

RTSC Autumn Season Opener Meet 2025

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

LICENCE NUMBER 3LR251514



Saturday 4th & Sunday 5th October 2025

**Sapphire Ice & Leisure,
24 Western Road, Romford.
RM1 3JT**

CLOSING DATE FOR ENTRIES Sunday 21st September 2025

<http://www.romfordtownswimmingclub.co.uk>

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Under Swim England Laws & Swim England Technical Rules of Swimming

VENUE	Sapphire Ice & Leisure, 24 Western Road, Romford. RM1 3JT	
POOL	25 metres, 8 Lanes with anti-wave lane ropes and swim down facilities, secondary strobe lights and electronic timing	
EVENTS:	50m, 100m, 200m all strokes 400m Freestyle 100m, 200m & 400m IM All events will be heat declared winners (HDW).	
AGES:	9, 10, 11, 12, 13, 14, 15, 16 Yrs+. Age as @ 5th October 2025	
AWARDS	Top 3 in each age group will receive awards	
FEES	Race Entry Fee	£10.00 per event
	Coach Passes	£20 per day or £35 for weekend pass
	Spectator Entry	£10 per day

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GENERAL ENTRY CONDITIONS

Romford Town Swimming Club (RTSC) will liaise with the pool operators regarding COVID and COVID safety management by the pool operators in addition to any rules and regulations in place by Government at the date of this meet. Whilst plans are in place for RTSC to produce a document indicating necessary protocols this will be published as soon as possible but in the current pandemic maybe subject to change. All participants will be required to agree to as part of the opt into this meet.

1. MEET ADMINISTRATION

- 1.1. The Promoter and Meet Administrator for this meet are Faye McCarthy and Patrick McCarthy (romfordtownsc@aol.com) and
- 1.2. The Lead Referee is Angela Eguakhide (aequakhide@hotmail.co.uk).
- 1.3. Closing deadline for entries and full payment is midnight Sunday 21st September 2025

2. GENERAL CONDITIONS

- 2.1. This Meet is an inclusive meet which shall be swum Short Course under Swim England Laws, Regulations and Technical Rules of Swimming, the relevant World Para Swimming Rules and these Promoter's Conditions.
- 2.2. The meet is licensed at level 3 and held under licensed number **3LR251514**
- 2.3. The pool is 25 metres, 8 Lanes with anti-wave lane ropes and electronic timing. The water depth at both the start and shallow end is 1.8m
- 2.4. The event conditions may be revised in response to guidelines from the Operator, Government and Public Health England related to COVID-19 and sporting competitions. The event itself will be operated under an agreed COVID mitigation plan which all participants will be required to agree to as part of an opt into the meet.
- 2.5. Time Trials may be permitted during this Meet at the discretion of the Promoter and dependent upon availability. This will incur a fee of £10 payable before the race takes place. They will not be eligible for medals. All time trials will be swum in the 1st heat.
- 2.6. Flash photography is always prohibited during the Meet.
- 2.7. There will be a secondary strobe available at the venue.

3. DATA PROTECTION.

- 3.1. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 2018, to the holding of personal information. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event. This data will be shared in the form of results with Swim England (Rankings) and the clubs who have entered the meet. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies. Please ensure that you review their privacy policies before any data is submitted.
- 3.2. 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. During the gala we will process name, gender, competition age and para-swimming classification in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic

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submission made to British Rankings. We will also make this information available to the club of the swimmer as the data controller.

- 3.3. After the gala the personal data processed will be stored securely in both paper and electronic format for 12 months and then erased. This period of storage permits the accurate response to enquiries about the gala and provides statistical information for the purpose of designing the following year's gala. 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 gala. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

4. **ELIGIBILITY FOR ENTRY**

- 4.1. The competition is open to eligible competitors, as defined by Swim England, who are Club Compete (Category 2) members of clubs affiliated to Swim England, Scottish Swimming or Nofio Cymru (Swim Wales) or equivalent membership status competitors from swimming clubs affiliated to World Aquatics (WA) whose submitted entry times meet the qualifying standards.
- 4.2. A competitor in an individual event must be a registered member of the club in whose name they are entered at the closing date.
- 4.3. Competitors are either Female or Open/Male. These new competition categories was introduced following the launch of the Swim England Transgender and Non-binary Competition Policy on 1st September 2023.
- 4.4. 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.
- 4.5. There are no qualifying times, but there are upper limit times (ULT). Entry times faster than the published "ULT" may be rejected. Swimmers are expected to enter their current best times at the time of entry, and we will not be accepting NT so **PLEASE NOTE NO TIME = NO SWIM**.
- 4.6. If the meet is undersubscribed, the promoter reserves the right to accept late entries providing that the priority has already been given to entries received before the closing date.
- 4.7. By submitting an entry to this Meet, a competitor – or in the case of competitor being under the age 18 years during the meet, 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.
- 4.8. Swimmers in possession of a Swim England Certificate of Swimming Disability (or international equivalent) or whose Swim England membership record details of a disability sport class are welcome to enter the competition. They do not have to abide by the time criteria.

5. **AGE CRITERIA**

- 5.1. Age Groups swum in the meet will be 9, 10, 11, 12, 13, 14, 15 and 16 & over.
- 5.2. A swimmer's age shall be determined as at midnight on Sunday 21st September 2025.

6. **EVENTS**

- 6.1. There will be no team events. Individual events will be:
- 50m, 100m, 200m, 400m Freestyle

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- 50m, 100m, 200m Backstroke, Breaststroke, Butterfly
- 100m, 200m and 400m Individual Medley

6.2. Para swimming competitors may swim in the following events:

Stroke/Distance	Range of Classifications	Stroke/Distance	Range of Classifications
Freestyle – 50m & 100m	S1 - S14 (inclusive)	Breaststroke – 50m	SB1 – SB3 (inclusive)
Freestyle – 200m	S1 - S5 (inclusive) & S14	Breaststroke – 100m	SB4 – SB9 & SB11 – SB14 (inclusive)
Freestyle – 400m	S6 – S14 (inclusive)	Butterfly – 50m	S1 – S7 (inclusive)
Backstroke – 50m	S1 – S5 (inclusive)	Butterfly – 100m	S8 – S14 (inclusive)
Backstroke – 100m	S1, S2 & S6 – S14 (inclusive)	Individual Medley – 200m	SM5 – SM14 (inclusive)

6.3. Over the top starts will be used where appropriate

7. ENTRY FEES

- 7.1. The entry fees are £10.00 per event.
- 7.2. Full payment for entries submitted must be received by the Meet Manager on or before the stated entry deadline.
- 7.3. There will be no refund of entry fee unless the entries are rejected by the organisers or the meet is cancelled.

8. ENTRY PROCEDURE

- 8.1. All entries must be entered electronically, using SPORTSYSTEMS software. If clubs, choose to use an entry form (manual entry) they will incur a £25 administration charge.
- 8.2. Clubs are requested to send all entries with an entry report, completed summary sheets and any poolside applications at the same time with one payment to cover all swimmers, coaches, team managers and chaperones passes.
- 8.3. Payments to be made by bank electronic transfer only (details on summary sheet). Payments need to be received in full before the entries are processed. If payment is not received by the closing date, RTSC reserves the right to reject the entries in full.
- 8.4. Individual entries will be accepted by email to romfordtownsc@aol.com providing full swimmer information and will incur an admin charge of £5 per individual entry and must be paid by BACS.
- 8.5. **Entries per club will be processed on a first come first served basis**, however if the gala is nearing capacity the promoter reserves the right to restrict entries from the last club's entries received to ensure compliance with licensing guidelines and the restrictions will be made from the longest distance events first then in reducing distance by individual age groups. Full reimbursement of entry fee(s) shall be made to unsuccessful applicants.
- 8.6. Accepted entries from visiting clubs bringing a team of 5 or more swimmers are requested to provide one qualified official per session and their details (together with their qualification) are to be forwarded with the entry information. Meals and refreshments will be provided.
- 8.7. All visiting clubs must ensure that team managers, coaches and officials comply with [Wavepower 2024](#)
- 8.8. The Meet Promoter reserves the right to limit entries and the number of heats in any event to maintain a balanced programme
- 8.9. The Meet Promoter reserves the right to cancel the event if the meet is under subscribed.

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- 8.10. The Meet Promoter reserves the right to move events (as a last resort) if the meet is oversubscribed to comply with timing requirements set out by Meet Licensing.

9. MEET PROCEDURE

- 9.1. Heats will be swum with all age groups combined and swimmers seeded by entry times. All heats will be spearheaded and swum on a heat declared winner basis. The first three for each age group in each event will receive medals. Any accepted entries faster than ULT will not be eligible for medals
- 9.2. The 400m free events may be limited to a maximum of 5 heats and 400 IM events limited to a maximum of 4 heats.
- 9.3. The following events will be swum as mixed heats:
- 400m Freestyle
 - 400m Individual Medley
 - 200m Butterfly
 - 200m Breaststroke
- 9.4. Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedures.

10. WITHDRAWAL SYSTEM

- 10.1. Once your entry has been accepted it is assumed that you will be swimming. Withdrawals must be made by the start of each warm-up session to the recorders using the withdrawal sheets which will be included in the coach's pack or by email to romfordtownsc@aol.com.
- 10.2. Swimmers not intending to swim must withdraw by 6pm the day before the Swimmer is due to swim the event (e.g., swim on Saturday, email withdrawal to promoter by 6pm Friday). Details required in the email are: Full Name, SE No, Session No, Event No, Stroke, Distance.
- 10.3. Refunds are not available for withdrawal once entries have been processed unless entries have been rejected by the meet organiser.

11. MARSHALLING

- 11.1. It is your responsibility to report to the Competition Stewards in the designated Marshalling area in good time for your event. Heat start lists for each event will be posted on-line 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.
- 11.2. Upon entry to the Marshalling area, the athlete must ensure that they report to a Steward and be registered as being present. Competitors must always follow the directions of the Competition Stewards.
- 11.3. 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.
- 11.4. Coaches/chaperones will not be allowed in the Marshalling area at any time.

12. COACHES, CHAPERONES, PERSONAL CARE ATTENDANTS

- 12.1. Coaches, Team Managers', and Chaperones passes are available in advance for £20 per day per person or £35 per person for the weekend. This is not transferable. This entitles the holder of a start list, meal between session, poolside drinks and result sheets posted or sent electronically.

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- 12.2. 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](#), as laid down in Wavepower 2024
- 12.3. The promoter reserves the right to request any person to leave poolside, whether or not that person has a poolside pass, without having to give a reason.
- 12.4. Coaches, Team Managers', and Chaperones Passes must be ordered using the Club Entry Form.
- 12.5. Coaches, Team Managers and Chaperones are expected to always wear their wristbands.
- 12.6. Coaches, Team Managers', and Chaperones will not be allowed on the poolside without a Pass (wristbands). The Promoter has the right to ask any unauthorised persons to leave the poolside. Passes must be clearly displayed at all times when on deck/poolside.
- 12.7. You will need to apply for the poolside accreditation using the [Free SE DBS, Safeguarding, qualification](#) check. This will need to be shown before the competition wristband is issued. No one will be allowed on poolside without a pass.
- 12.8. Passes will be available for collection at the entrance to the facility on the days of the meet.
- 12.9. All coaches, chaperones and personal care attendants applying for a pass must have a valid DBS disclosure issued by Swim England/WASA/SASA as well be registered members of Swim England
- 13. **AWARDS**
 - 13.1. Top 3 in each age group in each event will receive medals which can be collected from the medal table after the results have been published.
 - 13.2. Medals for para swimmers will be awarded on a multi-classification basis and will be allocated to the top three British Para Swimming (BPS) points scorers in each event
 - 13.3. If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.
 - 13.4. No medals will be posted.
 - 13.5. All results will be sent to the Swim England for inclusion on the rankings.
- 14. **SAFEGUARDING, SAFETY AND SECURITY**
 - 14.1. 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.
 - 14.2. The organisers and pool management 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.
 - 14.3. Stewards will be patrolling the centre and anyone found causing damage or seriously misbehaving, will be banned from the meet and refused entry to the building. For health and safety reasons only, small drawstring bags will be allowed poolside. Lockers are available with the use of a refundable £1 coin.
 - 14.4. All swimmers must advise their club if they or any of their household have shown any symptoms of COVID-19 as described by the Government website within the prior two weeks before the gala date and during the competition. No swimmer should attend this meet if this is the case.

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- 14.5. The Promoter may enforce additional measures in compliance with pool provider, Government and Public Health England regulations related to Covid 19 guidelines. This will be communicated in advance via emails to the competing clubs' representative and a notice on our club website.
- 15. **PHOTOGRAPHY, VIDEO OR DIGITAL CAPTURING DEVICES**
 - 15.1. In accordance with the Swim England Child 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, particularly if those images are being shared with family and friends through social media platforms.
 - 15.2. Flash photography is prohibited at all times and absolutely no photographs are permitted poolside. No cameras, video or digital capturing devices (including mobile phones) may be used in the changing area. This policy will be vigorously enforced, and any person found to be contravening this policy will be asked to leave the gala without refund
 - 15.3. As the permitted use of devices which capture still or moving images is no longer dependent upon pre-registration, we request that 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 2024](#) (the current Swim England Child Safeguarding Policies and Procedures publication).
- 16. **OFFICIALS**
 - 16.1. To ensure that the Meet can run effectively and efficiently, RTSC encourages all clubs to help where possible with officials. Qualified and trainee officials can sign up to officiate using this [link](#).
 - 16.2. All Swimming Officials will be offered expenses upon request. Please contact romfordtwonsc@aol.com for the club's expenses policy.
 - 16.3. Any questions can be directed to the Officials' Co-ordinator at romfordtownsc@aol.com.
- 17. **OTHERS**
 - 17.1. Please ensure you clear up after yourself by placing all litter in the receptacles provided, do not leave it for others to clear up for you.
 - 17.2. The promoter reserves the right to refuse admission to any competitor or other personnel.
 - 17.3. Anything not covered within these rules will be at the discretion of the promoters of the competition.

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PROGRAMME OF EVENTS

SATURDAY

SESSION 1

SESSION 2

Withdrawal closes at:	14.00hrs	Withdrawal closes at:	TBC
Warm Up for Girls:	14.00-14.15hrs	Warm Up for Girls:	TBC
Warm Up for Boys:	14:20-14.35hrs	Warm Up for Boys:	TBC
Start:	14.40hrs	Start:	TBC
Event 101	Open/Boys 200m Freestyle	Event 201	Mixed 200m Breaststroke
Event 102	Girls 100m Breaststroke	Event 202	Open/Boys 100m Freestyle
Event 103	Open/Boys 100m Backstroke	Event 203	Girls 100m Butterfly
Event 104	Girls 200m Backstroke	Event 204	Open/Boys 200m IM
Event 105	Mixed 400m IM	Event 205	Girls 50m Backstroke
Event 106	Girls 50m Butterfly	Event 206	Open/Boys 50m Freestyle
Event 107	Open/Boys 50m Breaststroke	Event 207	Girls 100m IM

SUNDAY

SESSION 3

SESSION 4

Withdrawal closes at:	14.00hrs	Withdrawal closes at:	TBC
Warm Up for Boys:	14.00-14.15hrs	Warm Up for Boys:	TBC
Warm Up for Girls:	14:20-14.35hrs	Warm Up for Girls:	TBC
Start:	14.40hrs	Start:	TBC
Event 301	Girls 200m Freestyle	Event 401	Mixed 200 Butterfly
Event 302	Open/Boys 100m Breaststroke	Event 402	Girls 100m Freestyle
Event 303	Girls 100m Backstroke	Event 403	Open/Boys 100m Butterfly
Event 304	Open/Boys 200m Backstroke	Event 404	Girls 200m IM
Event 305	Mixed 400m Freestyle	Event 405	Open/Boys 50m Backstroke
Event 306	Open/Boys 50m Butterfly	Event 406	Girls 50m Freestyle
Event 307	Girls 50m Breaststroke	Event 407	Open/Boys 100m IM

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UPPER LIMIT QUALIFYING TIMES

Open/Boys Upper Qualifying Times								Short Course Times	Girls Upper Qualifying times							
09	10	11	12	13	14	15	16+	Events	09	10	11	12	13	14	15	16+
00:33.0	00:31.0	00:29.0	00:27.0	00:26.0	00:25.0	00:24.0	00:22.0	<u>50m Freestyle</u>	00:33.0	00:31.0	00:30.0	00:28.0	00:27.50	00:27.0	00:26.5	00:26.0
01:17.0	01:10.0	01:06.0	01:02.0	00:59.0	00:57.0	00:54.0	00:52.0	<u>100m Freestyle</u>	01:17.0	01:10.0	01:07.0	01:03.0	01:01.0	00:59.5	00:59.0	00:58.0
02:43.0	02:30.0	02:22.0	02:15.0	02:08.0	02:02.0	01:57.0	01:55.0	<u>200m Freestyle</u>	02:42.0	02:30.0	02:22.0	02:16.0	02:12.0	02:08.0	02:07.0	02:06.0
05:45.6	05:20.5	04:58.9	04:42.9	04:29.0	04:20.0	04:10.0	04:08.0	<u>400m Freestyle</u>	05:45.6	05:20.5	04:58.9	04:42.9	04:37.0	04:30.0	04:22.0	04:20.0
00:45.0	00:43.0	00:39.0	00:36.0	00:35.0	00:33.0	00:32.0	00:30.0	<u>50m Breaststroke</u>	00:44.0	00:41.0	00:39.0	00:36.0	00:35.5	00:35.0	00:34.5	00:34.0
01:40.0	01:30.0	01:26.0	01:22.0	01:17.0	01:14.0	01:11.0	01:09.0	<u>100m Breaststroke</u>	01:39.0	01:30.0	01:25.0	01:21.0	01:18.0	01:14.5	01:14.0	01:12.0
03:38.9	03:18.1	03:04.5	02:52.1	02:41.4	02:33.9	02:25.9	02:23.9	<u>200m Breaststroke</u>	03:41.4	03:17.9	03:02.4	02:52.9	02:45.7	02:41.7	02:33.7	02:31.7
00:38.0	00:34.0	00:32.0	00:30.0	00:29.0	00:28.0	00:27.0	00:26.0	<u>50m Butterfly</u>	00:38.0	00:34.0	00:32.0	00:31.0	00:30.0	00:29.5	00:29.0	00:28.0
01:26.0	01:18.0	01:14.0	01:10.0	01:06.0	01:03.0	01:02.0	01:00.0	<u>100m Butterfly</u>	01:26.0	01:18.0	01:14.0	01:11.0	01:08.0	01:06.0	01:05.0	01:04.0
03:39.6	03:05.3	02:46.7	02:35.2	02:25.8	02:18.3	02:10.3	02:08.3	<u>200m Butterfly</u>	03:39.3	03:03.5	02:46.2	02:36.0	02:29.2	02:24.7	02:16.7	02:14.7
00:38.0	00:34.0	00:33.0	00:31.0	00:30.0	00:29.0	00:28.0	00:26.0	<u>50m Backstroke</u>	00:38.0	00:34.0	00:33.0	00:32.0	00:31.0	00:30.0	00:29.0	00:28.0
01:26.0	01:17.0	01:13.0	01:10.0	01:06.0	01:04.0	01:02.0	01:00.0	<u>100m Backstroke</u>	01:26.0	01:17.0	01:13.0	01:12.0	01:09.0	01:06.0	01:05.0	01:04.0
03:11.7	02:53.2	02:39.7	02:29.6	02:21.9	02:15.6	02:07.6	02:05.6	<u>200m Backstroke</u>	03:10.4	02:51.3	02:39.0	02:30.8	02:26.3	02:22.9	02:14.9	02:12.9
01:19.5	01:16.4	01:12.3	01:08.3	01:06.0	01:04.3	01:02.6	01:01.6	<u>100m Ind. Medley</u>	01:20.8	01:18.5	01:16.8	01:14.20	01:11.6	01:11.0	01:10.1	01:09.1
03:12.0	02:50.0	02:36.0	02:32.0	02:25.0	02:20.0	02:18.0	02:14.0	<u>200m Ind. Medley</u>	03:10.0	02:50.0	02:36.0	02:33.0	02:29.0	02:26.0	02:24.0	02:20.0
06:59.0	06:50.8	06:26.7	05:49.6	05:31.2	05:05.0	04:47.8	04:45.8	<u>400m Ind. Medley</u>	06:59.0	06:50.8	06:26.7	05:49.6	05:31.2	05:05.0	05:00.0	04:50.0