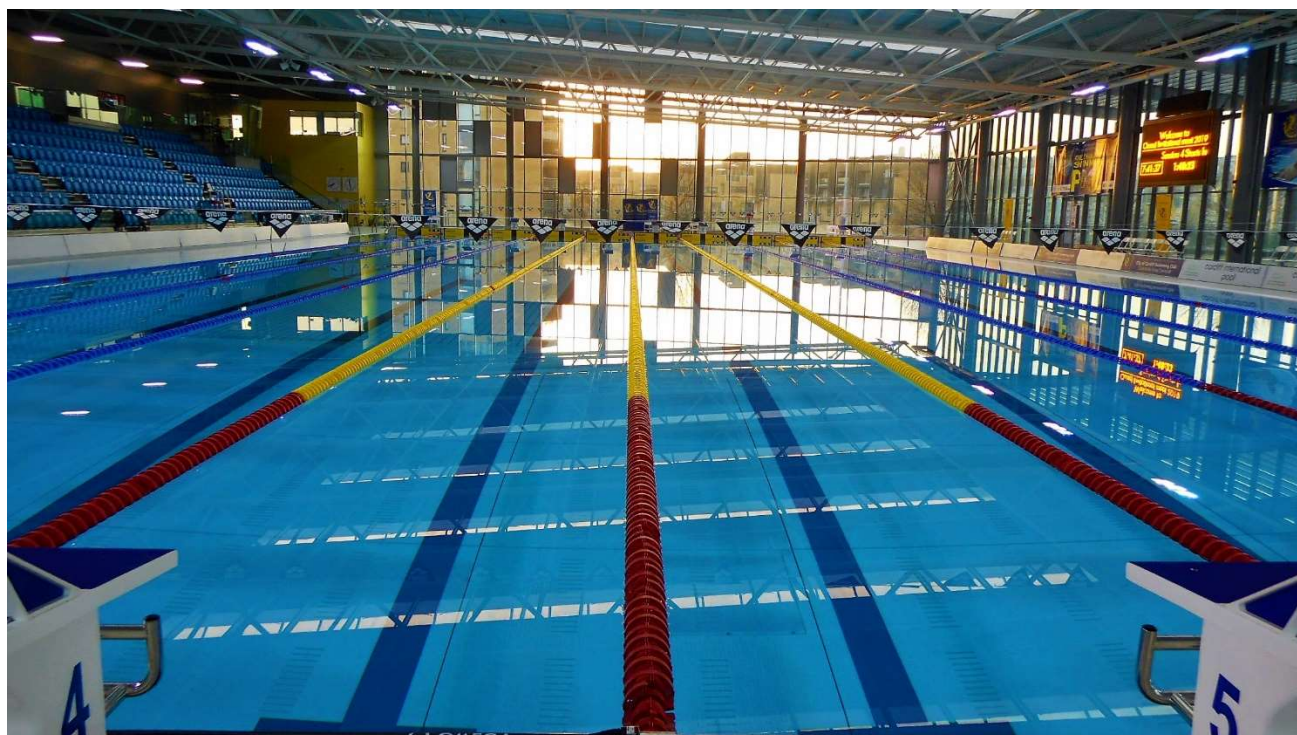




City of Cardiff Swimming Club
Clwb Nofio Dinas Caerdydd



CARDIFF INVITATIONAL closed MEET 20 LONG COURSE LEVEL 3 MEET 20



Saturday 15th Sunday 16th February 2020

Cardiff International Pool



Event Information and Entry Forms

Licence Number: 3WL200015

(Under FINA Technical Rules & Swim Wales Laws)

ALL SESSION TIMES TO BE CONFIRMED



City of Cardiff Swimming Club

Clwb Nofio Dinas Caerdydd

CITY OF CARDIFF SWIMMING CLUB

10th CARDIFF INVITATIONAL CLOSED MEET

LICENCE NUMBER 3WL200015
(Under FINA Technical Rules and Swim Wales Laws)

Saturday 15th & Sunday 16th February 2020

This is a Level 3 Licenced Meet to enable athletes to achieve times suitable for entry into Regional, County Championships & Level 1 Meets.

Only electronic entries will be accepted for this meet.

VENUE Cardiff International Pool, Olympian Drive, Cardiff, CF11 0JS

POOL 10 Lane 50m pool | Omega electronic timing | anti-turbulence lane ropes

AGE GROUPS Boys: 8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs.
Girls: 8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs.

Minimum age for entry is 8 years

AGE UP DATE 16 February 2020

EVENTS (all events Heat Declared Winner)

50m 100m 200m 400m Freestyle	- all age groups
50m 100m 200m Backstroke	- all age groups
50m 100m Butterfly	- all age groups
50m 100m 200m Breaststroke	- all age groups
200m Individual Medley	- all age groups

PENTATHLON For swimmers entering all four 50m stroke events (freestyle, backstroke, breaststroke, butterfly) and the 200m Individual Medley.

remembering | Keith Bewley



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PROMOTER'S CONDITIONS

AWARDS

Medals will be given to the first 3 places in each age category.

Any swimmer finishing in a time faster than that set by the **UPPER CUT OFF TIME** will be issued with a 'speeding ticket' and no medal will be awarded to that swimmer for that event.

Medals and 'speeding tickets' will be available on the day and can be collected from the medal table on poolside. Swimmers must ensure that they are suitably clothed (t-shirt and shorts) when receiving awards.

PENTATHLON

Only those swimmers who have entered all 50m & 200m IM events will be eligible to be considered for the pentathlon award.

From the results of each 50m event and 200m IM in each Boys & Girls Age Group, points will be awarded to swimmers ranked from 1st to 10th place. In the event of a tie, the winner will be the swimmer with the fastest swim in the 200m IM.

The Top Boy in 8-10 yrs and Top Boy 11-13 yrs age groups will each receive The Alan Roberts Award.

The Top Girl in 8-10 yrs and Top Girl 11-13 yrs age groups will each receive The Sheilah Roberts Award

ENTRIES

Upper Cut Off Times will be applied to all events with all entry times being slower than or equal to the UCT. No Times (NT) are acceptable.

Entry Times must have been obtained at a licenced meet, and random checks will be made against the ASA Online Rankings Database. City of Cardiff Swimming Club may request validation of any stated entry time.

If swimmers are found to have entered the meet with any false or made up times, they will be disqualified from all events that they have entered and their entry fees will be forfeited.

Entry times may be submitted as short course or long course times using the Hy-Tek entry file but will be converted to long course times using Hy-Tek's Meet Manager software. Estimated times are not permitted.

The electronic event entry file can be obtained from the Cardiff Invitational Closed Meet page on our website: www.cardiffswimming.co.uk
Email electronic entries/enquiries to home.meets@cardiffswimming.co.uk
Team Manager Lite application and instructions can be downloaded free of charge from www.hy-tek ltd.com/downloads

Electronic entries must be produced from Hy-Tek's Team Manager or Team Manager Lite software.

Clubs are requested to send all entries with an entry report, completed summary sheet and any poolside applications at the same time with one payment, preferably via BACS transfer, to cover all swimmers and coach passes.

Cheques are to be made payable to City of Cardiff Swimming Club.
BACS details available upon request.



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Electronic entries will be acknowledged with receipt confirmation. No entries will be processed until full and complete payment is received.

There will be no Time Trials or Exhibition Swims permitted at this event and there will be no entries on the day.

Entry forms are to be retained by the club. There will be no entry cards for this event. Please ensure that you put adequate postage on posted entries. Envelopes with insufficient postage will not be collected from the Royal Mail depot.

Entries will be rejected for the following reasons:

- ❖ Incorrectly completed or received without the relevant fee
- ❖ Faster than the upper cut off entry times
- ❖ Improved entries
- ❖ Received after the closing date 24 January 2020 at 20:00

NO LATE ENTRIES WILL BE ACCEPTED | NO ENTRIES ON THE DAY

The Promoter reserves the right to limit entries. In the event that entries are rejected the entry fee will be refunded to club in question.

City of Cardiff Swimming Club reserves the right to return entries if the meet is oversubscribed. In this case, the slowest entry times in each age group will be rejected and swimmers will be scratched at the promoter's discretion.

City of Cardiff Swimming Club reserves the right to cancel the event if the meet is under subscribed.

City of Cardiff Swimming Club reserves the right to move events (as a last resort) if the meet is oversubscribed in order to comply with timing requirements set out by Meet Licensing.

On receipt of all entries City of Cardiff Swimming Club will run a competition entry check to ensure all entrants are current members of their club and their details exactly match with the records held on Rankings. Clubs will be notified of any "non-matches" or other issues detected. They must provide updated swimmer information. There is a chance that non-matched swimmers will not have their results added to Rankings who no longer will add any failed results.

ENTRY PRICING

£6.75 per event.

CLOSING DATE

24 January 2020 at 20:00 (No late entries will be accepted)

SPECTATOR ENTRY

There is FREE SPECTATOR ENTRY to the gala and a Meet Programme is on sale.

SEEDING

All events will be spearheaded and swum slow to fast, based on entry times.

WITHDRAWALS

All withdrawals must be notified via email home.meets@cardiffswimming.co.uk before the commencement of the meet. During the gala all withdrawals must be notified in writing to the meet office by no later than 5:00pm on the day before competition.

No refunds will be made for withdrawals after the entry deadline other than on



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medical grounds. A medical note must be provided on or before 16 March 2020.

SESSION TIMES

Session timings will be finalised once all entries have been processed and swimmers/clubs will be notified accordingly. Please note that it is the swimmers' responsibility to present themselves ready to swim, to the Marshalling Area prior to the start of their event.

OFFICIALS

Visiting clubs are requested to provide at least one qualified official per session and their details (together with their qualification) are to be forwarded with the entry information. Meals and refreshments will be provided.

POOLSIDE PASSES

Passes must be purchased in advance of the Meet for all coaches, chaperones, personal care attendants and team managers who require poolside access.

£20.00 per poolside pass - to be worn at all times to gain access to and whilst on poolside. Para swimmers' personal care attendants will be entitled to one free Pass. A maximum of 5 "Club Staff" will be permitted poolside.

Swim Wales passes may be used for identification; however, a poolside pass must be purchased. Passes will only be issued on receipt of Swim Wales/ASA registration number, a DBS number and a passport photo.

All coaches/chaperones/personal care attendants/team managers must conform to the ASA child protection procedures and complete the form in the meet pack.

THERE IS NO ACCESS TO POOLSIDE FOR ANYONE WITHOUT A POOL PASS. PASSES MUST BE PURCHASED IN ADVANCE, NOT ON THE DAY.

STARTS ELECTRONICS

Over the top starts will be used wherever possible.
Omega electronic timing system with electronic display provided by Swiss Timing.

PROGRAMME OF EVENTS | Warm up & Session Times TBC

SESSION ONE SATURDAY			SESSION FOUR SUNDAY		
101 HDW	Boys	100m Butterfly	401 HDW	Girls	100m Butterfly
102 HDW	Girls	200m Breaststroke	402 HDW	Boys	200m Breaststroke
103 HDW	Boys	200m Freestyle	403 HDW	Girls	200m Freestyle
104 HDW	Girls	100m Backstroke	404 HDW	Boys	100m Backstroke
SESSION TWO SATURDAY			SESSION FIVE SUNDAY		
201 HDW	Boys	50m Butterfly	501 HDW	Girls	50m Butterfly
202 HDW	Girls	50m Backstroke	502 HDW	Boys	50m Backstroke
203 HDW	Boys	50m Freestyle	503 HDW	Girls	50m Freestyle
204 HDW	Girls	50m Breaststroke	504 HDW	Boys	50m Breaststroke
205 HDW	Boys	400m Freestyle	505 HDW	Girls	400m Freestyle
SESSION THREE SATURDAY			SESSION SIX SUNDAY		
301 HDW	Girls	200m IM	601 HDW	Boys	200m IM
302 HDW	Boys	200m Backstroke	602 HDW	Girls	200m Backstroke
303 HDW	Girls	100m Freestyle	603 HDW	Boys	100m Freestyle
304 HDW	Boys	100m Breaststroke	604 HDW	Girls	100m Breaststroke



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MEET RESULTS

City of Cardiff Swimming Club will be running a live results service throughout the meet, and live results will also be available on Hy-Tek's '**Meet Mobile**' app, for iPhone and iPad. Please note that Hytek are now charging for Results.

The Meet results will be posted on the City of Cardiff Swimming Club website within 72 hours of the Meet closing. Results will also be passed to Swim Wales and ASA for their reference and inclusion in rankings.

For clubs using Hy-Tek, a complete electronic copy of the Meet results can be obtained following the Meet. For all other clubs a PDF copy of the Meet results can be obtained following the Meet. Any Clubs wishing to use this service should provide their e-mail details to the Meet Office during or prior to the Meet.

CAR PARKING

Car parking places are provided close to the Cardiff International Pool and details will be confirmed in due course.

REFRESHMENTS

The Café, which provides a catering facility serving refreshments for swimmers, spectators and coaches, will operate throughout this Meet. Refreshments may not be taken onto the poolside. There are also local facilities located near Cardiff International Pool.

HEALTH & SAFETY

All swimmers, officials, volunteers, spectators, and visitors are required, at all times, to abide by the rules set out in the Pool Operating Procedures and Normal Operating Procedures & Emergency Action Plan for Cardiff International Pool.

No outdoors shoes to be worn on the poolside. Suitable footwear must be worn outside the pool area (including the balcony area) and particularly when moving around and climbing the steps in the competitors' area.

For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups / swim-downs and / or competition. This includes watches, necklaces, chains, bangles, wrist bands, earrings (except studs), and rings (except wedding bands).

City of Cardiff Swimming Club will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

The front four rows of the spectator area are reserved for swimmers and coaches only seated in their Clubs. Swimmers are asked not to enter the spectators' area or balcony/foyer whilst they are competing.

If you are unable to execute a competent racing dive do not use the starting blocks at any time during this swim meet. A competent racing dive is defined as in the ASA Competitive start award; each swimmer is required to hold one of these. It is the Coach and/or Team Managers responsibility to ensure that this is the case for all swimmers intending to execute a racing dive.

No swimmer should topple into the water in the event of a false or faulty start - a proper shallow dive must be performed. It is the responsibility of the swimmer and/or parent to declare to the referee any disability or medical condition that could present a health or safety risk.



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If such a disability or medical condition exists swimmers must produce a medical certificate confirming that their participation presents no health or safety problems.

CONDUCT

Behavior becomes "unacceptable" when it is considered "offensive" to others; this includes, but is not limited to, the following:

theft, willful damage to property and or equipment, acts of vandalism, abuse of alcohol and or drugs, bullying, offensive language, aggressive/violent acts, threatening behavior, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute.

Unacceptable behavior will not be tolerated in any circumstances. All such occurrences will be referred to the Meet Director and Referee and could result in removal from the competition.

DATA PROTECTION

Submission of entries implies consent to the holding of any personal data collected and used by City of Cardiff Swimming Club in accordance with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) May 2018.

These details may be made public before, during or after the Meet. All data will be recorded privately, securely stored and disposed of when no longer needed. You have the right to view your personal data & request its deletion under GDPR.

SWIM SHOP

A Swim Shop will be in operation throughout the Meet.

CAMERA USE & MOBILE PHONES

The use of all photographic equipment and mobile phones is controlled at this Meet. NO FLASH photography is permitted.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones) at the Meet.

Mobile phones that have a camera facility/hardware are recognised as a camera or photographic device. City of Cardiff Swimming Club follow Swim Wales guidance which does not support the banning of phones but does support the requirement that phones should emit a 'noticeable sound' if the camera facility is used.

Any photos taken should fall within the Swim Wales guidelines which are contained in the General Meet Conditions under "Events" at www.swimwales.org/key-documents

The publishing of a photograph of a swimmer under 18, either on a notice board or in a published article or video recording (including video streaming) of the Meet should only be done with parental consent and in line with Swim Wales guidelines.

ACCOMMODATION

A range of hotels which can be booked on line are available in and around Cardiff. To reserve accommodation online visit www.visitcardiff.com/Accommodation-in-Cardiff

GENERAL

Any point not covered by these rules will be at the discretion of the organisers. Depending upon the situation, the Referee's decision will be final.

APPEALS

Any appeals must be submitted in accordance with FINA procedures and will be handled appropriately by the Meet Director and Referees.



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EMERGENCY PROCEDURE

Any evacuation of the Cardiff International Pool will be led by the Legacy Leisure staff over the gala event with no action required other than to follow the instructions of the centre staff.

Suspicious Items If you suspect a suspicious item:

- Do not touch. Try and identify an owner in the immediate area
- If you still think it is suspicious do not feel embarrassed or assume someone has already reported it
- Report it to a member of the centre staff, or if they are not available dial 999 (do not use your mobile phone in the immediate vicinity)
- Move away to a safe distance - Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out.
- Report anyone entering an area they shouldn't be in
- Remain vigilant to any suspicious activity and report to a member of the Centre staff immediately

REMEMBER - IF YOU THINK IT IS SUSPICIOUS SAY SOMETHING



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Cardiff Invitational Closed Meet 2020 UPPER CUT OFF TIMES (long course)

AGE		8	9	10	11	12	13
FEMALE	50m Freestyle	42.80	42.80	39.80	37.30	35.40	34.00
	100m Freestyle	1:38.30	1:38.30	1:26.20	1:19.30	1:15.20	1:12.70
	200m Freestyle	3:29.10	3:29.10	3:04.40	2:51.30	2:42.50	2:36.20
	400m Freestyle	7:20.70	7:20.70	6:27.40	5:56.40	5:38.80	5:26.30
	50m Breaststroke	57.00	57.00	51.20	47.80	45.00	43.10
	100m Breaststroke	2:08.70	2:08.70	1:50.30	1:41.60	1:35.20	1:30.80
	200m Breaststroke	4:27.30	4:27.30	3:55.50	3:36.60	3:24.90	3:15.50
	50m Butterfly	48.20	48.20	44.00	40.70	38.60	36.70
	100m Butterfly	1:47.70	1:47.70	1:37.10	1:27.80	1:22.60	1:19.10
	50m Backstroke	50.20	50.20	46.00	43.10	40.90	39.40
	100m Backstroke	1:52.00	1:52.00	1:37.50	1:29.90	1:24.50	1:21.70
	200m Backstroke	3:52.70	3:52.70	3:26.30	3:11.00	3:00.60	2:54.30
	200m I/M	3:55.20	3:55.20	3:29.60	3:14.30	3:03.30	2:56.80
	Short Course Times will be converted to Long Course by Hy-Tek Meet Manager Software The organisers reserve the right to return Entries						
MALE	50m Freestyle	42.60	42.60	39.00	37.00	34.90	33.00
	100m Freestyle	1:38.20	1:38.20	1:24.80	1:18.80	1:13.70	1:09.80
	200m Freestyle	3:23.40	3:23.40	3:03.60	2:51.30	2:40.80	2:32.60
	400m Freestyle	7:22.50	7:22.50	6:26.40	5:56.00	5:38.10	5:21.80
	50m Breaststroke	56.80	56.80	51.60	48.20	44.60	41.80
	100m Breaststroke	2:07.70	2:07.70	1:50.70	1:41.50	1:34.70	1:28.80
	200m Breaststroke	4:20.50	4:20.50	3:57.20	3:39.10	3:25.20	3:12.50
	50m Butterfly	48.80	48.80	43.50	40.80	38.10	35.90
	100m Butterfly	1:49.40	1:49.40	1:35.80	1:27.70	1:21.50	1:16.80
	50m Backstroke	50.30	50.30	46.00	43.20	40.50	38.20
	100m Backstroke	1:49.80	1:49.80	1:36.90	1:29.80	1:24.10	1:19.20
	200m Backstroke	3:46.70	3:46.70	3:25.80	3:12.00	3:00.70	2:50.30
	200m I/M	3:52.00	3:52.00	3:29.60	3:14.30	3:02.80	2:52.70



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CARDIFF INVITATIONAL CLOSED MEET 2020

Cardiff International Pool, Cardiff

15 & 16 February 2020

LICENCE NUMBER 3WL200015

(Under FINA Technical Rules and Swim Wales Laws)

Coaches / Chaperone/Personal Care Attendants Pass Application Form

Name of Club	Club Code	
Full Name (s)	1 2 3 4 5	
Position in Club		
ADDRESS		
TEL No./Mobile		
E Mail		
Swim Wales ASA/Scottish Swimming Affiliation No.	1 2 3 4 5	DBS Number(s): 1 2 3 4 5

The above-named person is authorised to hold a pass for this club

CLUB SECRETARY..... SIGNED:.....

Please note only members affiliated to Swim Wales/Scottish Swimming/ASA or a member of a FINA affiliated country will be eligible for a coach's pass. Only applications with a photograph will be accepted. Could applicants please write their full name on the rear of the photographs.

Please send a BACS transfer in the sum of £20.00/pass requested (or cheque made payable to City of Cardiff Swimming Club).

Para swimmers' personal care attendants will be entitled to one free Pass.

There will be no access to the poolside without a coach's pass. Passes will be restricted to a maximum of 5 passes per club and are non-transferable.

All completed forms to be returned to

Stephen Jones

18 Nasturtium Way CARDIFF CF23 8SF

EMAIL: home.meets@cardiffswimming.co.uk

CLOSING DATE: 24 JANUARY 2020



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CARDIFF INVITATIONAL CLOSED MEET 2020

Cardiff International Pool, Cardiff

15 & 16 February 2020

LICENCE NUMBER 3WL200015

(Under FINA Technical Rules and Swim Wales Laws)

Meet Entry Summary Sheet

This form must be completed and returned with the Hy-Tek Meet Entry Fee Report and Entry File, unless already emailed to home.meets@cardiffswimming.co.uk

Name of Club			Club Code
Contact Name			CLUB BANK DETAILS
Address			Bank Sort Code Account No.
TEL No./Mobile			
E Mail			
TEAM SIZE			
No. Of Individual Entries		@ £6.75 per event	£
No. of Passes		@ £20.00	£
Total payment made payable to City of Cardiff Swimming Club			£.....

It is requested that a single payment via BACS is made for the complete club entry.
Details of your Club's Bank is to be provided in the box above so we can issue a refund if required.

I declare that only our team members who have reached the standard of the ASA Competitive Start Award will be permitted to start from the poolside. Those who have not will start in the water.

I confirm all the Meet Conditions have been brought to the attention of swimmers, parents/guardians and coaches including the rules regarding photography. I agree to abide by the conditions laid down by the Meet Management for this event.

Club Secretary SignatureDate:

Entries, payments and supporting reports, and poolside pass applications should be sent to:

Stephen Jones
18 Nasturtium Way
CARDIFF CF23 8SF

CLOSING DATE: 24 January 2020



City of Cardiff Swimming Club

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CARDIFF INVITATIONAL CLOSED MEET 2020

Cardiff International Pool, Cardiff
15 & 16 February 2020
LICENCE NUMBER 3WL200015
(Under FINA Technical Rules and Swim Wales Laws)

Officials Nomination Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Name of Club		Club Code
Full Name		
Qualification (J1 J2 J2S Referee)		
ADDRESS		
TEL No./Mobile		
E Mail		
Swim Wales ASA/Scottish Swimming Affiliation No.		DBS Number:

Available
Sessions

1	SATURDAY	2		3	
4	SUNDAY	5		6	

All completed forms to be e-mailed to Jim McCulloch: officials@cardiffswimming.co.uk