooms.<br>• Any use by any person of a device that can connect to the internet is prohibited from the point of entry to a changing room until exiting the changing room. In practice this means that any device must be in a bag or pocket - it must not be visible.<br>• **There are no exemptions to this rule.**<br>• If you believe there is a valid medical reason for using a device in the changing room; this should be raised with the Guildford City Swimming Club Welfare Officer. |
| **BEHAVIOUR:** | • The Guildford City SC Open Meet Management Staff and the Surrey Sports Park management reserve the right to remove any person from the pool area, whose behaviour is either against the pool rules or the efficient running of the meet. |



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| **SIGN IN:** | • This is a SIGN IN gala. It is the responsibility of the swimmer to sign in for events they wish to compete before warm-up of the corresponding session. Failure to sign in will result in eviction from the race. The sign in desk will be located near the entrance to the changing area. |
| **WARM-UP:** | • Swimmers and coaches must ensure that they take no action that would endanger themselves or others.<br>• Sprint lanes will be announced. |
| **SWIM-DOWN:** | • A swim-down pool will be available for use throughout the duration of the event.<br>• Swimmers are requested to respect other competitors in and around the surrounding areas whilst using this facility.<br>• The instructions of the pool lifeguard and/or Guildford City SC Meet Management Staff must be followed.<br>• Guildford City SC Meet Management Staff and the Surrey Sports Park Management reserve the right to close this facility. |
| **AWARDS:** | • Medals will be awarded to the top three placed swimmers in each age group.<br>• Presentations will not be made. Awards should be collected from the awards table.<br>• Points will be awarded to the top eight swimmers in each age group. Eight points being awarded for first place, seven for second and so on down to one point for eighth place<br>• The Male/Open and Female swimmers who acquire the highest points in each category will be awarded the following:<br>  ○ Top Junior Male/Open 9 to 12 yrs<br>  ○ Top Junior Female 9 to 12 yrs<br>  ○ Top Senior Male/Open 13+ yrs<br>  ○ Top Senior Female 13+ yrs<br>• The visiting club whose swimmers achieve the combined highest points will be awarded the Top Visiting Club award. |
| **SAFEGUARDING THE RUNNING OF THE MEET:** | • All clubs submitting entries are requested to assist in the running of the meet by supplying details of any Licensed officials who are willing to assist at this Gala. |
| **OFFICIALS:** | • Name and contact details for officials should be completed by the person responsible for submitting the entries and forwarded to gcscofficials@hotmail.com<br>• Alternatively, please sign-up directly using the following link: XXXXXXXX |

**Commented [DH15]:** Same point as previously, just need to confirm whether we are offering a swim-down facility.

**Commented [LS16R15]:** Yes please – warm up and swim down with coaches looking after swimmers. If we have capacity I'm happy for us to put marshalls in place to ensure people are following the correct lane etiquette. (No diving though – We'll ask SSP to put the covers on so people aren't diving in.).

**Commented [DH17]: Lee & Jan** Please can we confirm what we are doing with respect to awards please. Also relevant to the bullet below, for club award.

**Commented [LS18R17]:** Gold, Silver, Bronze in each age group.
Top Boy / Girl 12 and under
Top Boys / Girls 13 and over
Top visiting Club



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| **HEALTH AND SAFETY:** | • Everyone attending the event must familiarise themselves with the location of the emergency exits, which must be kept clear at all times.<br>• Everyone is asked to observe all normal precautions in the pool area and when moving around The Surrey Sports Park.<br>• Swimmers must not wear outdoor footwear poolside.<br>• Swimmers must not leave the changing area unless they are dry and wearing clothes and shoes. |
| **SECURITY:** | • Persons are requested not to leave belongings unattended.<br>• As space at Surrey Sports Park is limited, swimmers will not be allowed to bring large bags on poolside.<br>• Belongings should be placed in the lockers in the changing area (£1 charge which is refunded on leaving).<br>• Guildford City SC nor The Surrey Sports Park Management will be held responsible for loss of personal property. |
| **DATA PROTECTION:** | • Entries and results will be managed via computer and available via the internet.<br>• By submitting entries, consent is thereby given, as required by the Data Protection Act, to the holding of personal information on a computer.<br>• Personal data, including submitted and recorded times, will be available during the meet. |
| **ADMINISTRATION:** | • For all information regarding this meet, please see www.gcsc.co.uk. |

- Queries and submission of electronic entries should be sent to: [illegible]
- For all other enquiries, please email the meet promotor Dave Hastie at davehastie01@gmail.com
- Any eventuality, situation or dispute not covered by the above conditions or by Swim England law, and regulations or technical rules of Racing shall be determined by the Meet Promotor.

**Commented [DH19]:** Please can you confirm that these contact details will be correct for December? Also, I removed the bit about cheque payments, because it isn't the 1990s any more. Please let me know if anyone feels strongly that we should be accepting cheque payments.

**Commented [LS20R19]:** Good idea on the cheque front. Regarding contact details - I will let Sergiu answer - I know he's been sorting a generic email address.

