



St Albans Open Meet

City of St Albans ASC

Affiliated to Hertfordshire ASA and East Region

26-27 November 2016



A LEVEL 3 Licensed meet No: 3ER161417
Under ASA Laws & ASA Technical Rules of Racing and
to the ASA Open Meet Licensing Criteria at:
Westminster Lodge Leisure Centre, St Albans, AL1 2DL
Saturday 26 & Sunday 27 November 2016

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Closing date 1 October 2016 or when full

Schedule of Events

Saturday 26 November 2016	Sunday 27 November 2016
Session 1 Saturday afternoon Swimmer sign in 12:00-12:30 Warm up 12:30 Start 13:30	Session 3 Sunday afternoon Swimmer sign in 12:00-12:30 Warm up 12:30 Start 13:30
1. Female 400 IM	17. Male 400 IM
2. Male 200 free	18. Female 200 free
3. Female 200 fly	19. Male 200 fly
4. Male 50 fly	20. Female 50 fly
5. Female 50 free	21. Male 50 free
6. Male 100 back	22. Female 100 back
7. Female 100 breast	23. Male 100 breast
8. Male 100 IM	24. Female 100 IM
Session 2- Saturday evening Swimmer Sign in TBC Warm up TBC Start TBC	Session 4- Sunday evening Swimmer Sign in TBC Warm up TBC Start TBC
9. Female 200 IM	25. Male 200 IM
10. Male 400 free	26. Female 400 free
11. Female 200 back	27. Male 200 back
12. Male 200 breast	28. Female 200 breast
13. Female 50 breast	29. Male 50 breast
14. Male 50 back	30. Female 50 back
15. Female 100 free	31. Male 100 free
16. Male 100 fly	32. Female 100 fly

Age categories: 9,10,11,12,13,14,15,16,17& over.

Age at date of meet.

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Meet rules and information

The Meet

1. The Meet promoter is Anna Jex on behalf of the Committee of the City of St Albans Amateur Swimming Club. The event will be held at the Westminster Lodge Leisure Centre, St Albans AL1 2DL on Saturday 26 and Sunday 27 November 2016.
2. The competition is to be held under ASA laws and ASA technical rules of racing and the ASA Open Meet Licensing Criteria and is licensed by the ASA as a **LEVEL 3** meet.
3. Entrants must be ASA Registered at Category 2 and belong to an affiliated club.
4. The meet offers all strokes at 50m, 100m and 200m as well as 400 freestyle and 100m, 200m, and 400m individual medley.
5. There are no lower entry standards so entries with 'No Time' are permissible. Upper qualifying times are attached as and no swimmers may enter those events for which they have swum faster than the upper standard for that event.
6. Entry times if used must have been achieved since 1 September 2015 and can be long course times converted to short course.
7. Clubs entering more than 4 swimmers must do so electronically by using Hy-Tek 'Team Manager Lite'. This can be downloaded from <http://www.hy-tek ltd.com/downloads.html> after which you can enter your swimmer details and times into the programme to create an entries file and then e-mail your file to clubevents@costsaasc.org for inclusion in the meet. You can then send in your TM entry file with a complete summary sheet and payment.
8. Entries of 4 or fewer swimmers can be accepted by Hy-Tek TM files or on the manual entry form along with a summary sheet.
9. Entry forms and Team Manager files must be received by the promoter on or before the specified closing date of 1 October 2016 and be fully and correctly completed. Payment should be made when the files are sent.
10. Entries which do not follow the above procedures may be rejected.
11. Entry fees will be £5.50 per event, apart from the 400m events which are £6.50 per event.
12. 400m events will be limited to 4 heats for each event and places will be allocated on a first come first served basis. Swimmers should be age 11 by the date of the meet to enter the 400 IM.
13. Members of CoStA should enter through the club website, by the closing date published.
14. Entries will be restricted to ensure the meet runs to time. If the event is oversubscribed the promoter reserves the right to return entries. Entries will be processed in the order in which they are received and so the meet is a "first come first served" meet. The promoter's decision is final.
15. Entry Summary Forms can be posted to the address shown, but preferably should be scanned and emailed.
16. Refunds will be made on medical grounds only (supported by a Doctor's note).
17. No time trial or exhibition swims will be offered.

The Events

18. Over the top starts will be used in the heats if required by the referee.
19. Heats will be swum as mixed age with swimmers seeded by entry times.
20. Age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16, 17 & over years.
21. Ages are as at the last date of the meet, which is 27 November 2016.

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22. All events are timed finals. Awards will be made to the top 3 swimmers in each event in each age category.
23. The pool length is 25m, has anti-wave ropes and it is intended that the middle 8 lanes of 10 will be used. AOE will be used for the meet.
24. The depth of the water is variable but will be set to 2m for the competition.
25. Session timings may be adjusted depending on the number of entries received and accepted. Any changes will be posted on the City of St Albans Swimming Club website at www.costaasc.org
26. A list of accepted entries & rejections will be posted on our website and will be emailed to the contact for each club.
27. Swimmers will be required to sign in for each session to confirm the events they wish to swim. Sign in times will be posted on www.costaasc.org.
28. Results will available at the venue on the day, will be posted on the club website at the end of weekend, and will be supplied to British Swimming for entry into the national ranking database.

Passes & Payments

29. Coaches' passes will be available for £15.00 per pass (maximum of 3 per club). It is the responsibility of the entered club to ensure that the coaches they have on poolside are fully compliant with ASA Guidelines for Child Protection. In accordance with ASA Guidelines for Child Protection, Coach Passes cannot be purchased on the day of the meet.
30. Passes can only be obtained by completing the meet summary form with named persons/coaches and submitting it to the Promoter. Passes must be displayed at all times. Passes entitle the coach to refreshments/food between sessions, access to pool side, plus copies of all relevant meet information on the day.
31. Clubs should make their entries collectively and send payment via electronic banking (details enclosed on Summary Sheet) or alternatively by cheque – 1 per club only (make cheques payable to '**City of St Albans Swimming Club**'). Any refund cheques will only be payable to the entered Club.
32. No coaches or team managers will be allowed on poolside without a pass.

General

33. By submitting an entry form or TM entry, Clubs, Competitors and Coaches are agreeing to be bound by these rules.
34. Entries to this meet will be held on a computer and consent, as required by the Data Protection Act 1998, to the holding of personal information on computer will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the Meet on application to the Promoters.
35. Swimmers will not be allowed into the viewing gallery in swimming costumes and footwear must be worn outside of the pool area. All swimmers and spectators should comply with the safety requirements of Westminster Lodge.
36. Only swimmers and team managers, coaches and officials will be allowed on poolside.
37. Any event support volunteers must be registered with the Event Lead on the day and should be wearing a name label. Any non-swimmers on poolside not registered or wearing a label will be asked to leave the area.
38. No responsibility can be accepted for any loss or damage to clothing or other articles.
39. All swimmers should be supervised by their coaches/team managers during warm up and whilst on poolside. Coaches and team managers are responsible for the behaviour of their swimmers at all times. The poolside area must be left clean and tidy with all litter removed.

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40. In order to comply with the ASA's child protection policy and the conditions of the meet licence, the promoter is obliged to ensure that anyone who wishes to take photographs or video at the meet first signs the photography book at the entry desk. Anyone signing the book will be issued with a photography sticker, which should be worn prominently. The rules on photography apply to swimmers, coaches, team managers, officials and volunteers as well as spectators, and to the use of mobile phones, tablets or other image-capturing electronic devices as well as cameras. Note that any photography in the changing rooms is absolutely forbidden by both the club and the swimming pool management.
41. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to ASA Laws, Regulations and the ASA Technical Rules of Racing.

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Entry form for individual or groups of fewer than 5 swimmers

If more than 4 swimmers from the same club are entering they must send an electronic entry file rather than this form.

If 4 or fewer swimmers are entering, this form may be used for each swimmer.

Surname				First Name			Middle Initial		
Preferred Name							For use on Meet Programme only.		
Date of Birth	Day	Month	Year	Age on 31 December 2016	yrs		Delete as appropriate	BOY	GIRL
ASA Number					Club				

Events please refer to schedule for running order

Event	Please tick events entered		Submitted Time Short Course (see qualifying times)
	Male	Female	
50m Freestyle			
100m Freestyle			
200m Freestyle			
400m Freestyle			
50m Backstroke			
100m Backstroke			
200m Backstroke			
50m Breaststroke			
100m Breaststroke			
200m Breaststroke			
50m Butterfly			
100m Butterfly			
200m Butterfly			
100m IM			
200m IM			
400m IM			

Total Number of Entries =		Total cost of entries @ £5.50 each (or £6.50 for 400m events) =	
Club Contact Name:			
Club Contact Email:			
Club Contact Phone number:			
<ul style="list-style-type: none"> Please make cheques payable to 'City of St Albans Swimming Club' or see summary sheet for bank transfer information. 	<ul style="list-style-type: none"> Email for any meet queries is clubevents@costaasc.org 	<ul style="list-style-type: none"> If posting entries, please post to Anna Jex, 12 Brampton Road, St Albans AL1 4PW 	

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Please accept my entries for the events listed above. The time indicated against each event has been achieved. I declare that the details entered on this form are correct and that I am/the swimmer is an eligible competitor in accordance with ASA laws and that I agree to abide by the promoter's conditions.

Signature: _____

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Entry Summary Form for Clubs entering more than 5 swimmers

This form must accompany ALL entries from clubs. The club contact named below will receive all pre-meet information via email regarding accepted or rejected entries for distribution to their swimmers.

Club		
Contact Name		
Address		
Post Code		
Telephone		
Mobile		
Email address		
Total Number of Entries @ £5.50 each	Entries	£
Total Number of Entries @ £6.50 each (for 400m events)	Entries	£
Total number of coaches passes @ £15.00 each	Passes	£
	TOTAL	£

Entry Forms:

Total number of submitted entry forms (or)	
Team Manager Entry File (del as appropriate)	Enclosed or Emailed

Coaches' passes:

	Coach Full Name
1.	
2.	
3.	

Payment:

<ul style="list-style-type: none">• Closing date for entries is 1 October 2016• Please make cheques payable to "City of St Albans Swimming Club".• Please post entries to Anna Jex, 12 Brampton Road, St Albans AL1 4PW• Email for any meet queries is clubevents@costaasc.org	By Bank Transfer to the following Account: Bank Name: Lloyds Account Name: City of St Albans Swimming Club Account Num: 00080039 Sort Code: 30 97 25 Please reference it with your club name and email a confirmation of the amount paid to clubevents@costaasc.org
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Officials Request Form

We welcome any qualified officials attending this meet who offer their services.

Please indicate your availability below:

		Referee	Judge J2(S)	Judge J2	Judge J1	Timekeeper
Saturday 25 November	Session 1 12.30 Warm up for 13.30 start					
	Session 2 TBC. See website for details.					

		Referee	Judge J2(S)	Judge J2	Judge J1	Timekeeper
Sunday 26 November	Session 1 12.30 Warm up for 13.30 start					
	Session 2 TBC. See website for details.					

Officials Details:

Name	Contact Email	Contact Number	Club

Swimmers Details:

	Swimmer's Name	Club
Swimmer 1		
Swimmer 2		
Swimmer 3		

Please email to clubevents@costaasc.org