CHELMSFORD CITY SWIMMING CLUB

CCSC SPRINTS & ENDURANCE - QUALIFIER MEET 2027

LEVEL 3 OPEN MEET

Days

SATURDAY 20th & SUNDAY 21st MARCH 2027

LICENCE NUMBER 3ER270160

HELD UNDER SWIM ENGLAND LAWS AND SWIM ENGLAND TECHNICAL RULES OF SWIMMING

Riverside Leisure Centre
Victoria Road
Chelmsford
CM1 1FG

www.chelmsfordcityswimmingclub.org.uk
email: gala@chelmsfordcityswimmingclub.org.uk

Swim England Affiliated Club

SwimMark

POOL INFORMATION:

25 metres, 10 lanes, uniform depth of 2 metres, anti-wave lane ropes, turning boards and electronic timing
Backstroke Ledges and a Secondary Strobe **AVAILABLE**
A warm down facility **NOT** available

Events:

Open/Male: 50m Butterfly	Female: 50m Butterfly
Open/Male: 50m Backstroke	Female: 50m Backstroke
Open/Male: 50m Breaststroke	Female: 50m Breaststroke
Open/Male: 50m Freestyle	Female: 50m Freestyle
Open/Male: 100m Butterfly	Female: 100m Butterfly
Open/Male: 100m Backstroke	Female: 100m Backstroke
Open/Male: 100m Breaststroke	Female: 100m Breaststroke
Open/Male: 100m Freestyle	Female: 100m Freestyle
Open/Male: 200m Butterfly	Female: 200m Butterfly
Open/Male: 200m Backstroke	Female: 200m Backstroke
Open/Male: 200m Breaststroke	Female: 200m Breaststroke
Open/Male: 200m Freestyle	Female: 200m Freestyle
Open/Male: 200m Individual Medley	Female: 200m Individual Medley
Open/Male: 800m Freestyle (11 & Over)	Female: 800m Freestyle (11 & Over)
Open/Male: 1500m Freestyle (11 & Over))	Female: 1500m Freestyle (11 & Over)

All events will be heat declared winners (HDW)

AGES: 9, 10, 11, 12, 13, 14, 15 and 16 & over

Age as at 21St March 2027

Awards are made to the top three swimmers in each age group.

FEES

Entry Fees 50m/100m/200m: £8.50 per event
Event Entry 800m/1500m: £16:00
Spectators: £5.00 per session
Coach & Team Manager Pass: £15.00 per day

CLOSING DATE FOR ENTRIES: 28th February 2027 @ 23:59

GENERAL ENTRY CONDIIONS

1. MEET ADMINISTRATION

1.1. The Promoter and Meet Administrator for this Meet are Ryan Kelly. Email address: gala@chelmsfordcityswimmingclub.org.uk
1.2. The Lead Referees are Helen Stephens.
1.3. Closing deadline for Entries, Coaches passes and all payments is 23:59 on 28/02/2027.

2. GENERAL CONDITIONS

2.1. This Meet shall be swum Short Course under Swim England Laws, Swim England Technical Rules of Swimming and these Promoter's Conditions.
2.2. The Meet is licensed at **level 3** and held under license number **3ER20160**.
2.3. The event conditions may be revised in order to comply with guidelines at the time of the Meet from either the pool operator, Government and / or the UK Health Security Agency in relation to any infectious disease and the holding of sporting competitions.
2.4. In the interest of safety, to keep the event within the available time booked at the hosting facility and to ensure the smooth running of the Meet, we reserve the right to restrict the number of entries in any given event.
2.5. Time Trials will not be permitted during this Meet.
2.6. Flash photography is prohibited at all times during the Meet.
2.7. There is no warm down facility available.

3. AGE CRITERIA

3.1. Age Groups will be 9, 10, 11, 12, 13, 14, 15 and 16 & over.
3.2. A swimmer's age shall be determined as at 21/03/2027.

4. EVENTS

4.1. Individual events will be: 50m's All Strokes, 100m's All Strokes, 200m's All Strokes, 200m IM, 800m Freestyle (11 & Over), 1500m Freestyle (11 & Over). See appendix (A) for the race schedule.
4.2. Over the top starts will be used where appropriate.
4.3. All results will be published as soon as possible after the meet has finished.

5. ENTRY FEES

5.1. The entry fees are £8.50 per 50m/100m/200m event.
5.2. The entry fees are £16.00 per 800m/1500m event.
5.3. Full payment for entries submitted must be received by the Meet Administrator on or before the stated entry deadline.
5.4. All submitted times must be short course / short course converted times.
5.5. There will be no refunds of entry fees unless the entries are rejected by the organisers, or the Meet is cancelled.
5.6. Accepted Entries will be published one week before the competition start date.

6. ELIGIBILITY FOR ENTRY

6.1. The competition is open to eligible competitors, as defined by Swim England, who are Club Compete members of clubs affiliated to Swim England.
6.2. A competitor in an individual event must be a registered member of the club in whose name they are entered at the closing date.
6.3. Upper cut-off times are provided. Entry times must have been achieved since **1 January 2020**, be within the qualifying standards and be on the Aquatics GB rankings. Short course or converted long course times will be accepted. Please see appendix (B).
6.4. **NO TIME Entries will NOT be accepted**. Coach's estimates of times will be accepted if the swimmer does not have a recorded time.

6.5. Swimmers should enter using their current best short course times as at the date of entry and as published on Rankings www.swimmingresults.org/individualbest/
6.6. In the event that the meet is undersubscribed, the promoter reserves the right to accept late entries and / or entries that exceed the maximum qualifying times, providing that the priority has already been given to entries received before the closing date.
6.7. By submitting an entry to this Meet, a competitor – or in the case of a competitor being under the age of 18 years old during the meet - then the competitor's legal guardians, attest to the fitness and ability of the competitor to complete the event without foreseeable injury or incident, without causing delay to the event schedule.

7. MEET ENTRY PROCEDURE – Gala Organiser
7.1. All entries can only be made online via **Gala Organiser**
7.2. Entries will be accepted based on a first come first serve basis. We may have to limit entries and the number of heats in any event to maintain a balanced programme. Full reimbursement of entry fees shall be made to unsuccessful applicants & entries.
7.3. The Meet Promoter reserves the right to cancel the event if the Meet is under subscribed.
7.4. The Meet Promoter reserves the right to Close Entries early should the Meet become Oversubscribed.
7.5. The Meet Promoter reserves the right to move events (as a last resort) if the Meet is oversubscribed in order to comply with timing requirements set out by Meet Licensing.
7.6. 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.

8. MEET PROCEDURE
8.1. Heats will be swum with swimmers seeded by entry times.
8.2. All heats will be spearheaded and swum on a heat declared winner basis.
8.3. The first three of each age group in each event will receive medals.
8.4. Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedures below.
8.5. Please note for operational reasons the 800m & 1500m Freestyle event will have a maximum race time of 15mins for 800m & 25 mins for 1500m per heat and swimmers who have not completed their race during this time will be asked to stop at the discretion of the Referee. This is to ensure that the overall session running time remains within the available pool time.

9. WITHDRAWAL SYSTEM
9.1. Once your entry has been accepted it is assumed that you will be swimming.
9.2. Refunds will not be given for withdrawals once the entries have been processed and accepted.
9.3. Withdrawals can be made up to 6 p.m. on 19th March for Saturday and 20th March for Sunday by completing this link - **withdrawals**. Information to be included with any withdrawal is: Swimmers full name, details of the events to be withdrawn from and event number, Swim England number.
9.4. On the day withdrawals must be made **no later than** the start of the first warm-up in each session to the recorders, using the withdrawal sheets which will be available for coaches to complete on the day.

10. COACHES, TEAM MANAGERS & CHAPERONES (PERSONAL CARE ATTENDANTS)
10.1. Clubs must ensure that they purchase enough Coaches and Team Managers passes to support the number of swimmers that have entered from their club for each session to comply with Swim England's Team Manager, Coach and Chaperone Policy. Those that do not, risk having their swimmers' entries rejected. Details:
https://www.swimming.org/library/documents/6101/download

10.2. All Coaches, Team Managers, chaperones and personal care attendants must hold the necessary qualifications, have a valid DBS disclosure issued by Swim England/WASA/SASA, as well be registered members of Swim England. Untrained parents are not allowed poolside.
10.3. Coach & Team Manager passes are available to purchase in advance for £15.00 per day via **Gala Organiser**. These can be shared/transferred across 2 people per day provided they are in 2 different sessions. Passes cannot be shared by 2 people in the same session. (person 1 in Session 1 / Person 2 in Session 2). The pass entitles the holder to refreshments.
10.4. Coaches, Team Managers and Chaperones are expected to always wear their passes and will not be allowed on the poolside without a pass / wristband. The Promoter has the right to ask any unauthorised persons to leave poolside. Passes must be clearly displayed at all times when on deck/poolside.
10.5. Passes will be available for collection at the entrance for both sessions of the Meet.

11. MARSHALLING
11.1. It is a competitor's responsibility to report to the Competition Stewards in the designated Marshalling area in good time for their event.
11.2. Heat start lists for each event will be given to each team before each session starts and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.
11.3. Upon entry to the Marshalling area, the competitor must ensure that they report to a Steward and be registered as being present. Competitors must follow the directions of the Competition Stewards at all times.
11.4. All competitors must enter the Marshalling area 'race ready' as under normal circumstances having entered the Marshalling area they should remain in its confines until led onto the pool deck for their race.
11.5. Coaches will not be allowed in the Marshalling area at any time.

12. DATA PROTECTION
12.1. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published Swim England. 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 Meet we will process name, gender and competition age in reports for the legitimate purpose of running the gala efficiently. At the end of the Meet, we will process name, gender, Swim England number and date of birth in the electronic submission made to Aquatics GB. We will also make this information available on request to the club of the swimmer as the data controller.
12.2. After the Meet the personal data processed will be stored securely in both document and electronic formats for 12 months and then erased. This period of storage permits the accurate response to enquiries about the Meet and provides statistical information for the purpose of designing the following year's Meet. No personal data will remain on any electronic timing systems used to run the gala. You have the right to have your personal data erased from our systems if you have withdrawn from the Meet. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

13. SAFEGUARDING, SAFETY, SECURITY AND OTHER REQUIREMENTS
13.1. It is the responsibility of coaches and parents to ensure the safety of their swimmers. All swimmers should meet the requirements of the Swim England competitive start award and should obey all safety notices and announcements.

13.2. The Promoter, Event Officials and/ or Riverside Leisure Centre staff reserve the right to remove any spectator or swimmer whose behaviour is against the rules of the pool or the efficient running of the Meet.
13.3. Stewards will be patrolling the Leisure Centre and anyone found causing damage or seriously misbehaving, will be banned from the Meet and refused entry to the building.
13.4. All swimmers must wear suitable clothing and footwear on poolside and when moving around the leisure centre.
13.5. No outdoor shoes are allowed on poolside unless they are exclusively used for the purpose of poolside shoes, this includes coaches, officials and any other volunteer.
13.6. Large bags must be stored in the lockers and there are over 250 available for use with a refundable £1 coin. For health and safety reasons only small drawstring bags will be allowed poolside.
13.7. Riverside Leisure Centre do not permit any food or sweets to be consumed poolside. Food should only be consumed in the balcony spectator seating area, or in the café if you purchase any items from there.
13.8. Only plastic water bottles are permitted poolside – a water fountain is available for refills.
13.9. Swimmers wishing to access the spectator seating area **are not allowed** to use the poolside staircase and must meet their parents / guardians outside the changing rooms to use the main staircase to access the seating area.
13.10. Mobile devices may be used poolside provided they are used discretely and not used to take any form of digital image (per paragraph 14.3). Under no circumstances may mobile device be used in the changing areas. Any person found to be contravening this policy will have their mobile device confiscated until the end of the Meet.
13.11. The Promoter may have to enforce infectious diseases safety measures to comply with any requirements from the pool provider, Government and / or the UK Health Security Agency. This will be communicated in advance via email to the competing clubs' representative.
13.12. Anyone (Swimmer, Parent/Guardian, Coach…) may be asked to leave the event and/or be removed from competing further by the meet promoter or Riverside Leisure Centre Staff should any misconduct or miss behaviour continue after warnings, or if immediately necessary.

14. PHOTOGRAPHY, VIDEO OR DIGITAL CAPTURING DEVICES
14.1. 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 swimmer as much as reasonably possible and to avoid including other swimmers in those images, particularly if those images are being shared with family and friends through social media platforms.
14.2. Flash photography is prohibited at all times.
14.3. No cameras, video or digital capturing devices (including mobile phones) are to be used in the changing areas. This policy will be vigorously enforced by Riverside Leisure Centre staff and event organisers, and any person found to be contravening this policy will be asked to leave the gala without a refund.
14.4. As the permitted use of devices which capture still or moving images is no longer dependent upon pre-registration, therefore all persons attending this meet have a clear understanding of their responsibilities and obligations as detailed in the "Swim England Photography Guidance" section of Wavepower (the current Swim England Safeguarding Policies and Procedures publication).
https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/

15. AOB
15.1. Please ensure you clear up after yourself by placing all litter in the receptacles provided, both poolside and in the spectator's balcony. Do not leave it for others to clear up for you.
15.2. The Promoter reserves the right to refuse admission to any competitor or other personnel.

15.3. The Promoter and / or Riverside Leisure Centre management reserve the right to remove any spectator, coach, volunteer or swimmer whose behaviour is against the rules of the pool or the efficient running of the Meet.
15.4. We do need the support of officials and other event volunteers to run this meet – please sign up to help via the link - **Here**
15.5. Any matter not covered by these conditions will be determined by the Promoter, Referee, subject to Swim England Laws, Regulations and the Swim England Technical Rues of Racing.

To ensure a successful and efficient running of the meet, we'd appreciate it if clubs would encourage their officials to support the meet. We will provide refreshments and a meal, together with a small token of appreciation. Expenses will also be reimbursed, please fill out the expense sheet provided on the day. Please fill out the form at this link below with your details if you can help. Link - Here

RIVERSIDE LEISURE CENTRE - TRAVEL & PARKING ADVICE

- Traffic around Chelmsford town centre is nearly always busy so do allow yourselves plenty of time for travel.
- There is very limited onsite parking at Riverside and it is highly unlikely that you will be able to find a parking space but you can use the car park to drop off.
- The car park opposite the pool on Victoria Road is for users of the retail park only and has a strict three-hour time limit, monitored by parking enforcement cameras, and you will be fined for exceeding the time limit.
- There are lots of alternative car parks nearby and some links for various parking options are listed below.

- www.chelmsford.gov.uk/parking-and-travel/car-parks/riverside-car-park/
- www.britannia-parking.co.uk/where-to-park/Chelmsford-TheGranary (ANPR) – location code 59606 with paybyphone.co.uk
- https://www.chelmsford.gov.uk/parking-and-travel/car-parks/regina-road-car-park/
- https://www.chelmsford.gov.uk/parking-and-travel/car-parks/waterloo-lane-1-car-park/
- https://www.chelmsford.gov.uk/parking-and-travel/car-parks/waterloo-lane-2-car-park/
- https://www.q-park.co.uk/en-gb/cities/chelmsford/meadows/
- https://www.chelmsford.gov.uk/parking-and-travel/car-parks/townfield-street-car-park/
- www.chelmsford.gov.uk/parking-and-travel/find-a-car-park/

MEET SCHEDULE - (Appendix A)

Session 1 Saturday 20th March				
	Warm Up 1:	13:15 (15 Mins)	Race Times	
	Warm Up 2:	13:30 (15 Mins)	Start:	14:05
Event	Warm Up 3:	13:45 (15 Mins)	EST Finish:	16:15
1	Open/Male	Open	200m	Butterfly
2	Female	Open	100m	Backstroke
3	Open/Male	Open	100m	Breaststroke
4	Female	Open	50m	Butterfly
5	Open/Male	Open	200m	Freestyle
6	Female	Open	200m	Breaststroke
7	Open/Male	Open	50m	Backstroke
Break/warmup: 15 Mins - Race Start: 16:30 / EST Finish: 17:15				
8	Mixed	13 & Under	1500m	Freestyle

Session 2 Saturday 20th March				
	Warm Up 1:	17:30 (15 Mins) TBC	Race Times	
	Warm Up 2:	17:45 (15 Mins) TBC	Start:	18:20 TBC
Event	Warm Up 3:	18:00 (15 Mins) TBC	EST Finish:	20:30
9	Female	Open	200m	Butterfly
10	Open/Male	Open	100m	Backstroke
11	Female	Open	100m	Breaststroke
12	Open/Male	Open	50m	Butterfly
13	Female	Open	200m	Freestyle
14	Open/Male	Open	200m	Breaststroke
15	Female	Open	50m	Backstroke
Break/warmup: 15 Mins - Race Start: 20:45 / EST Finish: 21:30				
16	Mixed	14 & Over	1500m	Freestyle

Session 3 Sunday 21st March				
	Warm Up 1:	08:30 (15 Mins)	Race Times	
	Warm Up 2:	08:45 (15 Mins)	Start:	09:20
Event	Warm Up 3:	09:00 (15 Mins)	EST Finish:	11:30
18	Open/Male	Open	200m	Individual Medley
17	Female	Open	200m	Backstroke
19	Open/Male	Open	50m	Breaststroke
20	Female	Open	100m	Butterfly
21	Open/Male	Open	100m	Freestyle
22	Female	Open	50m	Freestyle
Break/warmup: 15 Mins - Race Start: 11:45/ EST Finish: 12:15				
23	Mixed	13 & Under	800m	Freestyle

Session 4 Sunday 21st March				
	Warm Up 1:	12:45 (15 Mins) TBC	Race Times	
	Warm Up 2:	13:00 (15 Mins) TBC	Start:	13:35 TBC
Event	Warm Up 3:	13:15 (15 Mins) TBC	EST Finish:	15:45
24	Female	Open	200m	Individual Medley
25	Open/Male	Open	200m	Backstroke
26	Female	Open	50m	Breaststroke
27	Open/Male	Open	100m	Butterfly
28	Female	Open	100m	Freestyle
29	Open/Male	Open	50m	Freestyle
Break/warmup: 15 Mins - Race Start: 16:00/ EST Finish: 16:30				
30	Mixed	14 & Over	800m	Freestyle

Swim England Affiliated Club

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Qualifying Times - (Appendix B)

Upper Limit Qualifying Times

Open/Male							Age	Female						
9	10 & 11	12	13	14	15	16+		9	10 & 11	12	13	14	15	16+
00:29.5	00:28.0	00:26.5	00:25.0	00:24.0	00:23.5	00:23.0	**50m Freestyle**	00:29.5	00:28.5	00:28.0	00:27.0	00:26.0	00:25.5	00:25.0
01:04.0	01:01.0	00:58.0	00:55.0	00:53.0	00:52.0	00:51.0	**100m Freestyle**	01:04.0	01:02.0	01:01.0	00:59.0	00:57.0	00:56.0	00:55.0
02:40.0	02:15.0	02:10.0	02:00.0	01:58.0	01:52.0	01:50.0	**200m Freestyle**	02:40.0	02:20.0	02:12.0	02:09.0	02:07.0	02:05.0	02:00.0
00:38.5	00:38.0	00:35.0	00:33.0	00:31.5	00:30.0	00:29.0	**50m Breaststroke**	00:38.0	00:36.5	00:36.0	00:35.0	00:34.5	00:34.0	00:33.0
01:22.0	01:21.0	01:15.0	01:11.0	01:08.0	01:05.0	01:03.0	**100m Breaststroke**	01:21.0	01:18.0	01:17.0	01:15.0	01:14.0	01:13.0	01:11.0
03:33.0	03:00.0	02:50.0	02:35.0	02:28.0	02:26.0	02:25.0	**200m Breaststroke**	03:31.0	02:58.0	02:45.0	02:43.0	02:40.0	02:33.0	02:30.0
00:32.5	00:31.0	00:30.0	00:28.0	00:26.0	00:25.5	00:24.5	**50m Butterfly**	00:32.5	00:31.0	00:30.5	00:29.5	00:29.0	00:28.5	00:27.5
01:10.0	01:07.0	01:06.0	01:01.0	00:57.0	00:56.0	00:54.0	**100m Butterfly**	01:12.0	01:09.0	01:08.0	01:06.0	01:05.0	01:04.0	01:00.0
03:13.0	02:40.0	02:32.0	02:18.0	02:11.0	02:05.0	02:03.0	**200m Butterfly**	03:25.0	02:45.0	02:35.0	02:31.0	02:28.0	02:18.0	02:13.0
00:34.0	00:32.0	00:30.5	00:29.0	00:28.0	00:27.5	00:27.0	**50m Backstroke**	00:34.0	00:32.5	00:32.0	00:31.5	00:30.5	00:30.0	00:29.5
01:13.0	01:09.0	01:06.0	01:03.0	01:02.0	00:59.0	00:58.0	**100m Backstroke**	01:13.0	01:10.0	01:09.0	01:08.0	01:06.0	01:05.0	01:04.0
03:02.0	02:25.0	02:22.0	02:15.0	02:08.0	02:07.0	02:00.0	**200m Backstroke**	03:02.0	02:33.0	02:28.0	02:26.0	02:24.0	02:14.0	02:10.0
02:45.0	02:33.0	02:22.0	02:18.0	02:09.0	02:08.0	02:05.0	**200m Individual Medley**	02:45.0	02:37.0	02:35.0	02:27.0	02:23.0	02:20.0	02:15.0

Swimmers short course times on date of entry must be equal to or slower than the times above.
There are NO qualifying times for the 800m & 1500m Events, but please note that 800m races will be stopped after 15 minutes and 1500m races stopped after 25 minutes.