



# ARENA MANCHESTER SNOWPEN 2023 (25m)



(Level 3 Licence No. TBC)

Manchester Aquatics Centre, 2 Booth Street East, Manchester, M13 9SS

Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> December 2023

## MEET INFORMATION

### Conditions

Please ensure that all competitors read the Arena Manchester Snowpen 2023 (25m) Conditions for this event, found on the City of Manchester Aquatics Swim Team website: <http://cityofmanchesterswimteam.co.uk>

### Programme of Events

Programme of Events as listed in the Arena Manchester Snowpen 2023 (25m) Conditions for this event.

### Timeline – Key dates

Please see the following timeline for when information will be provided in relation to the Meet.

Entry file available to download	Thursday 19 <sup>th</sup> October 2023
Entries Open	Monday 23 <sup>rd</sup> October 2023
Entries to Close	Wednesday 22 <sup>nd</sup> November 2023 (11:59pm) OR <b>WHEN FULL*</b>
Accepted/Rejected Entries Published	Monday 4 <sup>th</sup> December 2023
Warm Up information	Wednesday 6 <sup>th</sup> December 2023

### Entry Information

Entry fees shall be £7.50 per event

Entries should be made by using the correct Sportsystems Entry File. The entry file can be downloaded from <http://cityofmanchesterswimteam.co.uk>. No paper entries will be accepted.

Para swimmers must enter via the Para Swimmer Entry form below. Paper entries will be accepted for para swimmers only.

All completed entry files and summary forms should be emailed to [meetmanager@cityofmanchesterswimteam.co.uk](mailto:meetmanager@cityofmanchesterswimteam.co.uk) and club summary entry form detailing payment to be copied to [mike.hilton@cityofmanchesterswimteam.co.uk](mailto:mike.hilton@cityofmanchesterswimteam.co.uk).

Entry fees to be paid EITHER via **BACS** to:

BANK	<b>Royal Bank of Scotland</b>
Account Name	<b>The City of Manchester Aquatics Swim Team</b>
Sort Code	<b>16-25-14</b>
Account Number	<b>10183830</b>
Swift/BIC	<b>RBOS GB 2L</b>
IBAN	<b>GB15 RBOS 1625 1410 1838 30</b>
Reference	<b>Name of gala (MWSP23) &amp; NAME OF CLUB (e.g. MWSP23.....club name)</b>

**OR** one combined cheque per club (made payable to **The City of Manchester Aquatics Swim Team**) and club summary entry form sent by post to:

**Mike Hilton  
COMAST  
62, Boothdale Drive  
Audenshaw  
Manchester  
M34 5JU**

Entries together with the appropriate fees must be received by the Meet Manager no later than the published closing time and date.

**Entries will be accepted on a FIRST COME, FIRST SERVED basis. The closing date for entries 11:59pm Wednesday 22<sup>nd</sup> November 2023 or WHEN FULL\* if earlier than this date.**

\*The meet will be deemed full when the session time reaches 3.5 hours

A list of processed entries will be published on 4<sup>th</sup> December 2023. Competitors are requested to check their entries carefully and inform [meetmanager@cityofmanchesterswimteam.co.uk](mailto:meetmanager@cityofmanchesterswimteam.co.uk) immediately of any errors.

The promoter strongly recommends that no travel arrangements are confirmed until the club receives a written confirmation of accepted entry.

## **Poolside Passes**

Cost per pass = £25 per day\*.

A buffet style lunch will be provided.

Clubs must adhere to Swim England's supervision ratio policy, more information can be found: <https://www.swimming.org/swimengland/swim-england-relases-supervision-ratios-policy/>

All Coaches, Chaperones and team staff must be in possession of a poolside pass to access the event. This must be worn at all times in the venue. It is mandatory that anyone applying for a poolside pass must have a valid and in date DBS, safeguarding training in line with Wavepower (2020-2023) and appropriate qualifications. Chaperones

for para swimmers are to be on a 1:1 basis.

Applications for Poolside Passes can be made using the form below.

*\*Any team that attends the meet and provides at least one technical official for both of the 2 sessions will be entitled to one, 1-day poolside pass for the Meet. In this case please still complete a poolside pass request and make this clear on the form.*

## **COVID-19 Information**

Competitors, Spectators and all those in possession of a poolside pass are to follow the policies and procedures of the event which may include COVID-19 protocols which are dependent on the Government (National and Local), or Swim England or facility guidelines at the time. Further information will be provided closer to the event.

## **Competitor Information**

### **Draft Programme**

The draft programme will be posted on the City of Manchester Aquatics Swim Team website (<http://cityofmanchesterswimteam.co.uk>) as soon as possible after the closing date for the competition. This will include estimated session start times.

### **Withdrawals**

Notification of a withdrawal from a heat must be made no later than one hour before the advertised start time of the relevant session, in line with the Event conditions, can be made in the following ways:

1. In person by completing an official withdrawal form (available at the Sport Information Desk)
2. By email to [wd@cityofmanchesterswimteam.co.uk](mailto:wd@cityofmanchesterswimteam.co.uk)

All withdrawals must state NAME, CLUB, EVENT NUMBER, EVENT, COMPETITOR NUMBER.

### **Warm Up & Swim Down**

The competition pool will be available for warm up ahead of sessions. Afternoon warm up times will be provided closer to the event.

The diving pool will be made available at the start of the session and available throughout the competition.

### **Para Swimmers**

The Meet Management Group will seek to appoint an official who has completed Disability swimming training.

Subject to it operating correctly there will be a secondary start strobe available for use on request of athletes.

### **Call Room**

Swimmers must report to the Call Room 'race ready' and in sufficient time and be available to parade for their event.

Coaches and Team Staff will not be allowed to enter the Call Room.

### **Start lists and results**

Start lists and results will be available online at <http://cityofmanchesterswimteam.co.uk>

### **Spectator Information**

Current plans are for spectators to be allowed into the event. This will be confirmed closer to the event day.

Spectators passes will be available for purchase from the front desk on the day of the event, at the following prices:

- One day £10

Anyone wishing to take still or digital photography (including using mobile phones to do this) must do so in accordance with Swim England Photography Guidance (see Wavepower 2020-2023). **Flash photography is strictly prohibited at all times.**

### **Refunds**

Refunds will **only** be given where:

- Entrants have been rejected by the Competition organiser where conditions were adhered to, but rejection is based upon time constraints, then refunds will automatically processed for each rejected event following the completion of the event.
- Competitors who have withdrawn from events due to either a medical reason or injury once appropriate evidence (e.g. a note from a doctor or physio) has been submitted to the following email address: [meetmanager@cityofmanchester.co.uk](mailto:meetmanager@cityofmanchester.co.uk). Withdrawing from the event must be completed prior to the event/session in which the individual is due to compete. Any failure to withdraw or notification of withdrawal received later than the event withdrawal cut off time will result in no refund being processed.

Refunds will **not** be given for the following:

- For all withdrawals which would not be considered under the heading above.
- Any entries rejected due to non-compliance of competition conditions

**ARENA MANCHESTER SNOWPEN 2023 (25M)**  
**PARA SWIMMER - ENTRY FORM**

<b>Name</b>			
<b>Club</b>			
<b>SWIM ENGLAND No.</b>		<b>OPEN / FEMALE</b> <i>delete as appropriate</i>	
<b>DOB</b>		<b>Age at 31/12/2023</b>	
<b>Para Swimmer Classification (S, SM, SB)</b>			

<b>Event</b>	<b>Entry Time (50m)</b>	<b>Date and Meet Time achieved</b>
50m Freestyle		
100m Freestyle		
200m Freestyle		
400m Freestyle		
50m Backstroke		
100m Backstroke		
200m Backstroke		
50m Breaststroke		
100m Breaststroke		
200m Breaststroke		
50m Butterfly		
100m Butterfly		
200m Butterfly		
200m Ind. Medley		
400m Ind. Medley		

**Number of entries..... @ £7.50 per event = £ ..... TOTAL**  
 £.....

**ARENA MANCHESTER SNOWPEN 2023 (25M)**  
**INDIVIDUAL ENTRY FORM – FOR CLUB USE ONLY (all entries submitted via Sportsystems)**

<b>Name</b>	
<b>Club</b>	

<b>SWIM ENGLAND No.</b>				<b>OPEN / FEMALE <i>delete as appropriate</i></b>		
<b>DOB</b>			<b>Age at 31/12/2023</b>			
<b>Sia Disabled Y/N</b> <b>Di</b> <b>Disabled</b> <b>Y/N</b>			<b>Para Swimmer</b> <b>S, SB, SM</b>			
<b>Address</b>			<b>Tel No.</b>			
			<b>Email</b>			

<b>Event</b>	<b>Entry Time (50m)</b>	<b>Date and Meet Time achieved</b>
50m Freestyle		
100m Freestyle		
200m Freestyle		
400m Freestyle		
50m Backstroke		
100m Backstroke		
200m Backstroke		
50m Breaststroke		
100m Breaststroke		
200m Breaststroke		
50m Butterfly		
100m Butterfly		
200m Butterfly		
200m Ind. Medley		
400m Ind. Medley		

**Number of entries..... @ £7.50 per event = £..... TOTAL**  
£.....

I certify that the above details are correct, I will abide by the promoter's conditions and that I am an eligible competitor in accordance with the laws of the Swim England.

**CLUB SUMMARY FORM**  
**ARENA MANCHESTER SNOWPEN 2023 (25M)**

CLUB			
Contact Name		Tel No.	
Address			
Email			

No. of Female entries		@ £7.50 per event =	£
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All forms should be sent with full payment FAO Mike Hilton. CoMAST, 62, Boothdale Drive, Audenshaw, Manchester M34 5JU

For payment by electronic transfer our bank details are:

BANK	Royal Bank of Scotland
Account Name	The City of Manchester Aquatics Swim Team
Sort Code	16-25-14
Account Number	10183830
Swift/BIC	RBOS GB 2L
IBAN	GB15 RBOS 1625 1410 1838 30
Reference	Name of gala (MSSP23) & NAME OF CLUB (e.g. MSSP23.....club name)

The closing date for entries is 11.59pm 22<sup>nd</sup> November 2023 or WHEN FULL\* if earlier than this date.