



CITY OF SOUTHAMPTON SWIMMING CLUB

The Quays Swimming & Diving Complex | 27 Harbour Parade | Southampton | SO15 1BA

City of Southampton Christmas Ball Open Meet

License No: 4SE251832

Saturday 13th and Sunday 14th December

2025 Meet Conditions

1. This swimming competition is a Licensed Level 3 Open Meet. It is organised by City of Southampton SC which is affiliated to Swim England South East. This Meet will be conducted in accordance with Swim England Laws and Regulations and Swim England Technical Rules of Racing. The referee's decision is final.
2. All entrants must be Club Compete members of Swim England.
3. **Venue:** This Open Meet will take place at The Quays, 27 Harbour Parade, Southampton SO15 1BA. The pool is an 8 lane 25m pool with anti-turbulence lane ropes. Electronic timing equipment will be in use.
4. **Access:** The building is accessible via stairs, ramp and lift to the reception level, changing rooms and poolside. The lift to the spectator gallery is currently out of order, therefore the spectator gallery is only accessible by stairs. There is limited space for wheelchairs in the spectator gallery.
5. **Entries:** Entries will be accepted from **6.00 pm on Monday 27th October 2025**. Acceptance into any event will be on a '**FIRST COME, FIRST SERVED**' basis. Please note, however, that some events and sessions may become fully subscribed sooner than others. Therefore, acceptance into all events applied for cannot be guaranteed. The promoters reserve the right to accept any entries at their discretion. Any swimmer not accepted due to a restriction on numbers being imposed by the Promoter will have their entry fee refunded in full.

All entries must be slower than the Upper Limit Times and should be short course times achieved at licensed meets since 1 June 2025. Long course times can be converted. Entries with no time (NT) are allowed. Should it transpire at any stage that a swimmer has submitted an ineligible entry then their entire entry may be rejected and the fee forfeited. Once entries have been submitted, entry times cannot be updated if a better time is achieved before the meet.

All entries **must** be made via email using the summary forms. Club entries should be submitted using the Hy-Tek Meet Manager entry software. The Meet Manager hytek files will be available on the club website (swimsouthampton.org) or by emailing the organisers (meets@swimsouthampton.org). All entries and associated paperwork must be received by the specified closing date of **Sunday 30th November 2025**. The promoters reserve the right to close the meet earlier if it becomes full and no more entries can be accepted. Late entries may be accepted only at the discretion of the organisers.

All Clubs must complete the Club Entry Summary Form and return this together with a pdf of the swimmers and their entries and the hytek entry file to meets@swimsouthampton.org. Payment must be made via bank transfer as soon as notification of acceptance has been sent and certainly by 10th December 2025.

6. Individual Entries

There is a limited space for individual entries on a first come first served basis. Any entry made via the



Individual Entry Form without hytek entry files will be subject to a £4 admin charge per event. All individual entries must ensure they have adequate supervisory cover for the swimmer, in line with SE guidelines. All individual entrants under 18 years must be accompanied by an adult over 18 years who has paid for a coach pass (£20 per day). The adult must be a current member of Swim England and provide their SE ID Number, have a valid safeguarding course and a current DBS reference number. Please contact meets@swimsouthampton.org for an Individual Entry Form.

7. **Disability Swimmers:** Entries from swimmers with a disability classification are welcomed if they have an entry time on Rankings. Please confirm their classification in writing to the organisers on meets@swimsouthampton.org and if any additional support is required before the closing date.
8. **Time trials:** If the Meet is undersubscribed the organisers reserve the right to run time trials (exhibition swims) for those faster than the Upper Limit Times. These swims will not be awarded medals for their results but their finish times will be submitted to Swim England Rankings.
9. **Events and age groups:** Ages will be as at midnight on Sunday 14th December 2025. Age groups will be 9, 10, 11, 12, 13, 14, 15+. Events will include 50m, 100m, 200m and 400m events in all four strokes and Individual medley. The order of events will be as per the schedule.

There shall be separate events for males and females. 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 you confirm that the birth sex of the competitor is female. The 'Male/Open' category is for birth sex males and any other swimmer who is not eligible for the female category.

10. **Fees:** The entry fee is £9.00 per event except 400 meter events which carries a fee of £14. The entry fee includes the regional levy.
11. **Accepted entries:** Prior to the Meet a list of their accepted entries will be emailed to each club as soon as possible after they have entered. **It will be the responsibility of the club representative to carefully check all entries for correct name spellings, ages and entry times.** Any errors must be reported to the organisers via meets@swimsouthampton.org within a few days of receiving this list or by 7th December 2025 at the latest.
12. **Coach Passes:**
Please note that no entries will be accepted without the purchase of a Poolside Pass as we cannot be responsible for unaccompanied swimmers.

There will be two types of the poolside passes available to purchase:

- The coach pass (coach pack) that will be issued at a cost of £20 for a single day or £35 for both days. The coach pack will include admission to sessions, a lunch between the sessions, poolside refreshments, a carpark pass (a space cannot be guaranteed) and heat sheets
- The poolside (team manager) pass that will be issued at a cost of £7 for a single day or £12 for both days. The poolside pack will only include admission to sessions, poolside refreshments and heat sheets. Please note that a lunch and a car park pass are not included in this pass.

It is the individual club's responsibility to ensure all personnel obtaining coach passes have at least Club Support Swim England membership, Safeguarding training and a current DBS reference number. All coaches and team managers will have access to refreshments throughout the day. Food will only be provided with a purchase of a full coach pack and will be served during the break between session 1 & 2 and again between 3



& 4. All passes must be displayed at all times poolside. Clubs must follow the updated Swim England guidelines for the ratio of coaches and team managers that need to accompany their swimmers.

13. **Parking:** Parking is available at the Quays; however, the amount of parking may be restricted. This is a public paid car park and every visitor is responsible for obtaining a valid ticket. The club does not take any responsibility for unpaid parking fines. The parking passes will be provided for the officials volunteering at the meet and included in the coach pack (please see Coach Passes for details).
14. **Electronic Payments:**
For all entries, an online payment should be made to the club bank account once confirmation of acceptance of the entry has been confirmed and before the closing date.
Account Name: City of Southampton Swimming Club
Sort Code: 08 92 99
Account: 67315806
Payment Reference use SS plus Club code or Club name eg SS COSS
15. **Withdrawals:** A withdrawal system will be in operation. Club representatives are expected to submit withdrawal forms for swimmers who are not intending to swim, no later than 5 minutes after the start of the first warm up before each session. Competitors who fail to withdraw and do not present themselves at the start may incur a penalty of £5 and may be suspended from all further events at the Meet. There shall be no refund of entry fees to swimmers who withdraw from events on the day.
16. **Refunds:** There will be no refunds for withdrawals after the closing date unless due to a medical reason with the proof of injury or illness through a doctor's/medical certificate or similar and reported to the organiser through email meets@swimsouthampton.org up to 5pm on Friday 12th December 2025. There shall be no refund of entry fees to swimmers who withdraw from events after 5pm on Friday, 12th December 2025. The medical certificate needs to be provided dated no longer than 14 days prior to the meet and clearly stating the reason for a withdrawal. A £10 admin charge will be applied to all refunds. Refunds will be made via Clubs.
17. **Technical Officials:** This level 3 open meet can only run with the generosity of volunteer officials. Please can all visiting clubs ask their qualified members to sign up to officiate on the online sign-up website. Details available on swimsouthampton.org) All clubs with more than 8 entries are requested to provide at least ONE official per session.
All Licensed Officials or Judge Level 1 trainee candidates are welcome and mentoring will be provided where possible. If visiting clubs cannot assist with the provision of licensed officials or appropriately qualified Judge Level 1 candidates, then the club cannot guarantee the license level required by the Swim England South East Licensing Board. 'Appointed visiting officials' will receive a free car park pass, refreshments and food if attending both sessions in one day. Officials will be able to claim reasonable travel expenses up to 45 pence per mile or £45 whichever is less. The maximum an official can claim is £45.
18. **Health and Safety:** All Meet participants and spectators must observe all safety precautions including any covid restrictions, in operation at The Quays and follow instructions of Pool Staff and the organisers.

Prior to leaving poolside swimmers must dry off and put on appropriate clothing and footwear. No swimmers will be allowed into the spectator area or the main Quays entrance foyer area unless they have complied with this requirement.

For safety reasons spectators must ensure that all gangways, and the rear of the spectator area, are kept clear. Stewards will be patrolling these areas during the Meet. Participating clubs are responsible for ensuring that their members are made aware of these Health and Safety requirements and those of Swim England.



The promoters in conjunction with the BH Live, reserve the right to refuse admission to any person.

Competitors, volunteers and coaches are reminded that food, hot drinks or glass containers must not be taken onto poolside. Competitors should only bring a small bag poolside to reduce overcrowding and to prevent the air vents being blocked. Competitors are advised not to leave their belongings unattended and to ensure that all valuables are placed in a locker (lockers require your own padlocks) Neither City of Southampton Swimming Club nor the Management of The Quays can accept responsibility for any property that may be lost or stolen.

Only competitors, officials, volunteers and those in possession of a coach pass will be allowed on poolside. Anyone poolside must be a member of Swim England. Passes should be kept clearly visible at all times.

19. Failure to comply with any condition may result in disqualification and forfeiture of any fee paid.
20. **Warm Up:** Lanes will be allocated for warm-up and announcements will be made. Coaches and team managers are responsible for their swimmers at all times. Diving will only be allowed in specified lanes as announced.
Even number lanes are to go clockwise. Odd numbered lanes to go anticlockwise.
21. Swimmers are responsible for reporting to the Competitor Stewards on time. For the first event in each session the competitors should report to the marshalling area as soon as warm up has been completed. Swimmers in all other events should listen to instructions and announcements. It is the swimmers' and their coaches' responsibility to ensure they report to the marshals on time. There will be no announcements calling late swimmers.
22. **Events:** All events will be run on a Heat Declared Winner (HDW) basis. There will be no finals.

All events will start at the deep end of the pool (depth 1.80m). All competitors in each event will be seeded into heats from slowest to fastest. Those with No Times will be in one of the first few heats. All heats will be spearheaded. Over the top starts will be used at the discretion of the organisers and the Lead Referee. When the race is finished, swimmers must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished the race. Otherwise, the swimmer committing the fault will be disqualified.

Electronic timing pads and equipment will be used. Competitors must leave the pool at the sides and not climb over the electronic timing boards.

A secondary strobe and backstroke ledges will not be available for this Meet.

23. **Results:** Heat results will not be announced but will be displayed in an appropriate location as soon as they are available at the end of each event. Unofficial results will also be available on Meet Mobile during the meet. A full set of results will be posted on our website: swimsouthampton.org after the meet and emailed to each club. Results will be sent to Rankings within 5 days of the Meet.
24. **Awards:** Awards will be made to those swimmers placed 1st, 2nd and 3rd in each event in each age group without disqualification. All medals will be available for collection from the medal table on the day as soon as the results have been posted for each event. All awards should be collected before the end of the meet. It will not be possible to post awards after the event.



25. **Photography/Mobile Telephones:** It is requested that all mobile telephones are switched off or switched to silent during the competition and that there is no flash photography at the start of each event. Please abide by Swim England guidance regarding the taking of photographs and/or film footage. This includes taking photos or footage of your swimmer and not posting any identifiable footage or photos of another swimmer or person on social media without their permission. Cameras and phones are strictly prohibited in the changing area.
Mobile phones are prohibited from being used or displayed in the changing rooms. Any swimmers caught displaying a mobile phone with in the changing room may be ejected from the meet.
26. **General Data Protection Regulation (GDPR):** Entries will be held on a computer solely for the purposes of this competition. Consent, as required by the GDPR to the holding of personal information on computer will be deemed to have been given by the submission of the entry. This data will be held for at least 1 year. Data and results will be shared with Swim England for rankings and the competitors own swimming clubs. Results will be posted at the pool and on the website.
27. **Spectators:** Spectator entrance will be charged at £8.00 per day irrespective of the number of sessions attended. Children under 5 will have a free entry. A meet programme will be published on the Club website in advance of the Meet. Entry lists, start lists and results will be on Meet Mobile and posted on the club website after the event.
28. For any matters not covered by these Conditions, the Organisers will make any decisions or amendments it deems necessary to provide for the satisfactory running of the competition. By submitting an entry, participants have deemed to agree to such decisions.
29. The promoter reserves the right to amend these conditions with the approval of the Swim England South East Licensing Panel. If part / all of the Meet has to be cancelled then affected Entry Fees and Poolside Passes will be refunded. The Promoter, Club and Pool do not accept any responsibility for any travel or accommodation expenses incurred.
30. This meet is promoted by City of Southampton Swimming Club. The meet contact is Adrian Jones who can be reached via chair@swimsouthampton.org