



City of Cardiff swimming club
clwb nofio Dinas Caerdydd

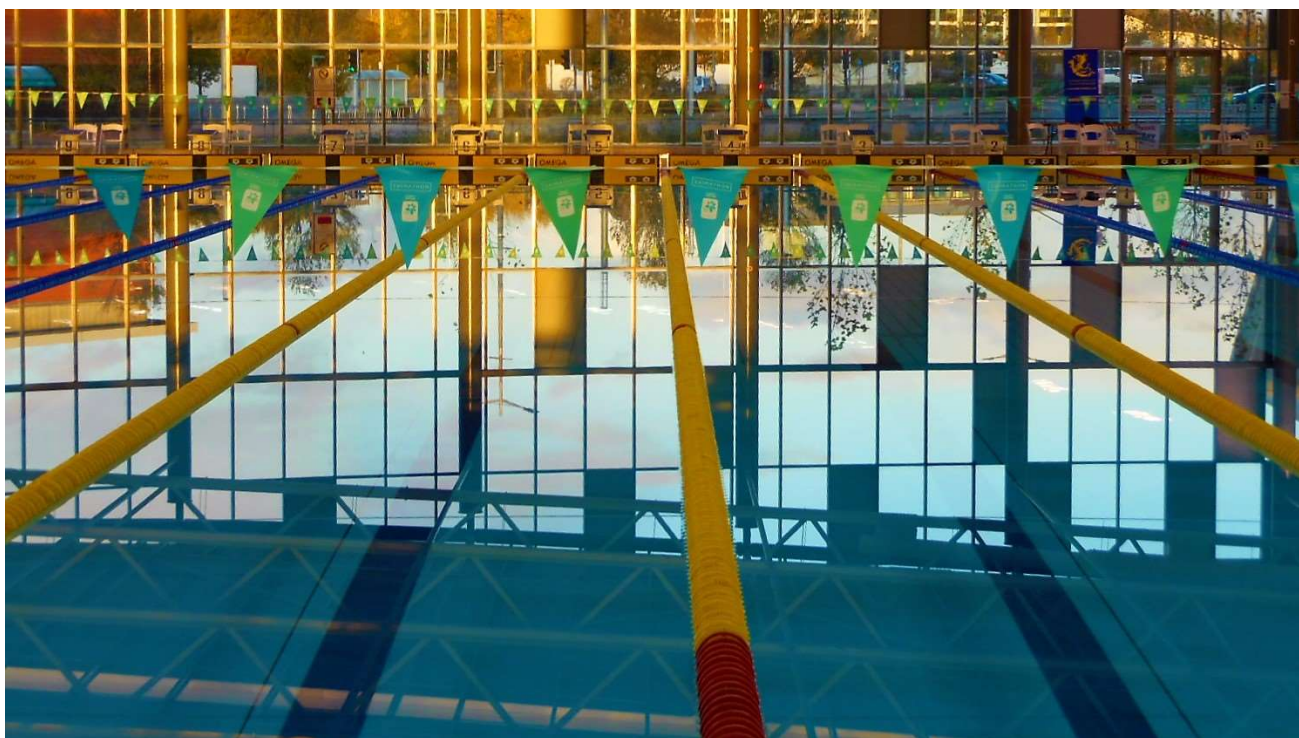
City of Cardiff Swimming Club

Clwb Nofio Dinas Caerdydd



NOFIO CYMRU
SWIM WALES

CARDIFF-closed · INVITATIONAL · MEET 20
LONG COURSE LEVEL 3 MEET 19



Saturday 16th Sunday 17th February 2019

Cardiff International Pool


cardiff international pool
pwll rhyngwladol caerdydd

Event Information and Entry Forms

Licence Number: 3WL190019

(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

9th CARDIFF CLOSED INVITATIONAL MEET

LICENCE NUMBER 3WL190019
(Under FINA Technical Rules and Swim Wales Laws)

Saturday 16th & Sunday 17th February 2019

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

17 February 2019

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

Relays

Boys 4 x 50 free - All Age Groups (split as detailed)

Girls 4 x 50 free - All Age Groups (split as detailed)

Boys 4 x 50 medley - All Age Groups (split as detailed)

Girls 4 x 50 medley - All Age Groups (split as detailed)

Mixed 4 x 50 Medley - All Age Groups (split as detailed)

remembering | Keith Bewley



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PROMOTER'S CONDITIONS

AWARDS

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

Medals will not be awarded in the Relay events as teams are competing for the Dave Haller Cup.

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.

ENTRIES

Upper Cut Off Times will be applied to all events with all entry times being slower than or equal to the UCT.

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 Closed Invitational 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.

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.



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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 21 January 2019 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

£6.50 per event.

Relays are £5.00 per team for each relay event. Clubs can submit a "B" Team on a first come first served basis.

RELAY EVENTS

Clubs are invited to enter a relay team to cover the relay events with their meet entry.

Girls	8-10 & 11-13	4x50m Freestyle
Boys	8-10 & 11-13	4x50m Freestyle
Girls	8-10 & 11-13	4x50m Medley
Boys	8-10 & 11-13	4x50m Medley
Mixed	8-10 & 11-13	4x50m Medley

The members of each relay team and their order of competing must be nominated before the close of warm up for Session One on Saturday. The four team members can be of any age within the age groups stated above.

The mixed Medley must consist of 2 boys & 2 girls.



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Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

The Dave Haller Cup will be awarded to the team with the most points from the relay events. Points of 15, 10 & 5 will be awarded to the teams finishing in 1st 2nd 3rd places in each event. The points will be added together to declare a winner.

If a team is disqualified, 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.

CLOSING DATE 21st January 2019 at 20:00 (No late entries will be accepted)

SPECTATOR ENTRY There is FREE spectator entry on the day. The meet programme can be freely downloaded & will be circulated prior to the meet

NO PRINTED MEET PROGRAMES WILL BE AVAILABLE ON THE DAY.

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 medical grounds. A medical note must be provided on or before 18 March 2019.

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 bringing a team of 10 or more swimmers 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 and team managers must conform to the ASA child protection procedures and complete the form in this Meet Pack



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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

SESSION ONE SATURDAY Warm up & Session Times TBC			SESSION FOUR SUNDAY Warm up & Session Times TBC		
101 HDW	Male	100m Butterfly	401 HDW	Female	100m Butterfly
102 HDW	Female	200m Breaststroke	402 HDW	Male	200m Breaststroke
103 HDW	Male	200m Freestyle	403 HDW	Female	200m Freestyle
104 HDW	Female	100m Backstroke	404 HDW	Male	100m Backstroke

SESSION TWO SATURDAY Warm up & Session Times TBC			SESSION FIVE SUNDAY Warm up & Session Times TBC		
201 HDW	Male	100m Breaststroke	501 HDW	Female	100m Breaststroke
202 HDW	Female	200m IM	502 HDW	Male	200m IM
203 HDW	Male	200m Backstroke	503 HDW	Female	200m Backstroke
204 HDW	Female	100m Freestyle	504 HDW	Male	100m Freestyle

SESSION THREE SATURDAY Warm up & Session Times TBC			SESSION SIX SUNDAY Warm up & Session Times TBC		
301 HDW	Male	50m Butterfly	601 HDW	Female	50m Butterfly
302 HDW	Female	50m Backstroke	602 HDW	Male	50m Backstroke
303 HDW	Male	50m Freestyle	603 HDW	Female	50m Freestyle
304 HDW	Female	50m Breaststroke	604 HDW	Male	50m Breaststroke
305 HDW	Male	400m Freestyle	605 HDW	Female	400m Freestyle
306 Relay	Female	4x50m Free 8-10	606 Relay	Male	4x50m Medley 8-10
307 Relay	Female	4x50m Free 11-13	607 Relay	Male	4x50m Medley 11-13
308 Relay	Male	4x50m Free 8-10	608 Relay	Female	4x50m Medley 8-10
309 Relay	Male	4x50m Free 11-13	609 Relay	Female	4x50m Medley 11-13
310 Relay	Mixed	4x50m Medley 8-10	610 Relay	Mixed	4x50m Medley 11-13

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.



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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.

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

Behaviour 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 behaviour, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute

Unacceptable behaviour 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.

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.



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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.

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



Cardiff Closed Invitational Meet 2019 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



City of Cardiff Swimming Club

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Cardiff Closed Invitational Meet 2019

Cardiff International Pool, Cardiff

16 & 17 February 2019

LICENCE NUMBER 3WL19009

(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: 21 JANUARY 2019



City of Cardiff Swimming Club

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Cardiff Closed Invitational Meet 2019

Cardiff International Pool, Cardiff

16 & 17 February 2019

LICENCE NUMBER 3WL190019

(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	@ £6.50 per event	£
RELAY TEAM	@ £5.00/relay	£
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: 21 January 2019



City of Cardiff Swimming Club

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Cardiff Closed Invitational Meet 2019

Cardiff International Pool, Cardiff

16 & 17 February 2019

LICENCE NUMBER 3WL190019

(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	<input type="text" value="SATURDAY"/>	2	<input type="text"/>	3	<input type="text"/>
4	<input type="text" value="SUNDAY"/>	5	<input type="text"/>	6	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

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