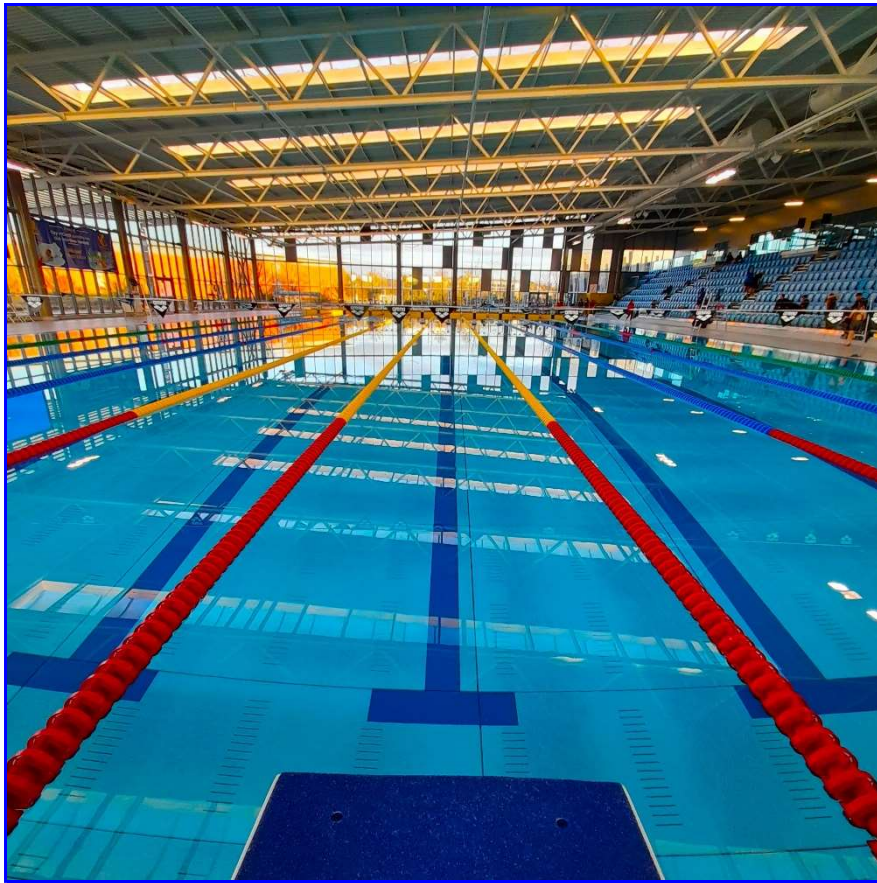




**City of Cardiff Swimming Club**  
**Clwb Nofio Dinas Caerdydd**

**KEITH BEWLEY · MEMORIAL · MEET 20**  
**LONG COURSE LEVEL 3 CLOSED MEET 24**



**Sunday 7<sup>th</sup> JULY 2024**



**event information | session times to be confirmed**



**Licence Number: WL240198**  
(Under World Aquatics Technical Rules & Swim Wales Laws)

**REMEMBERING | KEITH BEWLEY**



City of Cardiff Swimming Club

Clwb Nofio Dinas Caerdydd

# CITY OF CARDIFF SWIMMING CLUB

## KEITH BEWLEY MEMORIAL CLOSED MEET 2024

LICENCE NUMBER 3WL240198  
(Under World Aquatics Technical Rules and Swim Wales Laws)

### Sunday 7 July 2024

This is a Level 3 Long Course Licenced Meet  
with 9 invited clubs to join Co Cardiff at the end of season

Only electronic entries will be accepted for this meet.

<b>VENUE</b>	Cardiff International Pool, Olympian Drive, Cardiff, CF11 0JS		
<b>POOL</b>	10 Lane 50m pool   Omega electronic timing   anti-turbulence lane ropes		
<b>AGE GROUPS</b>	Boys	8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs & Over	
	Girls	8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs & Over	
	OPEN	Para Swimmers	
<b>AGE UP DATE</b>	<b>7 July 2024</b>		<b>Minimum age for entry is 8 years</b>

**EVENTS:** All events will be Heat Declared Winner | All age groups

100m	Freestyle, Backstroke, Breaststroke, Butterfly
200m	Freestyle, Backstroke, Breaststroke, Butterfly
200m	Individual Medley

RELAY EVENTS 4x50 Free | 4x50 Medley

### Officials & Poolside Volunteering

In order to be able to use all 10 lanes CoCardiff require parents from all participating clubs to volunteer to be timekeepers and qualified officials at this gala. Please contact Jim McCulloch, our Officials co-ordinator.

**ACCESS SWIM MEET:** <https://www.swim-meet.com/Availability/>

**SELECT THIS MEET TO REGISTER YOUR AVAILABILITY**



# City of Cardiff Swimming Club

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### PROGRAMME OF EVENTS | Warm up & Session Times TBC

SESSION 1 SUNDAY			SESSION 2 SUNDAY			SESSION 3 SUNDAY		
WARM UP tbc START tbc			WARM UP tbc START tbc			WARM UP tbc START tbc		
101	Girls	200m Backstroke	201	Girls	200m Butterfly	301	Girls	100m Backstroke
102	Boys	100m Backstroke	202	Boys	200m Butterfly	302	Boys	200m Backstroke
103	Girls	100m Butterfly	203	Girls	100m Freestyle	303	Girls	200m Freestyle
104	Boys	200m Freestyle	204	Boys	100m Freestyle	304	Boys	100m Butterfly
105	Girls	100m Breaststroke	205	Girls	200m Breaststroke	305	Girls	200m IM
106	Boys	200m Breaststroke	206	Boys	100m Breaststroke	306	Boys	200m IM
BREAK								
107	Girls	4x50 Free RELAY	207	Girls	4x50 Medley RELAY	12yrs&U		
108	Boys	4x50 Free RELAY	208	Boys	4x50 Medley RELAY	12yrs&U		
109	Girls	4x50 Free RELAY	209	Girls	4x50 Medley RELAY	13yrs+		
110	Boys	4x50 Free RELAY	210	Boys	4x50 Medley RELAY	13yrs+		

### PROMOTER'S CONDITIONS

**CLOSING DATE** MONDAY 3 JUNE 2024 Time: 20:00 (No late entries will be accepted)

**ENTRY PRICING** £8.75 per event

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

An additional award will be made to the Top Visiting Club, based upon accumulated points. The Top female & top male swimmers will receive a prize.

Swimmers must ensure that they are suitably clothed (t shirt and shorts) when receiving awards. Medals will only 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.**

**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 Keith Bewley Memorial Meet page on our website: [www.cardiffswimming.co.uk](http://www.cardiffswimming.co.uk)



## City of Cardiff Swimming Club

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Email electronic entries/enquiries to [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com)

Team Manager Lite application and instructions can be downloaded free of charge from [www.hy-tek ltd.com/downloads](http://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 via BACS transfer, (BACS details available upon request) to cover all swimmers and coach passes.

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

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 MONDAY 3 JUNE 2024 Time: 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.

### **RELAY EVENTS**

Clubs are invited to enter ONE relay team/event to cover the eight relay events with their meet entry. RELAY TEAM ENTRY (for clubs) Flat £55.00 for all 8 relay events.

Subject to clubs entering, any empty lanes will be offered on a first come/served basis so that we can use all 10 lanes for racing.

Swimmer's names must be submitted in the swimming order before the close of warm



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up for Session One. Relay teams failing to swim in the submitted order will be disqualified.

If it can be proved to the Lead Referee that a member of a relay team is unavailable through ill health or accident, the Lead Referee may use discretion and allow a substitute to swim.

No substitutions will be allowed once the warm up for the relay teams has begun.

Points of 15, 10 & 5 will be awarded to the teams finishing in 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> places in each event. The points will be added together to declare a winner.

(If a team is DQ then no points will be awarded in that relay event. The fastest three teams, taking into account any DQ which may be declared, will be awarded the points). Relay points will go towards the Top Team Award

### **MEET RESULTS**

The Meet results will be posted on the City of Cardiff Swimming Club website within 72 hours of the Meet closing. Results will be submitted to British Swimming and Swim Wales 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.

### **POOL PASSES**

#### **(NOT TRANSFERABLE)**

Only members affiliated to Swim Wales/Scottish Swimming/Swim England or a member of a FINA affiliated country will be eligible for a coach's pass. Passes must be purchased in advance of the Meet for all coaches, chaperones, personal care attendants and team managers who require poolside access, who must conform to the Swim England child protection procedures.

£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.

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/Swim England registration number, a DBS number and a passport photo.

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

### **SEEDING**

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

### **SESSION TIMES**

Session timing 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.

### **SPECTATORS**

Tickets will be available via OrderWhizz. Further details will be circulated with the confirmed entries. The meet programme will be available to be downloaded.

### **STARTS ELECTRONICS**

Over the top starts will be used wherever possible.

Omega electronic timing system with electronic display provided by Swiss Timing.





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### **WITHDRAWALS**

All withdrawals must be notified via email [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com) 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 medical grounds. A medical note must be provided on or before 1 August 2023.

### **CAMERA USE**

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 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](http://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

### **CAR PARKING**

Provided by Cardiff Council please use the former TOYS R US car park opposite the International Pool. There is a daily charge. The Club & Legacy Leisure receive no income from the parking

### **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, and all such occurrences will be referred to the Meet Director and Referee and could result in removal from the competition.

### **COVID 19 PROTOCOLS**

Any additional requirements as detailed by Welsh Government; Swim Wales & Legacy Leisure may be operated during the gala if Covid 19 remains a health concern. Any details to be supplied with the confirmed entries.

### **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



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

### **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.

### **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.

### **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**



City of Cardiff Swimming Club

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# KEITH BEWLEY MEMORIAL CLOSED MEET 2024

Cardiff International Pool, Cardiff  
7 July 2024 | LICENCE NUMBER 3WL240198  
(Under World Aquatics Technical Rules & Swim Wales Laws)

## Coaches/Team Managers/ Chaperone/Pass - Application Form

PLEASE FULLY COMPLETE EACH SECTION EITHER ENCLOSE OR EMAIL JPEG PHOTOGRAPH FOR EACH PERSON		
CLUB:	Swim Wales/Swim England/Scottish Swimming Affiliation No.	DBS Number
1		
2		
3		
4		
5		

## Meet Entry Summary Sheet

*It is requested that a single payment via BACS is made for the complete club entry*

Name of Club		Club Code
Contact Name/email		<b>CLUB BANK info for refund</b>
Address		Bank Sort Code Account No.
TEAM SIZE		
No. Of Individual Entries	@ £8.75 per event	£
£55.00 Relay		£ 55.00
No. Of Coaches Passes	@ £20.00 each	£
Total payment made payable to City of Cardiff Swimming Club		£

I declare that only our team members who have reached the standard of the Swim England 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 Signature ..... Date: .....

This Form must be completed. Entries, payments, supporting reports, and poolside pass applications to be emailed with the Hy-Tek Meet Entry Fee Report and Entry File to [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com) or [stephen.jones@westernretail.co.uk](mailto:stephen.jones@westernretail.co.uk) or can be posted to:

Stephen Jones 71 COED COCHWYN AVENUE CARDIFF CF14 5BU  
**CLOSING DATE: MONDAY 3 JUNE 2024 at 20:00**





**City of Cardiff Swimming Club**

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# KEITH BEWLEY MEMORIAL CLOSED MEET 2024

Cardiff International Pool, Cardiff

7 July 2024 | LICENCE NUMBER 3WL240198

(Under World Aquatics Technical Rules & Swim Wales Laws)

## LONG COURSE UPPER CUT OFF TIMES

	MALE								
	AGE	8	9	10	11	12	13	14	15yrs +
<b>100m Freestyle</b>	UCT	1:38.20	1:38.20	1:24.80	1:18.80	1:13.70	1:09.80	1:06.90	1:04.40
<b>200m Freestyle</b>	UCT	3:23.40	3:23.40	3:03.60	2:51.30	2:40.80	2:32.60	2:25.60	2:20.70
<b>100m Breaststroke</b>	UCT	2:07.70	2:07.70	1:50.70	1:41.50	1:34.70	1:28.80	1:24.60	1:21.40
<b>200m Breaststroke</b>	UCT	4:20.50	4:20.50	3:57.20	3:39.10	3:25.20	3:12.50	3:02.50	2:55.40
<b>100m Butterfly</b>	UCT	1:49.40	1:49.40	1:35.80	1:27.70	1:21.50	1:16.80	1:12.80	1:09.80
<b>200m Butterfly</b>	UCT			3:32.30	3:12.50	2:59.90	2:49.90	2:40.90	2:34.40
<b>100m Backstroke</b>	UCT	1:49.80	1:49.80	1:36.90	1:29.80	1:24.10	1:19.20	1:15.00	1:12.20
<b>200m Backstroke</b>	UCT	3:46.70	3:46.70	3:25.80	3:12.00	3:00.70	2:50.30	2:42.30	2:36.00
<b>200m I/M</b>	UCT	3:52.00	3:52.00	3:29.60	3:14.30	3:02.80	2:52.70	2:44.80	2:38.40

	FEMALE								
	AGE	8	9	10	11	12	13	14	15yrs +
<b>100m Freestyle</b>	UCT	1:38.30	1:38.30	1:26.20	1:19.30	1:15.20	1:12.70	1:10.70	1:09.60
<b>200m Freestyle</b>	UCT	3:29.10	3:29.10	3:04.40	2:51.30	2:42.50	2:36.20	2:32.10	2:29.60
<b>100m Breaststroke</b>	UCT	2:08.70	2:08.70	1:50.30	1:41.60	1:35.20	1:30.80	1:28.50	1:27.50
<b>200m Breaststroke</b>	UCT	4:27.30	4:27.30	3:55.50	3:36.60	3:24.90	3:15.50	3:09.50	3:05.80
<b>100m Butterfly</b>	UCT	1:47.70	1:47.70	1:37.10	1:27.80	1:22.60	1:19.10	1:17.20	1:15.50
<b>200m Butterfly</b>	UCT			3:34.60	3:12.60	3:01.70	2:53.50	2:48.00	2:45.70
<b>100m Backstroke</b>	UCT	1:52.00	1:52.00	1:37.50	1:29.90	1:24.50	1:21.70	1:19.60	1:17.90
<b>200m Backstroke</b>	UCT	3:52.70	3:52.70	3:26.30	3:11.00	3:00.60	2:54.30	2:49.80	2:45.80
<b>200m I/M</b>	UCT	3:55.20	3:55.20	3:29.60	3:14.30	3:03.30	2:56.80	2:52.30	2:48.90

**UCT = Upper Cut Off Time**

**Short Course Times will be converted to Long Course by Hy-Tek Meet Manager Software.  
The organisers reserve the right to return Entries.**