



KINGSTON ROYALS SWIMMING CLUB

(Affiliated to Swim England London Region)

THE ROYALS AUTUMN OPEN MEET 2025

LEVEL 3 – LICENCE NO: 3LR251895

At Elmbridge Xcel Leisure Complex
Waterside Drive, Walton-on-Thames, Surrey KT12 2JG
On 15th and 16th November 2025

PROMOTER'S CONDITIONS

1. The competition will be held under Swim England Laws, Swim England Technical Rules of Swimming and these Promoter's Conditions.
2. The Meet has been licensed at Level 3 by Swim England and will be operated on a 'First Come First Served' basis.
3. Age is as at midnight on 16th November 2025. Youngest age is 9 years on 16th November 2025.
4. All entries must be faster than the Lower Limit Qualifying Times and slower than the Upper Limit Qualifying Times as set out in the document entitled 'Qualifying Times'.
5. Entry times submitted must be short course times (converted long course times will be accepted).
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.
7. In the event that the meet is oversubscribed, electronic entries will be accepted on a 'First Come First Served'. In the event any rejections have to be made, these will be spread as evenly as possible across all age groups. The Promoter's decision in this matter is final. Confirmation of entries will be returned as soon as possible after the Closing Date and following receipt of a completed Summary Entry Form and supporting payment. Improved entry times will not be accepted after submission of the Entry Form.
8. All entries from Kingston Royals swimmers aged 9 years and over as at 16th November 2025 will be accepted. However, those who do not have the requisite Qualifying Times for any event will swim in the first heats of each event as a No Time Entry. All these entries will form part of the main competition and will qualify for medals.
9. The Closing Date for entries is 31st October 2025 or earlier, if the meet is full.
10. The Entry Fee is £8.50 per 50m, 100m and 200m event (this includes Swim England's 20p levy). No refunds will be given unless entries are rejected by the Promoter. Clubs with more than 10 swimmers should enter electronically by using Hy-Tek's Team Manager Software which can be

downloaded from Hy-Tek's website. Please complete the Summary Entry Form and submit with your payment using either of the payment methods outlined in Condition 28.

11. Any club with 20 or more swimmers are requested to provide a Swim England licensed Referee or qualified official (Judge 1, Judge 2, Individual Judge 2S (i.e. must have undertaken a Swim England licensed course) or Judge 1 in Training (i.e. must have enrolled on the Judge 1 course and completed all of the online theory modules, have passed the poolside timekeeper's assessment (unless already qualified as a timekeeper)) and be within the requisite period of completing their poolside competencies.
12. All Swimming Officials will be offered out of pocket expenses if they have offered their services and their swimmer is not taking part in the meet. For full details of the KRSC Officials Expenses Policy, please follow the link below:-
[Officials Expenses Policy](#)
13. Time trials may be available to all swimmers at the Promoter's discretion and will be dependent upon space being available. Time trials will be charged at £9.00 per race and will not be secured until payment is made. All time trials will be swum in the first heat with "XNT" against the swimmer's name. Time triallists are not eligible to win medals.
14. All events will be swum as combined age groups and seeded slowest to fastest irrespective of age.
15. The pool is 25m long with 8 lanes, anti-wave lane ropes and Colorado electronic timing system in operation. The depth of water is 1.2m at the shallow end and 1.8m at the deep end.
16. There will be a secondary strobe available.
17. In the interests of time, 'over the top' starts may be operated at the discretion of the Referee.
18. An adjacent warm-up and swim-down facility is available during the sessions. This area must not be used during the "formal" warm up period. It will be the responsibility of the coaches/team managers to ensure that their swimmers use the facility for the purpose intended.
19. A cardless entry system will be operated at this meet. Swimmers must withdraw using the appropriate form at the relevant desk no later than 15 minutes prior to the start of each warm up period. Withdrawals prior to the meet can be made via e-mail addressed to openmeets@kingstonroyals.co.uk
20. **Refund Policy:** Full refunds will only be given in the following circumstances:-
 - (a) Where it has been necessary to restrict entries;
 - (b) On receipt of proof of injury/medical condition through a doctor's certificate (or equivalent);
 - (c) Due to any exceptional circumstance that is deemed appropriate by the Promoter.
21. Swimmers must report to the clerks of the course when instructed to do so. Any competitor not reporting in time may be excluded.
22. Swimmers must be Swim England registered as Club Compete and have a Swim England number.
23. Coach passes are available at a cost of £15.00 each per day which includes entry to the pool, a programme, lunch and refreshments during sessions.
24. 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 (<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>). No-one will be allowed on poolside without a pass.
25. Spectator entry will be £6.00 per person per session, or £10.00 per person for both sessions on one day.

26. Programmes will be made available online so these can be downloaded by coaches and spectators prior to the meet. **Programmes will not be available for purchase on the day.**
27. Entries should be e-mailed to openmeets@kingstonroyals.co.uk
28. Payment for entries can be made by BACS, using the bank details set out on the Summary Entry Form. Confirmation of payment, together with an e-mailed copy of the Summary Entry Form should be e-mailed to openmeets@kingstonroyals.co.uk
29. Payments must arrive no later than the Closing Date.
30. Please note an administration fee of £5.00 will be payable for individual entries not sent via Hy-Tek. All individual entry forms must be correct and completed in full, otherwise they may be rejected.
31. The age groups are 9, 10, 11, 12, 13, 14, 15, 16 & Over.
32. Medals will be awarded for 1st, 2nd and 3rd place in each age group in each event on a HDW basis. Ribbons will be awarded to 4th, 5th and 6th place on the same basis. Time trials will not be included in any awards.
33. Disability swimmers do not have to meet the Qualifying Times in order to apply to enter this meet but, in the event the meet is oversubscribed, entries will be accepted on a 'First Come First Served' basis.
34. Swimmers with a Certificate of Disability or Disability Classification S1-S14 will be awarded medals (**based on their disability classification**) on the following basis:-
 - (a) Where there are only three competitors in an event, only the top two placed competitors will receive medals;
 - (b) Where there are only two competitors in an event, only the winner will receive a medal;
 - (c) 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.
35. Events are:
 - 50m, 100m and 200m all four strokes plus 100m IM and 200m IM - all age groups.
36. Results will be available on the Kingston Royals website as soon as practicable after the meet. If you would like a full set of results to be e-mailed to you, please ensure you provide the Promoter with the preferred e-mail address for submission of the electronic results file.
37. All participants and spectators must observe all safety precautions in operation at the pool and follow instructions of pool staff and Kingston Royals SC Management Team. 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 entrance foyer area unless they have complied with this requirement. Failure to comply with any condition may result in disqualification and forfeiture of any fee paid.
38. Submission of the Summary Entry Form by a Club Official will indicate that all their swimmers accept these conditions in full.
39. **Video Recording/Photography/Mobile Telephones.** Whilst photography and filming is permitted at our event, Swim England have requested that we make photographers aware that taking images or filming other children or adults where consent is not known could cause a risk to that child or adult. There are many children and adults in our sport who are subject to various conditions and requirements that protect their identity, often for very serious reasons. Therefore, we would request that where other children or adults are included within your video/photographs, these are not posted online. Further information regarding Swim England photography guidelines can be found on page 94 of Swim England's Wavepower 2024 document. Please also note the Swim England changing room policy now prohibits all use of a mobile phone or device in a changing area during Swim England regulated activity. Anyone found using such a device in a changing area will be removed from the gala and their meet fees will be forfeited.

40. All visiting clubs must ensure that team managers/coaches and officials comply with Swim England's Child Protection Policy.
41. For any matter not covered by these Conditions, the Promoter reserves the right to make any decisions to ensure the satisfactory running of the meet. By submitting an entry, participants will be deemed to agree with such decisions.
42. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 1998, 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 by 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. If any persons want to exercise their right to erasure or processing of their personal data they will need to make a written request to the Promoter. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.
43. The Promoter is Sally-Anne Hawley c/o Kingston Royals Swimming Club.

ALL RESULTS WILL BE PUBLISHED ON MEET MOBILE. PLEASE SEARCH:-

THE ROYALS AUTUMN OPEN MEET 2025