



# Surrey County ASA

## Surrey Age Group Championships

### Relay Gala 2025

#### County Championship Unlicensed Meet

#### PROMOTER'S CONDITIONS

#### General conditions

1. The **Surrey Age Group Championships Relay Gala** shall be run short course under Swim England Laws, Regulations and Technical Rules of Swimming and these Promoter's Conditions.
2. The age of each swimmer shall be as at **31 December 2025**.
3. Swimmers must be members of an affiliated Surrey club at the closing date and must be registered with that club at Swim England.
4. A swimmer who joins a second Surrey club *and wishes to compete for the new club*, or who resigns from one Surrey club and joins another, after the competition closing date may not swim in a relay team for either club in this competition.
5. There will be a secondary strobe available at the venue.
6. Questions and queries may be directed by email to the Meet Promoter, Alan Thurlow, at [alanthurlow@gmail.com](mailto:alanthurlow@gmail.com)
7. The Surrey Age Group Championships Committee shall decide any matter not provided for in these conditions and will determine the appropriate action against those concerned if any of these conditions are contravened.

#### Data Protection

8. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by Surrey County ASA. 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 submission made to British Rankings. We will also make this information available to the club of the swimmer as the data controller.
9. 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.

#### How to enter

10. The closing date for entry is **27 August 2025**.
11. The entry fee is **£15** per team per event.
12. Entries will be processed electronically using HyTek Meet Manager.
13. A Hytek meet events file and instructions will be made available on the Surrey website: [www.surreyswimming.org](http://www.surreyswimming.org) for use with team management systems that can handle the HyTek file format. Entries will be accepted from any team management system that exports a compatible entry file in the SD3 or HY3 file format.
14. Entries must be submitted electronically using the Online Meet Entry Portal and must be received by midnight on **27 August 2025**. Instructions are available on the Surrey website.
15. Full payment must be made by electronic transfer only **no later than 12 September 2025**. Please make electronic transfers to Barclays Bank:  
**Account Name: Surrey County ASA**  
**Sort Code: 20-84-17**  
**Account number: 90576360**  
**Reference: The four digit reference number included in the email from the entry portal**  
***Entries are not valid until payment has been received.***
16. Refunds shall only be issued:
  - where the meet is cancelled; or
  - where there is a significant change to the schedule that results in a change of venue or session for the event entered, meaning that the competitor cannot swim; or
  - where, in accordance with paragraph 27, entries have been rejected for meet management purposes.



# Surrey Age Group Championships Relay Gala 2025 Promoter's Conditions

## Meet programme

17. The competition takes place on one day:

Date	Licence No.	Venue	Events
14 September 2025	N/A	London Aquatic Centre (25m)	See schedule of events

18. All events will be Heat Declared.

Event	Age
Relays	Junior means swimmers aged 15 & Under Senior means swimmers aged 16 & Over

19. Team withdrawals and name changes close at the start of warm up for each session.
20. For 4 x 50m and 4 x 100m relays, clubs may enter a maximum of *TWO* teams in any single age group. Individual swimmers may compete in only *one* team per age group per event. **Swim-ups are not permitted.**
21. For the Mixed relays, clubs may enter a maximum of *TWO* teams in any single age group. Teams shall consist of two open/boys and two girls who can swim in any order. **Swim-ups are not permitted.**
22. There shall be separate events for open/male and female teams. 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.

## Seeding

23. Heats will be seeded in accordance with World Aquatics rules.

## Technical and non-technical officials

24. The Championships cannot run without people to fill both technical and non-technical roles on the day. With this in mind, clubs are requested to provide volunteers, both qualified officials and people to field of play roles such as marshalling.

## Entry times

25. All submissions must include an entry time. "No Time" entries will be rejected.
26. There are no Qualifying times for the relay events.
27. If the meet is over-subscribed, the promoter reserves the right to reject entries, after all clubs have entered one team, based on the submitted entry times after converting to the meet course. The fastest second teams in each event will be given priority. Clubs will be informed as soon as possible after the closing date of any teams whose entries have had to be rejected, and entry fees for rejected teams will be returned in full.
28. If the meet is under-subscribed, the promoter reserves the right to extend the closing date and accept a second entry file. A separate HyTek Meet Events file will be published to facilitate this process. The promoter will accept entries based on the fastest teams in an event until the meet is full.

## Medals, trophies and awards

29. Trophies shall be announced but not presented. There will be an opportunity for the winning team to have a photograph with the County President in a suitable area away from the medals desk.
30. Medals will be awarded to teams finishing 1<sup>st</sup> to 3<sup>rd</sup>.

## Registration and marshalling

31. A withdrawal system is being operated for the relay events. The Coach or Competition Secretary of teams who are not intending to swim must notify the meet administrator by email up to midday on Saturday 13 September 2025. Changes can still be made up to the commencement of the warm-up of each session by advising the meet administrator in the timing suite.
32. Changes to the order of swims should be made in the portal up to midday on Saturday 13 September 2025. Changes can still be made up to the commencement of the warm-up of each session by advising the meet administrator in the timing suite.
33. It is your team's 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 and in the Marshalling area before each session starts and



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it is the team's responsibility to ensure their name appears on the list prior to the start time of the session and that they are aware of the running order of the team.

34. 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.
35. 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.
36. Coaches/chaperones will not be allowed in the Marshalling area at any time.

### **Poolside access**

37. Passes are made available to clubs and their coaches to ensure the safety and wellbeing of their swimmers. 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, and with reference to their obligations and the recommendations laid down in Wavepower 2024, the Swim England Child Safeguarding Policy & Procedures.
38. Passes are available from the Swim England website. You cannot re-use your pass from the earlier Surrey County events as these were date specific.
39. All coaches and chaperones applying for a pass must have valid data on the appropriate Swim England system. It is your responsibility to ensure this data is current and that you apply in good time.
40. A Level 2 Teacher may attend on poolside but will need to apply for a pass through the Surrey website links. You can re-use your pass from the earlier Surrey County events but must complete the payment request form on the Surrey website. The cost of this pass is the same as the passes issued by Swim England and should be paid by bank transfer before the meet.
41. The cost of the one day pass will be £5 without food. Coaches should self-cater.
42. The promoter reserves the right to request any person to leave poolside, whether that person has a poolside pass, without having to give a reason.

### **Photography and Changing Rooms**

43. Surrey County ASA remind all those attending these Championships wishing to use cameras, video or digital image capturing devices (including mobile phones) that they should only do so after reference to their obligations and the recommendations laid down in Wavepower 2024, the Swim England Child Safeguarding Policy & Procedures and other Swim England Photography guidance.
44. With respect to changing rooms, any use by any person of a mobile phone or device is prohibited from the point of entry to a changing room until after exiting the changing room. In practice this means that any device must be in a bag or pocket, it must not be visible. There are no exemptions to this rule so if someone has an issue, they cannot use the device in the changing room; their need must be solved in some other way.
45. Photographs of the meet may be taken by representatives of the promoter of the event and may be used for promotional purposes. Entry into the competition implies acceptance of this condition. With the specific exception of the official photographer, flash photography is prohibited at all times during the Meet.

### **Promoter**

46. Questions and queries may be directed by email to the Meet Promoter (Alan Thurlow) who will liaise with the Lead Referee (Diane Gamble) as necessary.