



LIS HARTLEY OPEN MEET 2026

LEVEL 3, LONG COURSE

19th & 20th September 2026

License No.: 3SE260465

Promoters Conditions

At a glance:

This is a Level 3, Long Course competition. The competition will be swum under Swim England Laws and Technical rules and licensed by Swim England. The Meet Promoter is Crawley Swimming Club and the meet will be overseen by an appointed Meet Manager and Referee.

Venue: K2 Leisure Centre, Pease Pottage Hill, Crawley RH11 9BQ.

Pool: 50m, 8 Lanes with anti-turbulence lane ropes.
Electronic timing with touch pads at both ends.
Backstroke Ledges available
Secondary Strobe light available – If needed please declare this with entry.

Events: 50m, 100m, 200m all strokes
400m Freestyle
200m & 400m IM

Age Groups: 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17+yrs
All ages for 50m, 100m & 200m events
Minimum age for 400m Freestyle will be 10yrs
Minimum age for 400m Individual Medley will be 11yrs
Age as of last day of meet

Qualifying Times: Upper qualifying times apply.
All entry times should be converted to Long Course times.

Awards: Top 3 in each category will receive awards

Entry Fees: £8.50 per 50m, 100m, 200m
£10.50 per 400m

Coach Pass: £10 per day

Spectator Entry: £5.50 per session/£13 all day. Children under 12yrs - Free

Club Entries open: Monday 20th July 2026 @ 7:00am
Individual entries open: Monday 27th July 2026 @7:00am (if space is available)
Closing Date: Monday 3rd August 2026 @8:00pm or when the meet is full



Eligibility for entry:

1. On the last day of the competition swimmers must be:
 - a. 9 years or over for 50m, 100m and 200m events.
 - b. 10 years or over for 400m Freestyle
 - c. 11yrs or over for 400m Individual Medley
2. Swimmers must be registered with Swim England as competitive swimmers with 'Club Compete' Membership
3. Overseas competitors are able to compete under an Overseas Registration. They must provide documentary evidence of their registration with a Swimming Club and entry times. This evidence must be provided to the Meet Promoter before the Meet closing date. Where entry times cannot be verified, they will be entered with 'No Time'.
4. Competitors are either Open/Male or Female. 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.
5. Upper time limit qualifying times apply. All entry times must slower than these. Short Course time conversions can be used.
6. Submitted entry times must be verified on Rankings and must have been achieved at a licenced meet or an International equivalent. Random checks on entry times will be made. If a swimmer is found to have entered with false times, they may be disqualified from all events they have entered, and their entry fees will be forfeited.
7. When submitting their entry, Para swimmers are requested to notify the meet promoter of any special arrangements required (i.e. strobe, outside/inside lane).

Submitting Entries:

8. Club Entries should be made by Hy-Tek Meet Manager software. The HyTek Entry File is available on our Website or by emailing openmeets@crawleysc.co.uk to request it.
9. Individuals/Clubs can download TM Lite from Hy-Tek [here](#) for free and use the Hytek Entry File available on our Website in order to submit their entries.
10. Hytek Entries should be emailed to openmeets@crawleysc.co.uk
11. Individual entries can also be made via swim-meet (link provided on our website).
12. Individual entries will incur a £10 administration fee, per swimmer.
13. Please note that Swim England Rankings may reject Meet results containing database errors. The errors are often in the accuracy of the entrant's name, the official club's name and entrant's date of birth. As recommended by the Rankings Department, all entries will be validated using the online entry tools available at www.swimmingresults.org It is therefore recommended that Clubs should use these tools to validate their entries prior to submission. Entries that are found to contain errors may be rejected. Re-submitted entries will be deemed to have arrived at the time of re-submission.
14. 50m (Long Course) entry times should be submitted. 25M (Short Course) conversion times may be used (calculated with ASA Equivalent Performance Tables).
15. Improved times will not be accepted after the entries have been received.

Entries Acceptance:

16. Entries will be accepted on a '**First come first served**' basis, and some events and sessions may become fully subscribed sooner than others. *Please do not send payments until accepted entries have been confirmed.*

17. Entries will be treated as having been submitted at the time they are received in the openmeets@crawleysc.co.uk email inbox (as determined by the supplier of our email service).
18. Crawley swimmers' entries will be considered to have been received first.
19. Once entries are accepted, a list of confirmed entries and an invoice will be sent. Payment details will be included on the invoice. If payment is not received by the date specified, the promoter reserves the right to reject the entries in full.
20. If the gala is nearing capacity, the promoter reserves the right to restrict entries from the last club's received entries. The restrictions will be made from the longest distance events first.
21. Rejections will be made when the volume of entries will result in the session exceeding 3 hours or to keep within the venue capacity.
22. The Promoter reserves the right to move events to another Session (as a last resort) if a session is oversubscribed and in doing so would allow more entries to be accepted. In this circumstance clubs will be notified and given 48 hours to withdraw (without charge) any swimmers impacted by this change. After 48 hours entries will be confirmed and invoiced.
23. 400m Freestyle and 400m IM events may be restricted to 4 heats if the meet is oversubscribed.
24. In the event, after the meet has closed there is space in an event, the Promoter reserves the right to fill with qualifying swimmers, either Open/Male or Female.
25. The Promoter reserves the right to accept late entries and entries outside of the qualifying times if the meet is undersubscribed. Where a swimmer's entry time is faster than the applicable Upper Qualifying Times, they will be entered as an Exhibition Swim (EXH). Their times will be sent to rankings, but they will not be eligible for medals.
26. Heats will be swum with all eligible age groups combined and swimmers will be seeded using submitted entry times to spearhead heats. Winners will be decided on a heat declared winner (HDW) basis.

Individual Swimmers:

27. Individual entries will be considered 7 days after club entries open if the meet is not oversubscribed. Individual entries will be considered on a First Come First Served basis.
28. Individual swimmers under the age of 16 years must have a responsible adult in the facility at all times when they are present. The parent/guardian is responsible for arranging suitable supervision of their swimmer. If the parent/guardian is not eligible to download a Swim England Accreditation the swimmer should remain with the parent/guardian in the spectator gallery when not competing. If the parent/guardian is able to download a Swim England Accreditation, they may apply/purchase a Poolside pass to supervise their swimmer on poolside.
29. As per Swim England Policy – "For teams of up to 10 athletes there must be a minimum of 2 supervisory roles in place however, an organisation with less than 3 swimmers may risk assess the situation to enable appropriate support for the athletes".
30. Individual entries may be limited to ensure the smooth running of the meet.

Withdrawals:

31. An online withdrawal system will be in operation. Club specific links/QR codes will be sent to clubs at least one week before the gala. These link to a withdrawal sheet that is sent automatically to the Meet Management Team.
32. Withdrawals must be made no later than 10 minutes after the start of the first warm-up for each session.

33. Individual swimmers should email any withdrawals to openmeets@crawleysc.co.uk if they have not been sent a withdrawal link/QR Code.

Time Trials:

34. Time Trials may be accepted (for swimmers already attending the meet) at the Promoter's discretion where there is space in a heat (additional heats may be added if time within the session allows). Time Trial swims will have 'EXH' (Exhibition) appended to their name in the results. There will be a charge per entry which must be paid at the time of entry. Swimmers entering as a Time Trial will not be eligible for awards; however their achieved times will be submitted to rankings.
35. Time Trials can be requested via the link on our website, or at the computer desk before the start of warm up.

Results & Awards:

36. The Meet Programme including results will be available on the Meet Mobile smartphone app (charges may apply). You are reminded that times on the scoreboard are not official and should be used as a guide only. Results are not official until authorised by the Referee.
37. Results will be displayed in the venue near the medals desk for swimmers to check. An Electronic copy (Hy-Tek file) of the results will be emailed to clubs after the meet. Results will be uploaded to Swim England for inclusion on Rankings.
38. Medals will be given to Female and Open/Male swimmers who have placed 1st, 2nd & 3rd in each age group. Medals should be collected at the medals desk. Uncollected medals will not be posted.

Payments & Refunds:

39. Once entries are accepted, a list of confirmed entries and an invoice will be sent. Payment details will be on the invoice.
40. Payments must not be made before the invoice has been issued. If payment is not received by the date specified on the invoice, the promoter reserves the right to reject the entries in full.
41. There will be no refund of entry fees for swimmers who withdraw after the closing date, unless the withdrawal is for medical reasons supported by a doctor's certificate or medical evidence. Refunds for medical withdrawals will only be considered if the withdrawal is made before 8pm on Friday 18th September and the appropriate medical evidence is emailed to openmeets@crawleysc.co.uk by 8pm on Friday 25th September.

Coaches & Team Managers:

42. Coaches, Team Managers and Chaperones must obtain and bring with them a printed Poolside Accreditation which can be obtained here: https://www.swimmingresults.org/member_options/index.php (A guide on how to obtain this accreditation can be found on the Open Meets page of our Website: [Crawley Swimming Club - Open Meets](#)). Anyone unable to print their accreditation can email it to openmeets@crawleysc.co.uk at least 24 hours before the start of the gala and will be able to collect it from the entry point.
43. Poolside accreditation must be displayed at all times. Coaches and Team Managers without a valid Poolside Accreditation will not be permitted in the changing area or poolside.
44. A Poolside Pass (coaches and TM's) is £10 per day, which will entitle the holder to admission to all sessions that day, Heat Sheets and poolside refreshments (it does not include lunch). Poolside Passes are transferable, however, each person using the pass must have the relevant Accreditation.

- 45. Poolside Passes must be requested no later than 48 hours after the confirmed entries are published. Clubs who do not specify the number of passes they require will be invoiced for the minimum number of passes recommended by Swim England to ensure adequate supervision ratios of their swimmers.
- 46. All Clubs must ensure they have adequate supervision cover in line with Swim England guidelines. Details are available [here](#)

Officials:

- 47. All clubs submitting entries are requested to assist in the running of the meet by providing as many Licensed Officials as possible, to cover all sessions. Officials can sign up here: [Swim-Meet](#)
- 48. Where possible, we will offer mentoring for trainee officials. This can be requested via our Officials coordinator at: officials@crawleysc.co.uk
- 49. If we do not have enough officials to meet the licensing requirements, the meet could be downgraded to a lower level, and times recorded would reflect the reduced license level on rankings. No refunds will be considered in these circumstances.

Health & Safety:

- 50. All teams must have a Coach/Team Manager with them to access Poolside seating.
- 51. Swimmers must dry themselves and put on appropriate clothing and footwear before leaving the changing rooms to enter other parts of the leisure centre.
- 52. Competitors are advised not to leave their belongings unattended and to ensure that all valuables are placed in a locked locker (a returnable £1 coin). We will be restricting the size of bags taken poolside at this event. Only a small drawstring type bag will be permitted. Oversized bags will be removed and must be placed in lockers. Neither Crawley Swimming Club nor K2 Crawley Leisure Centre can accept responsibility for any property that may be lost or stolen.
- 53. All phones and camera devices must stay inside bags/pockets and remain unused within the changing room area. Wavepower's Safeguarding in Changing Rooms policy prohibits all use of mobile phones or any other recording device in a changing area during Swim England regulated activity. Anyone not adhering to this requirement may be asked to leave the premises without a refund. <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>
- 54. Everyone attending the competition are advised to take reasonable care when taking photographs/videos and are requested to focus on their own children as much as reasonably possible. Personal photographs/videos should avoid including other children, particularly if those images are being shared with family and friends or through social media platforms.

Spectators:

- 55. The Meet Programme including results will be available on Meet Mobile. You are reminded that times on the scoreboard are not official and should be used as a guide only. Results are not official until authorised by the Referee.
- 56. Spectator entry can be purchased in advance via Order Whizz (link on our website) or on the door. Children 12yrs and under are admitted free.
- 57. Spectators are required to wear the designated coloured wristbands for each session. Anyone NOT wearing their wristband may be refused entry.

Conduct:

58. Swimmers, Team Managers and Coaches are expected to behave appropriately at all times. This includes treating other clubs, gala volunteers and K2 staff with respect. The Meet Management reserve the right to remove any spectators, swimmers or club personnel from the event if their behaviour is against Swim England or the Leisure Centre rules or will otherwise affect the efficient running of the meet.
59. Swimmers are liable for any damage they cause to the pool equipment, particularly the blocks and the back wedges. Stamping on the block or back wedge at the start of a race is unacceptable and any damage caused in doing so will be charged to the swimmer. The swimmer also risks being stood down from the race and for repeated occurrences, being taken out of any remaining events without refund.

Data Protection:

60. Meet entries and results will be held on computer. By entering this meet it is deemed that you have given consent to Crawley Swimming Club holding and using your personal information. Swimmer entries and results (including name, age, club, race times, disqualification codes, gender and disability classification) will be made available in the venue, on our website and electronic systems such as Meet Mobile.

Other:

61. If in the exceptional circumstances it is not possible to configure the pool for a long course competition, the competition shall run as a short course competition. In these circumstances no refunds will be given.
62. Any matters not covered by these conditions will be dealt with in accordance with the laws of the sport and at the discretion of the Meet Promoter.
63. By submitting an entry, participants are deemed to agree with these conditions.