

## City of Norwich Swimming Club Easter Long Course Meet

(Level 1 License No. 1ER250127)

Inc British & English Summer Championships Qualification

Sportspark ,UEA, Norwich: Fri 18<sup>th</sup> - Sun 20<sup>th</sup> April 2025

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

<b>Venue</b>	Sportspark, UEA, Norwich, NR4 7TJ
<b>Pool</b>	8 Lane Long Course Racing Pool Electronic Timing & 8-Lane Display Backstroke Ledges Free Parking Saturday and Sunday (Friday may be subject to fees)
<b>Age Groups:</b>	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 <b>Ages as at 31<sup>st</sup> December 2025</b>
<b>Awards</b>	British & English Summer Champ Ranking Finals: 50m & 100m all events Age groups for finals: 13/14, 15/16, 17/Over for 100m events Open finals for 50m events Top Open/Male Athlete & Top Female Athlete Awards Spot Prizes <i>Medals for finals only in 50m and 100m events.</i>

**HEATS & FINALS – 2 CHANCES TO IMPROVE RANKINGS FOR SUMMER CHAMPIONSHIPS**  
**THREE FULL DAYS OF SWIMMING \*\* EXCELLENT FACILITIES WITH FREE PARKING**  
**LIVE STREAM VIDEO – THE WHOLE FAMILY CAN WATCH REALTIME!**  
**HEAT SHEETS AND LIVE RESULTS ON MEET MOBILE**  
**STUDY ROOM PROVIDED**  
**WAITING LIST AVAILABLE**

<b>Events</b>	50m, 100m & 200m All Strokes 400m Freestyle, 200m & 400m IM 800m Freestyle Mixed Gender, 1500m Freestyle Mixed Gender
<b>Fees</b>	Race Entry Fee: £9 per event Spectator Entry: £5.00 per session, limited seating Free entry to finals
<b>Entries To</b>	Tracey Spinner, <a href="mailto:tbirdspinner@gmail.com">tbirdspinner@gmail.com</a>
<b>Closing Date:</b>	<b>12:00 Midday on Friday 29th March 2025</b>
Officials:	Sign up using Swim-Meet Link: <a href="https://swim-meet.com/Availability/?m=2846">https://swim-meet.com/Availability/?m=2846</a>
Volunteers:	Sign up using Swim-Meet Link: <a href="https://swim-meet.com/Availability/?m=2844">https://swim-meet.com/Availability/?m=2844</a>

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### Meet Conditions

- The event will be held at Sportspark, UEA, on 18th - 20th April 2025, 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.
- Entries only accepted from Club Compete members of affiliated clubs, eligible to compete, 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 World Aquatics.
- The promoter is Tracey Spinner on behalf of City of Norwich Swimming Club. There may be a day promoter undertaking the duties of promoter.
- Competitors' ages shall be as at 31st December 2025 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.
- All entries must be converted to long course times and must meet the long course qualifying time. 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.
- Entries will be made using Female/Male competition categories, as these are the categories recognised by the meet software at this time.
- 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.
- Heats will be seeded on submitted times and spearheaded. First 3 swimmers in each age group receive awards apart from 50m events where medals are awarded to the finalists in the open event, 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 Male/Open and Top Female. 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.
- 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. Backstroke ledges will be used for the backstroke events.
- Qualifying times are provided. Entry times must have been achieved since 1st September 2024 and be within the qualifying standards.
- 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 weeks **before** the meet date so that reserves can be notified to fill their place.
- Closing date for entry: 12:00 Midday on 29th March 2025.** 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 club entries when swimmers are travelling from overseas and pre book accommodation and flights. External Club entries received will be acknowledged by email, but must be made in full (ie electronic entry file, payment, club summary form, entry summary report).
- Individual entries** from visiting swimmers should 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 due to volumes. Entries must be made in full, ie emailed form and BACS payment. CONSC swimmers should enter through SCM.
- 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 00919204, Sort 30-96-17, Ref EM25 + Club short code. If you wish to pay by cheque please email [tbirdspinner@gmail.com](mailto:tbirdspinner@gmail.com) for further details. The Hytek entry file can be obtained from [www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk).
- 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.
- Masters swimmers are eligible to enter if they are able to evidence entry times from a Masters results site and/or times on Rankings. They do not need to meet the qualifying times.
- Received entries will be published on [www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk) 2 weeks prior to the competition. It is the club/swimmer's responsibility to check this list for accuracy and advise immediately of any changes that are required. Accepted entries are published 7 days after.
- 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.
- The Promoter confirms there will be no refunds of entry fees unless the entries are rejected by the organiser.
- Swimmers withdrawing from events: Each Club should have their own record of swimmers entered. Withdrawals must be done online using the Swim-Meet link provided by the Promoter in advance of the meet. Withdrawals for a session can be made at any time up until 15 minutes after the warm up for that session has commenced.
- 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 start lists and report in a timely manner.
- Coaches' passes will not be sold on the day – no pass, no admission.
- Finalists and reserves must inform the timing desk of their intent to compete **30 minutes** after finalists are announced. Failure to do so will result in the waiting reserve being offered their place.
- 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.** Please minimise the number of kit bags brought poolside and make sure you keep the poolside vents clear of bags at all times..
- In accordance with the Swim England 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. There must be no use of phones or photography in the changing area.
- 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.
- Charges as follows:
  - Entry Fees £9 per event
  - Coaches Passes £20.00 (no food); £40 (with food)
  - Spectator entry will be by colour-coded wrist band and will be charged at £5.00 per session. Spectator seating will be limited so we ask that those attending the meet move away if their child is not swimming.
- 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.
- 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 lanes 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.
- 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.

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Friday 18 <sup>th</sup> April					
Session 1 – Warmup 8.00am, Start 9.10am			Session 3 – Finals – Warmup TBC		
101	Female	200 Backstroke HDW	103F	Female	13/14 100 Freestyle Final
102	Open/Male	200 Breaststroke HDW	103F	Female	15/16 100 Freestyle Final
103	Female	100 Freestyle Heats	103F	Female	17/Over 100 Freestyle Final
104	Open/Male	100 Butterfly Heats	104F	Open/Male	13/14 100 Butterfly Final
105	Female	50 Breaststroke Heats	104F	Open/Male	15/16 100 Butterfly Final
106	Open/Male	400 Freestyle HDW	104F	Open/Male	17/Over 100 Butterfly Final
Session 2 – Warmup TBA, Start TBC			203F	Female	13/14 100 Butterfly Final
201	Female	200 Breaststroke HDW	203F	Female	15/16 100 Butterfly Final
202	Open/Male	200 Backstroke HDW	203F	Female	17/Over 100 Butterfly Final
203	Female	100 Butterfly Heats	204F	Open/Male	Open 50 Breaststroke Final
204	Open/Male	50 Breaststroke Heats	105F	Female	Open 50 Breaststroke Final
205	Mixed	11/Over 800 Freestyle (4 heats)			

Saturday 19 <sup>th</sup> April					
Session 4 – Warmup 8.00am, Start 9.10am			Session 6 – Finals – Warmup TBC		
401	Open/Male	200 Butterfly HDW	405F	Open/Male	13/14 100 Freestyle Final
402	Female	200 IM HDW	405F	Open/Male	15/16 100 Freestyle Final
403	Open/Male	50 Backstroke Heats	405F	Open/Male	17/Over 100 Freestyle Final
404	Female	50 Freestyle Heats	503F	Female	13/14 100 Backstroke Final
405	Open/Male	100 Freestyle Heats	503F	Female	15/16 100 Backstroke Final
406	Female	400 Freestyle HDW	503F	Female	17/Over 100 Backstroke Final
Session 5 – Warmup TBC, Start TBC			403F	Open/Male	Open 50 Backstroke Final
501	Female	200 Butterfly HDW	404F	Female	Open 50 Freestyle Final
502	Open/Male	200 IM HDW	504F	Open/Male	Open 50 Butterfly Final
503	Female	100 Backstroke Heats	505F	Female	Open 50 Butterfly Final
504	Open/Male	50 Butterfly Heats			
505	Female	50 Butterfly Heats			
506	Mixed	11/Over 1500 Freestyle HDW (3 Heats)			

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Sunday 20 <sup>th</sup> April					
Session 7 – Warmup 8.00am, Start 9.10am			Session 9 – Finals – Warmup TBC		
701	Open/Male	100 Backstroke Heats	701F	Open/Male	13/14 100 Backstroke Final
702	Female	200 Freestyle HDW	701F	Open/Male	15/16 100 Backstroke Final
703	Open/Male	50 Freestyle Heats	701F	Open/Male	17/Over 100 Backstroke Final
704	Female	100 Breaststroke Heats	704F	Female	13/14 100 Breaststroke Final
705	Open/Male	400 IM HDW	704F	Female	15/16 100 Breaststroke Final
Session 8 – Warmup TBA, Start TBC			704F	Female	17/Over 100 Breaststroke Final
801	Open/Male	200 Freestyle HDW	803F	Open/Male	13/14 100 Breaststroke Final
802	Female	50 Backstroke Heats	803F	Open/Male	15/16 100 Breaststroke Final
803	Open/Male	100 Breaststroke Heats	803F	Open/Male	17/Over 100 Breaststroke Final
804	Female	400 IM HDW	802F	Female	Open 50 Backstroke Final
			703F	Open/Male	Open 50 Freestyle Final
* Session start times may change depending on entries. Information will be posted with accepted entries					



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OPEN/MALE Qualifying Times						Long Course Times	FEMALE 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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[www.cityofnorwichsc.co.uk](http://www.cityofnorwichsc.co.uk)

## External Club Summary Entry Form

Please return this completed form with your entries confirmation of BACS payment to Acct: 00919204, Sort 30-96-17, Ref EM25 XXXX (Club Shortform Code), to: [tbirdspinner@gmail.com](mailto:tbirdspinner@gmail.com).

**Closing date 12:00 Midday Friday 29th March 2025**

<b>Club Name:</b>			
<b>Contact Name:</b>			
<b>Email Address:</b>			
<b>Telephone No:</b>			
<b>Entry Details:</b>			
		<b>No of Entries/ Passes</b>	<b>Cost</b>
Swimmers	@ £9 per event		£
Coaches Pass	@ £20 no food		£
	@ £40 with food		£
Admin Fee	@£5 per swimmer if manual entry		
		<b>TOTAL</b>	£

\* BACs payment to: Sort: 30-96-17; Account: City of Norwich Swimming Club Ltd; Account No: 00919204; Ref: EM25 "Club 4-character Swim England Code" or contact [tbirdspinner@gmail.com](mailto:tbirdspinner@gmail.com) for further information and guidance.

**Checklist – By the Closing Date of 12:00 Midday on Friday 29th March 2025 please ensure you have:**

Hytek Entry File  
Hytek Meet Entry Report  
Coach/Chaperone Forms  
(BACS Transfer)



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INDIVIDUAL ENTRY FORM FOR VISITING CLUBS			
FORENAME:		SURNAME:	
CLUB:		AGE (@ 31/12/25):	
SEX:	MALE/OPEN - 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"/>
<b>EVENTS</b>			
EVENT	COST PER EVENT	ENTRY TIME (LC)*	IF CONVERTED STATE SHORT COURSE TIME*:
50M FREESTYLE	£9		
100M FREESTYLE	£9		
200M FREESTYLE	£9		
400M FREESTYLE	£9		
800M FREESTYLE (G)	£9		
1500M FREESTYLE (B)	£9		
50M BACKSTROKE	£9		
100M BACKSTROKE	£9		
200M BACKSTROKE	£9		
50M BREASTSTROKE	£9		
100M BREASTSTROKE	£9		
200M BREASTSTROKE	£9		
50M BUTTERFLY	£9		
100M BUTTERFLY	£9		
200M BUTTERFLY	£9		
200M IM	£9		
400M IM	£9		
<b>TOTAL ENTRIES</b>			£
<i>Admin Fee (City of Norwich SC Swimmers and Visiting Clubs manual entry only)</i>		<b>@ £5.00</b>	£
		<b>TOTAL</b>	£

*\*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 12:00 Midday on Friday 29th March 2025**

Please return this form and/or an "Entries Summary Form" as appropriate, to Tracey Spinner, [tbirdspinner@gmail.com](mailto:tbirdspinner@gmail.com). BACS Payment Reference EM25 plus the first 4 letters of your surname as the reference – pay to: Account: 00919204; Sort 30-96-17.



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### Coaches / Chaperone Pass Individual Application Form

**Closing date 12:00 Midday Friday 29th March 2025**

Coaches and Team Managers are only permitted poolside if they are participating in a session and are in possession of a SE Membership Number, valid DBS, valid Safeguarding, and relevant qualification Coach/Team Manager 1 or 2. Please list the names and details of those planning to attend, and the number of passes required. If different people are attending on different days one pass may be shared. Make sure you adhere to the SE TM/Coach/Chaperone policy [here](#).

<b>Club Name:</b>					
Name	Email if pass holder requires info	Qualification	SE Number	DBS Expiry Date	Safeguarding Expiry Date
Number of Poolside Passes without food @ £20				Total Sent:	£
Number of Poolside Passes with food @ £40				Total Sent:	£

Coach's Passes will not be available on the day. There will be no access to poolside without a coach's pass. There is no charge for poolside passes for disability swimmers where assistance is required. All completed forms to be returned to: **Tracey Spinner**, [tbirdspinner@gmail.com](mailto:tbirdspinner@gmail.com)