



**City of St Albans Swimming Club ('CoStA')**  
Affiliated to ASA East Region and Hertfordshire ASA  
**WINTER OPEN MEET 2017**

*Held under ASA Laws and Regulations and Technical Rules of Racing and to the ASA  
Open Meet Licensing Criteria*

**Level 3 License 3ER171804**

Sat 2 & Sun 3 December 2017 at Westminster Lodge Leisure Centre, Holywell Hill,  
St Albans AL1 2DL

Closing Date for Entries 1 Oct 2017 or when full



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## Schedule of Events

SATURDAY 2 <sup>nd</sup> DECEMBER 2017		
	Event No.	Event
<b>SESSION 1</b> Warm Up 12:30 pm / Start 1:30 pm	1	Girls 400m IM
	2	Boys 200m IM
	3	Girls 100m Butterfly
	4	Boys 100m Backstroke
	5	Girls 50m Breaststroke
	6	Boys 100m Freestyle
	7	Girls 200m Back
	8	Boys 400m Freestyle
<b>SESSION 2</b> Warm Up - No Earlier than 16:30, Start No Earlier than 17:30	9	Girls 200m Butterfly
	10	Boys 200m Breaststroke
	11	Girls 50m Freestyle
	12	Boys 50m Backstroke
	13	Girls 100m Breaststroke
	14	Boys 100m IM
	15	Girls 50m Butterfly
	16	Boys 200m Freestyle

SUNDAY 3 <sup>rd</sup> DECEMBER 2017		
	Event No.	Event
<b>SESSION 3</b> Warm Up 12:30 pm / Start 1:30 pm	17	Boys 400m IM
	18	Girls 200m IM
	19	Boys 100m Butterfly
	20	Girls 100m Backstroke
	21	Boys 50m Breaststroke
	22	Girls 100m Freestyle
	23	Boys 200m Back
	24	Girls 400m Freestyle
<b>SESSION 4</b> Warm Up - No Earlier than 16:30, Start No Earlier than 17:30	25	Boys 200m Butterfly
	26	Girls 200m Breaststroke
	27	Boys 50m Freestyle
	28	Girls 50m Backstroke
	29	Boys 100m Breaststroke
	30	Girls 100m IM
	31	Boys 50m Butterfly
	32	Girls 200m Freestyle

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

Age at last date of meet i.e. 3 Dec 2017

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## MEET RULES AND INFORMATION

### The Meet

1. The competition is a Level 3 licensed meet, held under ASA Laws and Technical Rules.
2. The promoter is Zarrine Dye on behalf of CoStA.
3. Entrants must be ASA Registered at Category 2 and belong to an affiliated club.
4. The age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16 and 17 & over years. Age as at last day of meet, i.e. 3 Dec 2017.
5. The pool is 25m and anti-wave ropes will be used. It is planned that the middle 8 lanes of 10 will be used. It is planned that AOE will be used.
6. Over the top starts may be used at the referee's discretion.
7. There are no lower entry standards so entries with 'No Time' are permissible. Upper qualifying times are attached and no swimmers may enter those events for which they have swum faster than the upper standard for that event.
8. Entry times if used must have been achieved since 1 September 2016 and can be long course times converted to short course.

### How to enter

9. Members of CoStA should enter through the club website, by the closing date published on the website.
10. 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](mailto:clubevents@costsaasc.org) for inclusion in the meet. You can then send in your TM entry file with a complete summary sheet and payment.
11. 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.
12. Entry forms and Team Manager files must be received by the promoter on or before the specified closing date of 1 October 2017 and be fully and correctly completed. Payment should be made when the files are sent.
13. Entries which do not follow the above procedures may be rejected.

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14. If the number of entries received for the meet becomes untenable, the promoter reserves the right to limit the number of entries accepted. Any deletions / scratches made will be based on the first come first served basis. The Promoter's decision is final.
15. Entry fees will be £6 per event apart from the 400m events which are £6.50 per event, payable through CoStA's website.
16. The closing date for entries will be 1 October or when full. The Promoter reserves the right to re-open the Meet for entries (and/or to offer time trials) after the closing date if there is capacity and entirely at the Promoter's discretion.

### **Organisational Information**

17. Swimmers will be required to sign-in before the start of each session to confirm the events they wish to swim. Sign-in times will be posted on [www.costaasc.org](http://www.costaasc.org)
18. 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](http://www.costaasc.org)
19. A list of accepted entries & rejections will be posted on our website and will be emailed to the contact for each club.
20. Refunds will be made on medical grounds only (supported by a doctor's note).
21. Results will be available after each event at the venue and on CoStA's website the day following the end of the event. Results will be supplied to British Swimming for entry into the national ranking database.
22. By submitting an entry form or TM entry, Clubs, Competitors and Coaches are agreeing to be bound by these rules.

### **Coach's passes**

23. 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. 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.
24. 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.
25. No coaches or team managers will be allowed on poolside without a pass.

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## The Events

26. The meet offers all strokes at 50m, 100m and 200m as well as 100m, 200m and 400m (11 & over) individual medley plus 400m freestyle.
27. The 400m events will be limited to a maximum of 4 heats. If 400m events are full, priority will be given to the first swimmers to enter and pay for this race.
28. Heats will be swum as mixed age with swimmers seeded by entry times.
29. All events are 'heat declared winner' and medals will be awarded to 1st, 2nd and 3rd placed swimmers in each age group.

## Safeguarding

30. Photography on poolside or in changing/toilet areas is forbidden. The only exception to this rule is for promotional photos by authorised CoStA team members after consent has been obtained from the event promoter and the venue.
31. In accordance with the ASA Child Safeguarding Policies and Procedures any spectators, parents or carers who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms. Should you have any concerns about photography or filming at this event then please bring them to the attention of our Welfare Officer Ruth Loveman ([welfare@costaasc.org](mailto:welfare@costaasc.org)) or the promoter Zarrine Dye ([clubevents@costaasc.org](mailto:clubevents@costaasc.org)). Any person found to be contravening these policies will be asked to leave the gala without refund.
32. Swimmers will not be allowed into the viewing gallery in swimming costumes; footwear and dry clothing must be worn outside the pool area.
33. Only swimmers, team managers, coaches and officials will be allowed on poolside. Spectators will be welcome in the viewing gallery and there will be a charge to enter the gallery.
34. Any event support volunteers must be registered with the event organiser on the day and should be wearing a CoStA badge. Any adults on poolside not registered or wearing a CoStA badge will be asked to leave the area.
35. All swimmers should be supervised by their coaches/team managers during warm up and whilst on poolside. The poolside area must be kept clean and tidy with all litter removed.
36. All participants must observe the safety precautions in operation at Westminster Lodge Leisure Centre, St Albans. Neither the promoter nor CoStA will be responsible for any loss or damage occurring during this meet.

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**Other**

37. Entries to the 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 promoter.
38. 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 2017	yrs	Delete as appropriate	BOY	GIRL
ASA Number				Club				

## Events please refer to schedule for running order

Event	Please tick events entered		Submitted Time <small>Short Course (see qualifying times)</small>
	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			

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<b>Total Number of Entries =</b>		<b>Total cost of entries @ £6 each (or £6.50 for 400m events) =</b>	
<b>Club Contact Name:</b>			
<b>Club Contact Email:</b>			
<b>Club Contact Phone number:</b>			
<ul style="list-style-type: none"><li>• Please make cheques payable to 'City of St Albans Swimming Club' or see summary sheet for bank transfer information.</li></ul>	<ul style="list-style-type: none"><li>• Email for any meet queries is <a href="mailto:clubevents@costaasc.org">clubevents@costaasc.org</a></li></ul>	<ul style="list-style-type: none"><li>• If posting entries, please post to Zarrine Dye, 5 Battlefield Rd, St Albans, AL1 4DA</li></ul>	

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.

<b>Club</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Telephone</b>			
<b>Mobile</b>			
<b>Email address</b>			
<b>Total Number of Entries @ £6 each</b>	<b>Entries</b>	<b>£</b>	
<b>Total Number of Entries @ £6.50 each ( for 400m events)</b>	<b>Entries</b>	<b>£</b>	
<b>Total number of coaches passes @ £15.00 each</b>	<b>Passes</b>	<b>£</b>	
	<b>TOTAL</b>	<b>£</b>	

### Entry Forms:

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

### Coaches' passes:

	<b>Coach Full Name</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	

### Payment:

<ul style="list-style-type: none"> <li>Closing date for entries is 1 October 2017</li> <li>Please make cheques payable to "City of St Albans Swimming Club".</li> <li>Please post entries to Zarrine Dye, 5 Battlfield Rd, St Albans, AL1 4DA</li> <li>Email for any meet queries is <a href="mailto:clubevents@costaasc.org">clubevents@costaasc.org</a></li> </ul>	<p><b>By Bank Transfer to the following Account:</b></p> <p><b>Bank Name:</b> Lloyds  <b>Account Name:</b> City of St Albans Swimming Club  <b>Account No:</b> 00080039  <b>Sort Code:</b> 30 97 25</p> <p>Please reference it with your club name and email a confirmation of the amount paid to <a href="mailto:clubevents@costaasc.org">clubevents@costaasc.org</a></p>
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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
<b>Sat 2 Dec</b>	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
<b>Sun 3 Dec</b>	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](mailto:clubevents@costaasc.org)

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**Entry Times**

There are no qualifying or lower limit times for this meet. Only upper limit (no faster than) times are used as per the table below.

ALL AGES AS AT 3 DECEMBER 2017

EVENT	GIRLS						BOYS					
	9-12	13	14	15	16	17/ov	9-12	13	14	15	16	17/ov
50 Freestyle	28.77	27.42	27.12	26.70	26.16	25.25	27.89	26.45	25.01	23.08	23.07	22.65
100 Freestyle	1:02.12	59.55	58.61	57.93	56.51	54.80	1:01.73	58.09	54.45	53.25	50.83	50.15
200 Freestyle	2:16.35	2:11.85	2:09.98	2:07.40	2:05.92	2:03.90	2:16.78	2:09.20	2:01.63	1:58.66	1:53.70	1:50.70
400 Freestyle	4:47.47	4:41.51	4:33.43	4:30.82	4:26.70	4:22.15	4:50.67	4:36.74	4:22.81	4:15.16	4:05.03	4:00.00
50 Breaststroke	37.28	36.82	36.35	36.16	35.08	33.45	37.54	35.40	33.25	32.50	31.04	29.00
100 Breaststroke	1:20.26	1:19.83	1:18.46	1:17.65	1:16.61	1:12.90	1:22.17	1:17.50	1:12.82	1:08.90	1:07.02	1:03.00
200 Breaststroke	2:56.86	2:52.94	2:51.45	2:49.27	2:48.25	2:43.00	3:02.45	2:51.13	2:39.81	2:38.43	2:31.30	2:23.00
50 Butterfly	31.93	30.45	30.26	29.91	29.57	27.15	31.67	29.87	28.07	26.82	25.67	24.20
100 Butterfly	1:12.99	1:09.69	1:06.92	1:06.87	1:02.05	58.00	1:12.83	1:08.76	1:02.70	1:00.67	57.27	53.40
200 Butterfly	2:47.60	2:33.62	2:29.42	2:27.24	2:10.88	2:05.15	2:55.33	2:40.91	2:26.49	2:22.11	2:14.30	2:04.70
50 Backstroke	32.84	31.96	31.41	30.44	30.21	28.40	32.77	31.04	29.31	28.52	27.10	25.45
100 Backstroke	1:09.93	1:07.77	1:06.83	1:05.76	1:04.23	1:01.80	1:10.72	1:07.09	1:03.46	1:01.36	58.40	55.80
200 Backstroke	2:33.18	2:30.48	2:27.08	2:24.87	2:22.73	2:18.10	2:33.91	2:26.04	2:18.17	2:16.09	2:09.41	2:08.00
100 Individual Medley	1:15.00	1:11.00	1:06.00	1:01.00	1:00.00	55.00	1:11.00	1:06.00	1:01.00	1:00.00	58.00	55.00
200 Individual Medley	2:37.11	2:32.51	2:28.31	2:26.16	2:23.78	2:19.10	2:35.97	2:28.00	2:20.03	2:15.85	2:10.47	2:07.00
400 IM (11 years +)	5:36.67	5:26.68	5:24.50	5:23.23	5:19.05	4:53.90	5:36.39	5:19.63	5:02.87	4:57.68	4:41.96	4:39.00