

RULES. The competition will be held under Swim England laws and technical rules of swimming. This event is licensed at Level 3 for entry into Level 1 & 2 meets, County and Regional Championships. Officials will be obtained from the National & Regional lists of qualified personnel. All swimmers must be registered with Swim England and be members of a club affiliated to Swim England. The gala promoter has the right to amend the programme to ensure the smooth running and fairness of the event.

FACILITIES. The event will take place at **Dover District Leisure Centre, Fitness Fields, White cliffs Business Park, Whitfield, Dover, Kent, CT16 3FZ** in a 25m, 8 lane pool with electronic timing and anti-wave lane ropes. A secondary strobe is available. Water depth at the start end is 2.0m and the height of the starting blocks are 0.72m above the water surface. There is a free car park for approximately 200 vehicles and the centre has a café offering refreshments, sandwiches etc.

ENTRIES. Swimmers must be, or have applied to be registered with Swim England. Swimmers may only enter events in their own age group. Ages are as at midnight 31st December 2026.

AGE GROUPS. 10 - 11 years, 12 - 13 years, 14 - 15 years, 16+ years.

EVENTS. 50m, 100m and 200m in all strokes, 200m individual medley, 400m individual medley and 400m freestyle.

GENDER. All events will be run as separate gender heats. 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.

SUBMISSION OF ENTRIES. The entry fee is £7.00 for 50m, 100m and 200m events and £8.00 for 400m events. The entry fee includes a levy per event, payable to the South East Region.

Entries must be no faster than the Upper Qualifying Time (UQT) published for each event. Time trials for swimmers whose times are faster than the published times will be permitted from any Kent affiliated club, and any entries received that are faster than the UQT will automatically be entered as Time Trials meaning that the swimmer will swim for time only and will not be eligible for an award.

If the event is oversubscribed, time trial entries followed by the slowest entrants to some events, starting with the 400m and 200m events, will be rejected to keep the meet within acceptable time limits. Club entries must be submitted electronically using the published Hytek entry filer (Hytek Team Manager Lite is available to assist with this). Individual entries will be accepted on the official entry form (scanned and emailed) subject to a £15.00 admin charge for individual entries. Entries must include the entrant's Swim England registration number, date of birth, and entry times, together with all entry fees. Entry times submitted should be short course times achieved since 1st January 2024. Converted long course times will be accepted provided they have been converted using Swim England Conversion Tables.

Entries will open on Monday 3rd November 2025. The closing date for entries is midnight on Tuesday 2nd December 2025. No entries will be accepted after the closing date or during the meet, unless due to the promoter's error or omission. Proof of email may be required. Entries will not be registered unless accompanied by the correct entry fee. All payments must be made by bank transfer. Completed entry forms should ideally be sent in one email per club. Details of accepted entries will be emailed to club's representatives and published on the Dover Life Guard Club Website.

Refunds will be issued for rejected entries only by BACs to each club or separate individual entrant and sent to the contact named on the entry summary sheet as soon as possible after the closing date. No refunds will be given for withdrawals after the accepted entries have been published.

The promoter reserves the right to return entries on any bulk entry that takes the meet over maximum capacity. In this situation entries will be accepted on session and event capacity to maximise the number of swims.

COACHES PASSES. Coach passes are available at a cost of £20 each to include entry, programme of events, warm up schedule, a full set of results, refreshments and food between the sessions on each day of the event. Only competing swimmers and holders of passes will be permitted on poolside.

Clubs are expected to provide sufficient poolside staff to manage their swimmers on poolside and comply with Swim England Team manager, Coach and Chaperone Policy, (SE1048 -16/05/23) which can be found by following this link:

<https://www.swimming.org/swimengland/swim-england-relases-supervision-ratios-policy>

Coaches and TMs must wear club-branded kit, so they are clearly identifiable. To be eligible for a coach pass, applicants must be qualified coaches or certified Swim England team managers and hold valid DBS and Safeguarding certification which may be validated.

One free coach pass is available for clubs providing more than three officials across all sessions.

WITHDRAWALS. This will be a 'sign-out' event for all competitors. Failure to report on time will result in them not being able to swim. Competitors, team managers or coaches must 'SIGN OUT' a swimmer at least 60 minutes before the start of the first race in each session using the electronic withdrawal system (swim-meet) if they do not intend to swim any event. There will be no refunds given for withdrawals other than withdrawals for medical reasons that are accompanied by the appropriate certification.

WARM UP. Coaches must supervise their swimmers at all times during the warm-up. A warm-up schedule will be available 5 days in advance of the gala. The start of each warm-up session will be starting at the deep end of the pool.

MEET PROCEDURES. It is the responsibility of the competitors and coaches from participating clubs to ensure that all swimmers are competent to the standard of the Swim England Competitive Start Award. All events are heat declared winners. Heats will be swum with all age groups combined and swimmers seeded by entry times. The fastest heat in each event will be spear-headed. Starts will be at the deep end of the pool and over the top starts will be used for all events except backstroke, though this is at the referee's discretion. Swimmers must leave the pool using the steps at the side of the pool and must not climb over the electronic timing pads at the end of each lane.

A secondary strobe for deaf swimmers will be available. A secondary strobe is classed as, "A strobe light, in addition to that included in the AOE starting system". It must be part of the AOE system and should be able to be moved to a lane where a deaf swimmer (S15) is starting.

SWIM DOWN. There will be a continuous swim down facility available at this gala. Clubs must ensure that their swimmers are supervised at all times.

BACKSTROKE LEDGES. These will be available for all backstroke events and at least two lanes will have ledges in each warmup session for practice starts.

RESULTS. Live results will be available via Meet Mobile and results for each of the sessions will be available on the Club website as soon as possible after. Additionally, copies of the results will be posted in the spectator gallery and poolside. Meet results will be sent to Swim England to be included on the rankings list.

AWARDS. Awards will be given to the top three placed finishers in each age groups All events are heat declared winners, there will be no finals. There will be no official presentations, so all swimmers must collect their medals from the awards desk.

OFFICIALS. It is appreciated if attending clubs could provide a licensed official to assist with the running of the event.

Each club entering six or more swimmers are requested to supply at least two officials for each session who can act as Time Keeper and/or Judge (i.e. J1 or J1 Trainee as a minimum requirement). Each club entering twenty or more swimmers are requested to supply two officials for each session qualified to J1 and one official for each session qualified to at least J2 standard. If we are unable to fulfil the required number of qualified officials the meet may be downgraded to a lower license level or run with reduced lanes which will result in reduced entry numbers.

SPECTATOR ADMISSIONS. Admission prices are as follows: Adults, one session either day £5.00, all day £7.50. Concessions, one session either day £3.00. Children under 15 are free. Card payments and cash will be accepted.

RAFFLE. Raffle tickets will be available to purchase at a cost of £1 per strip.

PHOTOGRAPHY. Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photographs on social media. The Swim England Child Safeguarding Policy and Procedures, 'Wavepower 2024' provides guidance on the use of social networking and guidance on photography. Flash photography is prohibited at all times. **Image capturing devices must not be used in the changing area at any time.**

No mobile phone use including any photography or filming of any kind is permitted in the changing rooms, showers or toilets. Anyone contravening this requirement will be required to leave the facility without a refund.

SAFETY. For the reasons of child protection, only officials, leisure centre staff, registered volunteers and swimmers shall be allowed poolside other than in the designated spectator area. Spectators (if allowed), officials and competitors must observe the safety precautions in operation at the leisure centre and are asked to familiarise themselves with the location of all emergency exits and must abide by any rules laid down by the venue management. The emergency exits must be kept clear at all times. Anyone observing anything they consider to be a safety hazard must report any issues immediately to a member of the leisure centre staff or to the Promoter. Neither the promoter, Dover Lifeguard Club or Herne Bay Swimming Club will be responsible for any loss or damage occurring during these events. The depth of the pool at the starting end is 2m and 1.0m at the shallow end.

DATA PROTECTION. Dover Lifeguard Club 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.

CHANGING & ATTIRE. This venue is a leisure centre and the changing facilities may be open to the general public during the meet. Swimmers must wear suitable clothing and footwear on poolside and when moving around the leisure centre. No outdoor shoes are allowed on poolside unless exclusively used for the purpose of poolside shoes. Swimmers wearing wet clothing are not allowed in the spectator seating area. Swimmers are advised to remove all jewellery in order to prevent accidental injury to themselves. Due to space constraints, no large bags will be permitted poolside. Lockers are available in the changing rooms (with a refundable £1 coin) and should be used for the safe keeping of all belongings.

RULES & CONDITIONS

SECURITY. Dover Lifeguard Club and Herne Bay Swim Club cannot be held responsible for the loss or damage to personal property and requests that all persons remove their belongings if they leave the premises at any time. Competitors and spectators (if allowed) must not leave their belongings unattended. Any lost property not claimed from the announcer during the event will be handed to the leisure centre management for collection by the owner.

BEHAVIOUR: Coaches and team managers are at all times responsible for the conduct of the swimmers in their care. The promoter reserves the right to refuse admission or to ask any persons to leave during the event.

CANCELLATION: In the event of a pandemic lockdown or where the gala is undersubscribed to such a point it becomes loss making, the club reserves the right to cancel giving a minimum period of one/two weeks' notice, where notification updates would be sent in advance of cancellation period. In the event a cancellation occurs then full refunds will be sent to all attending clubs, individual entries and any associated coach pass payments.

FURTHER INFORMATION. If you require further information, please contact dlgcompetition@gmail.com.

Updates:

26th August 2025: First Draft
15th September: License Approved

Date	Licence No.
Saturday 10 th January 2026 Sunday 11 th January 2026	3SE260058

Any conditions not covered in the above information will be at the discretion of the promoter and Dover Lifeguard Club/Herne Bay Swim Club. By entering this event, competitors and coaches agree to abide by these conditions.