



WINDSOR SC LEVEL 3 MAY OPEN MEET

LICENCE NO: 3SE180977

The Magnet Leisure Centre, Maidenhead, SL6 8AW

Saturday 19th and Sunday 20th May 2018

PROMOTERS CONDITIONS AND COMPETITION RULES

This meet is affiliated to ASA South East Region and will be held under ASA laws and ASA technical rules together with the conditions and rules described in this document ("Conditions").

This event is aimed at Club Swimmers in accordance with
ASA Open Meet Licensing Guidelines Level 3.

GENERAL CONDITIONS

1. Upper limit short course qualifying times apply. Entry Times - Swimmers must be slower than the Upper Limit times stipulated per event and age group.
2. Short Course conversions are permitted.
3. All times must have been achieved at a licensed meet (Level 1-4)
4. No reserves will be accepted for the Meet.
5. A list of swimmers accepted and rejected will be made available on the WSC Website.
6. It will be the responsibility of the club representative to:
 - a. Check the entries and inform WSC Meet Promoter of any errors.
 - b. Inform all their relevant swimmers of accepted entries.
7. If the meet is undersubscribed WSC reserve the right to accept swimmers outside of the qualifying standards and after the closing date.
8. All events are heat declared winner events. There will be no finals.

AGE GROUPS

Age groups are 9/10yr, 11/12yr, 13yr, 14yr, 15 plus . **Ages are as at 20th May 2018**

Swimmers must be, or have applied to be registered with the A.S.A. and may only enter events in their own age group.

EVENTS

1. Heats will be run with all ages seeded together based on entry times and the slowest swimmers first. The final heat will be spearheaded.
2. The promoter reserves the right to amend the Programme of Events in order to ensure the smooth running of the meet.



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3. When called for an event, swimmers must report to the competition stewards to be allocated a heat and lane number.
4. Sign in will operate for 400 events only, any swimmer not signed in when sign in closes will be withdrawn from the event.
5. It is the responsibility of the individual to report to the stewarding area in sufficient time for each event. The Promoters will not be held responsible for a swimmer missing the start of their particular heat.
6. Starts will be "over the top" where possible, at the Referees discretion, to ensure that the events run to time in each session.

AWARDS

1. All events will be operated on a heat declared winner basis and awards will be made to the first 3 in age group events in each age group (9/10yr, 11/12yr, 13yr, 14yr, 15 plus),
2. There will be a trophy for top boy and top girl plus a perpetual trophy will go to the visiting club gaining the highest number of points allocated on a basis 1st-8 points, 2nd-7 points, 3rd-6 points, 4th-5 points, 5th-4 points, 6th-3 points, 7th-2 points and 8th-1 point for each event.
3. Disqualifications will not receive any points.

ENTRIES

1. The Promoter reserves the right to restrict entries in order to meet allocated pool time or on health and safety grounds.
2. Any entry not accepted will be refunded in full, no other monies will be refunded. Funds for any entries not accepted will be refunded directly to the club.
3. Entries must be received before the closing date however you should note that any qualifying times are consideration times and in the event that the meet is oversubscribed rejection of entries will be on a time basis that for each age the fastest times being accepted and the slowest being rejected.
4. Details of accepted entries will be posted on the web site as soon as possible after the closing date.
5. **Closing Date for entries is 12:00 midday on 29th April 2018.**
6. Entries must include date of birth and ASA registration number details; the names and club for each swimmer must be the same as that registered with the ASA.
7. The Promoters reserve the right to restrict entries to meet the allocated pool time, or on the grounds of health and safety.



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8. **Note that entries will not be processed and accepted until payment has been received and cleared.**
9. Any entry not accepted will be refunded in full, no other monies will be refunded. Funds for any entries not accepted will be available for collection in the coaches packs at the start of the meet.
10. The submission of entries will indicate acceptance of these conditions.
11. Individual entries will not be accepted without poolside supervision. Swimmers should either enter with their club or should purchase coach passes and ensure that they provide appropriate poolside supervision.

ENTRY PROCEDURE

1. Club entries should be made in an electronic format using the Sports System Entry Manager software. The entry file set will be available for download via <http://www.windsorswimmingclub.co.uk>.
2. All clubs *must* return a fully completed signed Summary Entry Form (preferably by email).
3. Individual entries should also be made using the Sport Systems Entry Manager software and the Summary Entry Form (in the same manner as the club entries above).
4. Individual manual entries may be submitted using the Manual Entry Form on payment of an additional £25 admin fee per swimmer – we strongly encourage you to use the Sport Systems method.
5. Entries will only be entered into our systems and processed once a fully completed signed Summary Entry Form, any fees due and funds cleared. In summary you should:
 - a) Prepare your entries using Sport Systems Entry Manager.
 - b) Complete a Summary Entry Form.
 - c) Email the Summary Entry Form and Sport Systems Entry File to: openmeets@windsorswimmingclub.co.uk
 - d) Make a bank transfer for the total fees due.

PAYMENTS

1. Bank transfers should be made the the following account:

Account Name: Windsor Swimming Club
Account No: 63400476
Sort code: 20-78-61
Reference: *Your club name*
2. Cheques should be made payable to **Windsor Swimming Club** (one cheque per club please).
3. Please write the name of your club on the back of the cheque.



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- Cheques should be sent to the address at the bottom of these conditions.

CHARGES

Individual events:	400m events - £7.00 (including Regional Levy). All other events - £6.00 (including Regional Levy).
Coaches Pass for 2	days: £25 includes lunch each day, programme, start sheets and full set of results emailed unless otherwise requested (PLEASE NOTE: a ratio of 1:10 is recommended by the ASA).
Spectators	£5.00 per session, £8 for all day, £15 weekend pass. Children and O.A.Ps, free.
Car Park Passes	£4.00 for all day Saturday and free on Sunday in Hines Meadow Car Park
Programmes (or start lists)	FREE

OFFICIALS

All clubs submitting entries are requested to assist in the running of the meet by supplying details of any Licensed officials (including qualification level) who are willing to assist at this Gala.

The ASA and their Open Meet Licensing Boards do not look favourably on any Open Meet that cannot provide the required number of licenced and qualified officials, thereby not meeting the licence requirements.

The ASA have the authority to downgrade the meet to a lower licence level and the times recorded by the swimmers would not be allowed into 'rankings' as as that date/level.

For this reason we therefore request that all clubs provide us with as many licenced officials as possible for this distance meet.

- Therefore may we ask if clubs could ask their officials to complete the officials form which is included as part of this meet pack.
- Our officials coordinator can be contacted via officials@windsorswimmingclub.co.uk.

FACILITIES

- This gala will take place at **The Magnet Leisure Centre, Holmanleaze, Maidenhead SL6 8AW ("the Magnet")** which offers an eight lane 25m pool with anti wave lane ropes and automated officiating equipment.
- Car Par Passes can be purchased prior to the event for parking at Hines Meadow Car Park on Level 5 and above (Sainsbury's). Additional parking spaces are available on site. Hines Meadow car park is free on a Sunday, so we would suggest you utilise that and walk across the pedestrian bridge.



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WARM UP

1. The pool will be available for warm up at the start of each session. Timings will be as indicated in the Schedule of Events and the Programme.
2. Warm Up Marshals will be appointed, but coaches must supervise their swimmers during this period so as not to endanger themselves or others whilst in the water.
3. Diving is not permitted during warm up except in designated sprint lanes as advised by the Warm Up Marshals.

GENERAL

1. The electronic timing display results are only provisional and may be over ruled by the Referee.
2. All swimmers must be under the direct supervision of the Club Coaches or pool side designated Club representative (who must be in possession of a poolside pass which must be visibly worn at all times), during warm up, in competition and whilst in the vicinity of the pool and whilst in the pool building. In the absence of a Club representative this responsibility then resides with the parent/carer. This responsibility applies *especially* to periods of non-competition or between sessions.
3. For safety and comfort reasons, we request that all swimmers place their swimming bags in the lockers provided.
4. The changing rooms are unisex and will be patrolled during the Meet to ensure the safety of all the swimmers. It should also be noted that the Magnet has security cameras in operation in this area.
5. Possessions and articles must not be left unattended as neither the Promoters nor the Magnet will accept any liability for any loss or damage that may occur during the meet. Windsor Swimming Club cannot take responsibility for lost or stolen articles.
6. Swimmers must wear suitable clothing and footwear on poolside. No wet clothing is allowed in the spectator seating area.
7. Coaches and Swimmers are to ensure that all litter is placed in the bin bags provided around the poolside.
8. Clubs should be aware that the recommended ratio of adults to swimmers on poolside is 1:10.
9. Any conditions not covered in the competition rules will be dealt with in accordance with the laws of the sport and at the discretion of the Promoter. By submitting an entry, participants agree to be bound by any decisions made by the Promoter.

HEALTH AND SAFETY

1. All participants must observe the safety precautions in operation at the Magnet.
2. Swimmers and coaches must ensure that they take no action that could potentially endanger themselves or others.
3. Prior to leaving the pool area, swimmers must dry off and put on appropriate clothing and footwear.



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4. It is the responsibility of competitors, coaches and clubs to ensure that all swimmers are competent to the standard of the A.S.A Competitive Start Award. Competitors may start from the side or in the water.

DATA PROTECTION

1. Entries for this meet will be held and processed on a computer. By submitting entries, consent is deemed to have been given, as required by the 1984 data protection act, to the holding and processing of personal information on a computer.
2. Personal data, including submitted and recorded times, will be publicly available and accessible via the Internet before, during and after the meet.

MOBILE TELEPHONES

1. It is a condition of entry that swimmers consent to any photography taking place.
2. We request that mobile telephones are switched on to silent during the competition and that there is no flash photography at the start of each race.

CONTACT DETAILS

The meet is promoted by Windsor Swimming Club.

For any information regarding the meet please see <http://www.windsorswimmingclub.co.uk> in the first instance (select the WSC Open Meets item on the main menu).

For queries and submission of electronic entry files please email: openmeets@windsorswimmingclub.co.uk

Please post Summary Entry Forms including Coach and Car Park pass requests along with cheques to: **Windsor Swimming Club, c/o Windsor Leisure Centre, Clewer Mead, Stovell Road, Windsor SL4 5JB**



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BOYS QUALIFYING TIMES - "UPPER" = NO FASTER THAN

EVENT		9/10	11/12	13	14	15+
50m Freestyle	Upper Limit	28.90	27.90	26.20	25.90	24.20
100m Freestyle	Upper Limit	1.02.90	1.00.10	56.40	56.00	52.60
200m Freestyle	Upper Limit	2.16.70	2.11.30	2.05.50	2.02.50	1.56.60
400m Freestyle	Upper Limit	5.30.00	4.33.30	4.18.20	4.14.60	4.07.90
50m Breaststroke	Upper Limit	38.50	36.10	34.30	34.10	31.30
100m Breaststroke	Upper Limit	1.25.20	1.18.40	1.15.10	1.13.60	1.08.90
200m Breaststroke	Upper Limit	3.01.60	2.49.70	2.43.50	2.42.70	2.32.60
50m Butterfly	Upper Limit	32.60	31.00	29.20	28.70	26.70
100m Butterfly	Upper Limit	1.15.30	1.09.60	1.04.10	1.02.50	59.30
200m Butterfly	Upper Limit	2.54.80	2.35.50	2.26.00	2.25.00	2.18.90
50m Backstroke	Upper Limit	33.70	32.50	30.50	30.20	28.80
100m Backstroke	Upper Limit	1.12.40	1.09.70	1.04.90	1.04.90	1.01.60
200m Backstroke	Upper Limit	2.34.00	2.28.40	2.20.70	2.17.40	2.13.20
200m IM	Upper Limit	2.35.70	2.31.70	2.23.20	2.21.10	2.12.20
400 IM	Upper Limit	5.52.00	5.11.00	4.56.50	4.56.30	4.35.70



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GIRLS QUALIFYING TIMES - "Upper" = No faster than

EVENT		9/10	11/12	13	14	15+
50m Freestyle	Upper Limit	29.90	29.20	28.50	28.50	28.10
100m Freestyle	Upper Limit	1.04.60	1.02.70	1.01.30	1.00.00	59.90
200m Freestyle	Upper Limit	2.19.90	2.16.30	2.12.10	2.11.00	2.07.40
400m Freestyle	Upper Limit	5.25.00	4.39.90	4.37.90	4.29.60	4.23.90
50m Breaststroke	Upper Limit	38.50	37.90	36.80	36.70	35.70
100m Breaststroke	Upper Limit	1.23.00	1.22.30	1.21.10	1.20.70	1.17.60
200m Breaststroke	Upper Limit	2.58.80	2.56.60	2.49.30	2.48.50	2.47.20
50m Butterfly	Upper Limit	33.10	32.10	31.20	30.70	29.80
100m Butterfly	Upper Limit	1.15.50	1.10.90	1.08.80	1.07.50	1.07.30
200m Butterfly	Upper Limit	2.55.40	2.39.50	2.34.70	2.34.50	2.28.20
50m Backstroke	Upper Limit	34.20	33.40	32.90	32.60	32.20
100m Backstroke	Upper Limit	1.13.70	1.12.40	1.09.60	1.08.80	1.07.40
200m Backstroke	Upper Limit	2.35.30	2.31.80	2.28.90	2.27.70	2.24.90
200m IM	Upper Limit	2.38.80	2.35.00	2.32.40	2.30.70	2.28.30
400 IM	Upper Limit	5.55.00	5.20.60	5.16.30	5.12.80	5.04.20



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SATURDAY		SUNDAY	
Session 1 – warm up 11.30 (swim - 12.30)		Session 3 – warm up 10.30 (swim – 11.30)	
1	Girls 400m Freestyle	201	Boys 400m Freestyle
2	Boys 200m Individual Medley	202	Girls 200m Individual Medley
3	Girls 100m Breaststroke	203	Boys 100m Breaststroke
4	Boys 100m Freestyle	204	Girls 100m Freestyle
5	Girls 200m Fly	205	Boys 200m Fly
6	Boys 100m Fly	206	Girls 100m Fly
7	Girls 50m Freestyle	207	Boys 50m Freestyle
Session 2 – warm up 16:00 (swim 17:00)		Session 4 – Warm up 14:45 (swim 15:30)	
8	Boys 400m Individual Medley	208	Girls 400m Individual Medley
9	Girls 50m Breaststroke	209	Boys 50m Breaststroke
10	Boys 50m Backstroke	210	Girls 50m Backstroke
11	Girls 100m Backstroke	211	Boys 100m Backstroke
12	Boys 200m Breaststroke	212	Girls 200m Breaststroke
13	Girls 200m Freestyle	213	Boys 200m Freestyle
14	Boys 200m Backstroke	214	Girls 200m Backstroke
15	Girls 50m Fly	215	Boys 50m Fly