



2015



BRITISH GAS/SWIM WALES NORTH

Regional Championships

(Under FINA Technical Rules & Swim Wales Laws)

January 31st & February 1st and 7th & 8th

Llandudno Swimming Centre,

Mostyn Broadway, Llandudno, LL30 1YR.

Meet Pack

Licence Numbers :- 015SWR-016
015SWR-017

Closing date January 12th



Principal Partner



Funding Partner



Official Partners



The British Gas Swim Wales North

2015 Regional Championships

Llandudno Swimming Centre January 31 & February 1st, 7th & 8th

Meet Information & Conditions

Warm up and start times to be confirmed

Age Groups

	Girls/Boys
Individual Championships	10 years
	11 to 12 years
	13 to 14 years
	15 to 16 years
	17 and Over
Relays	10 to 11years
	13 & under
	15 & under
	Mixed Open

Age as at 31st December 2015

INDIVIDUAL PROGRAMME						
	Girls	10 years	11 to 12 years	13 to 14 years	15 to 16 years	17 and Over
	Boys	10 years	11 to 12 years	13 to 14years	15 to 16 years	17 and Over
ELIGIBLE EVENTS		50m Freestyle				
		100m Freestyle				
		200m Freestyle				
		400m Freestyle 11 and Overs Only				
		800m Freestyle Girls 11 and Over Only				
		1500m Freestyle Boys 11 and Over Only				
		100m Breaststroke				
		200m Breaststroke				
		100m Backstroke				
		200m Backstroke				
		100m Butterfly				
		200m Butterfly 11&O Only				
		200m IM				
		400m IM 11&O Only				
RELAY PROGRAMME						
AGE GROUPS	Girls/Boys	10 -11years	13 & under	15 & under	Mixed Open	
		4x50m Medley				

General Conditions

- 1) The Meet will be swum under FINA Technical Rules, Swim Wales Laws, Disciplinary Code and any additional Conditions (printed in the respective Meet information)
- 2) All decisions made by the Meet Director shall be final and binding.
- 3) The organisers reserve the right to alter any part of the programme or amend any of these conditions, if necessary, without notice.

Receipt of Entries

- 4) **Entry submission shall be electronic.** Hy Tek software, either Team Manager or Team Manager Lite will generate the entry which can then be emailed to the meet secretary olwen.catherall@btinternet.com
- 5) All entry submissions must be received by. **Midnight Monday January 12th**
- 6) Entry Fees for the Swim Wales North Regional Championships shall be:
£4.50 per event for the Individual Championships. £7.50 per event for Relays.
- 7) All fees appropriate to each entry, together with all pertinent forms must be posted to the Meet Secretary. Payments that are subsequently dishonoured shall invalidate the entry and the competitor(s) concerned shall be deemed ineligible.
- 8) If payment has not been received by 1st day of Meet, the club will be deemed as default and will be excluded from the rest of the Meet.

Post entry fees and forms to:

Olwen Catherall c/o Llandudno Swimming Centre, Mostyn Broadway, Llandudno, LL30 1YR.

by **Monday January 12th**

It is requested, where possible, a single cheque for the complete club entry is submitted.

- a) **Alternatively entry fees may be paid directly into our bank account, details are**
Name :- Swim Wales North Region
Account No :- 02663388
Sort Code :- 30 – 92 – 49
Reference :- regi003 followed by your four digit team code followed by CHAMPS ie for Llandudno 'regi003LLAYCHAMPS'
- b) **If this method of payment is used a confirmation email is required to**
olwen.catherall@btinternet.com stating the amount and date of payment.

- 9) **To reduce paperwork, a single Team Declaration Form for the complete club entry may be submitted instead of an individual entry form for each swimmer. If using the Team Declaration form it should be noted that all competitors, and where a competitor is under the age of 18, all parents, guardians or persons with parental responsibility as defined by the Children Act 1989, need to be made aware of and accept the Meet Conditions.**
- 10) **Swim Wales North Regional Championships Eligibility**
 - a) Entries may only be accepted from competitors registered as members of clubs, holding either primary or multi registration membership within North Wales Region.
 - b) Swimmers may only swim for one club during these championships.
 - c) Competitors must have been registered members of the club in whose name they are entered a minimum of 30 days prior to the closing date for entries for the championships (including relays).
 - d) Competitors who compete in ASA County Championships will not be accepted to swim in the following annual cycle of Regional Competitions.
 - I. The Junior Development Meet in May/June
 - II. The Sub Regional Championship in November/December
 - III. The Regional Championships in February the following year i.e. ASA County Championships in 2015 means they would not be accepted for the Swim Wales Regional Championships in 2016.

Entry Times

- 11) Swimmers who have achieved the qualifying time as in the 2015 QT Schedule are automatically eligible to compete in the relevant event, subject to the following conditions:-
 - i. The number of competitors for the event does not exceed the maximum number of heats allocated to that event.
 - ii. Acceptance does not extend the duration of the session beyond the session time limit imposed by the Swim Wales Meet Licence.
- 12) Swimmers who have achieved the consideration time as in the 2015 QT Schedule may be accepted subject to the conditions as listed above.
- 13) Should any of the entry conditions be breached Swim Wales North reserve the right to reject entries, based on the entry time.

- 14) Times submitted should have been achieved in a licensed meet and in the last twelve months. Swim Wales North may request validation of any stated time.
- 15) No competitor's passes will be issued but all swimmers are asked to ensure that they have their membership card with them. Random checks will take place throughout the meet.

Trophies and Medals

Individual Championships

- 16) Placing of competitors shall be determined from performances in the finals or by fastest times in Heat Declared Winner Events.
- 17) Medals shall be awarded to the first, second and third in each event.
- 18) Trophies shall be awarded to the Boy Champion and the Girl Champion scoring the highest number of FINA points across individual finals and HDW events.
- 19) **There shall be no formal presentation for Medals, these shall be available for collection from the medal table after the results have been announced.**
- 20) A formal presentation will take place for the Trophies that shall be awarded to the Boy and Girl Champions.

Relays

- 21) Placing of Teams shall be determined by fastest times in Heat Declared Winner events.
- 22) Medals shall be awarded to the first, second and third in each event.
- 23) Clubs can **NOT** enter more than one team, and all teams will score FINA points for their club.

Top Club

- 24) An award shall be made to the highest FINA points scoring club over the Regional Championships. Both individual finals, HDW events and relays being counted.

Officials

- 25) Technical Officials shall be selected from lists approved by Swim Wales (WASA Ltd), ASA and SASA and when initiated the Officials Licensing system maintained by British Swimming.
- 26) **It is a requirement that each club shall provide a minimum of one officials per session of Judge 1 standard or above per session. These shall be notified in advance of the competition to:**

Ian Austerberry FIOS(C) ian.austerberry45@talktalk.net

Failure to comply with this condition may result in the rejection of the club entry

Poolside Passes

- 27) **There will be no access to the poolside until 45mins before each day's morning warm up is due to commence**
- 28) Access to the poolside and changing room areas shall only be permitted to holders of Poolside Passes.
(Please note a current Swim Wales Annual Competition Pass is valid for this meet.)
All Coaches and Chaperones must have relevant accreditation. Applications for coaches/chaperones passes must be made on the official form enclosed in the information pack. All coaches' chaperones and support staff must be a registered member of Scottish Swimming/Swim Wales/ or the ASA and be registered on their home country's Child Protection Database.

Withdrawals

- 29) All withdrawals (with the exception of finals) must be notified to the day of meet recorder no later than 45 mins before the scheduled session start time on the day of competition.
- 30) Withdrawals must be made using the relevant withdrawal form.
- 31) Any competitor wishing to withdraw from a final must do so immediately after those finalists are published or announced.
- 32) Where a reserve is brought in, subject to time permitting, the race shall be reseeded.
- 33) Any competitor withdrawing from a final and in doing so prevents a reserve from taking part (except in the case of genuine illness or of a proven emergency) shall be fined as an inappropriate withdrawal and may be suspended immediately from all events at the Meet.

Relay Events

- 34) The swimmers in a relay team must be declared in the electronic entry submitted by the entry closing date, relay entries received without swimmers names will be deemed ineligible.
- 35) Only swimmers declared in the electronic entry are eligible to swim in relay events.(This does not mean only swimmers entered in the relays or individual competition are eligible, reserve relay swimmers can be included in the electronic entry)

- 36) Changes to swimmers in a relay team will be accepted no later than by the start of the warm-up for the session in which the event takes place. Failure to do so may result in the disqualification of the team.
- 37) Relay entries are accepted with NTs only and will be randomly seeded.
- 38) Swimmers names must be submitted in the swimming order.

Start Sheets

- 39) Start sheets will be prepared after the withdrawal deadline each session and will be available 30 minutes prior to the start of the session. (Subject to time constraints).

Heats

- 40) Competitors shall be seeded according to submitted times.
- 41) All heats shall be swum fastest to slowest.
- 42) All heats shall be spearheaded.
- 43) The first three heats shall be circle seeded.

Finals (Individual Championships)

- 44) There shall be no finals for HDW events. They shall be swum fastest to slowest.
- 45) **The fastest 8 competitors from all other events shall go forward to the finals.**

Marshalling

- 46) It is the responsibility of the swimmers to report to the marshalling area in plenty of time before the start of their heats or final/s.
- 47) Swimmers who do not comply with the above condition will be treated as a withdrawal.

Starts (Diving)

- 48) Swimmers must have attained the standard of the Competitive Start Award in order to start from the blocks; (this is the responsibility of the club coach).
Swimmers who have not attained the standard of the Competitive Start Award must lower themselves into over the side into the water, on the long whistle of the Referee before starting at an appropriate place.

Starts

- 49) Over the top starts will, where necessary or appropriate, be used during Meets (except in the backstroke events).

Medical Conditions

- 50) It is the responsibility of the swimmer and / or parent to declare to the referee any disability or medical condition that could present a safety risk. If such a disability or medical condition exists swimmers must produce a medical note confirming that their participation presents no health or safety problems.
- 51) Now that FAC cards are no longer used it is the responsibility of the swimmer and/or parent to declare in advance of the meet any disability previously covered by an FAC card.

Doping Control

- 52) Competitors taking part in the Meet may be subject to random doping control. Competitors are required to bring with them either a passport or other form of identity incorporating their photograph.

Safety

- 53) All competitors shall be required to ensure that they observe all safety announcements and conduct themselves with safety in mind.
- 54) 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 / or the Normal Operating Procedures & Emergency Action Plan for the facility hired for the meet.
- 55) All drinks bottles that feature a disposable snap-off top are **PROHIBITED ON POOLSIDE**; the disposable tops are almost invisible in water and therefore represent a significant choking hazard to swimmers.
- 56) All litter **MUST** be disposed of via the proper waste bins and not simply thrown onto the floor.

Jewellery

- 57) 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, ear-rings (except studs), and rings (except wedding bands).

Swim Wales will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

Unacceptable Behaviour

58) 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.

TV, Video or Close Range Photography

59) When a competition involves children under the age of 18 years of age it is a mandatory meet license requirement that all persons (including competitors / officials / volunteers / spectators), wishing to engage in any kind of photographic activity including video, zoom, close range photography, irrespective of the nature of the device / equipment used for taking / recording such images must register their details with the event management in advance of taking any images.

This includes; but is not limited to:

Still cameras
Cine Cameras
Video cameras
Camera / video enabled mobile phones
Camera enabled PDA's

Proof of identity will be required to register your photographic equipment for use at this event e.g Driving License with Photograph or Passport.

Spectator Admission Fees

60) Admission fee shall be
£6 per person - per day, or
£2.50 per person – for one session.

Senior Citizens
£4 per person – per day, or
£1.50 per person – for one session.

61) Children accompanied by an adult - Free
62) Competitors - Free
63) Programmes shall be £1 per day

The British Gas Swim Wales North

2015 Regional Championships

Llandudno Swimming Centre January 31st & February 1st & 7th & 8th

Entry Summary Form and Team Manager Declaration

This form must be completed and returned with:

1. Coach/Chaperone Pass applications.
2. Cheque/s made payable to Swim Wales North Wales Region

Club			
Team Manager Name			
Address			
Post Code		Tel No	
email			

Summary

Total Female Swimmers		Total Male Swimmers	
	Number		
Total Individual Entries		@ £4.50	£
Total Relay Entries		@ £7.50	£
Total Coaches Passes*		@ £12	£
Total Cheque Enclosed made payable to Swim Wales North Wales Region			£

*** Coach Passes issued for Regional Championships are valid for all of 2015 and also valid is a current Swim Wales Annual Competition Pass.**

It is requested, where possible, a single cheque for the complete club entry is submitted.

I confirm all swimmers are current members of Swim Wales and have paid the appropriate membership fee.

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 confirm that I am aware RANDOM DOPING CONTROL MAY TAKE PLACE DURING THIS MEET and this has been brought to the attention of all swimmers, parents/guardians and coaches.

I agree to abide by the conditions laid down by the Swim Wales North for this event.

Signature of TEAM MANAGER:Date:

Please return to: -

Olwen Catherall c/o Llandudno Swimming Centre, Mostyn Broadway, Llandudno, LL30 1YR.

CLOSING DATE Monday January 12th

To reduce paperwork, the Team Manager Declaration for the complete club entry may be submitted instead of an individual entry form for each swimmer. It should be noted that all competitors, and where a competitor is under the age of 18, all parents, guardians or persons with parental responsibility as defined by the Children Act 1989, need to be made aware of and accept the Meet Conditions.

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Individual Entry Form

LAST NAME:	FIRST NAME (IN FULL):.....	MIDDLE INITIAL:.....
PREFERRED NAME:.....	MALE/FEMALE:.....	DATE OF BIRTH:...../...../.....
AGE:.....		
ADDRESS:.....		
POST CODE:	TEL NO:	E-MAIL:.....
NAME OF CLUB :		
WASA Reg No		

Individual Championship £4.50 per event Age at 31/12/15

Please note there are qualifying and consideration times for the Individual Championships. Entries cannot be accepted with no times (NT).

Event	Tick Box	Time	Event	Tick Box	Time
50m Freestyle		: .	200m Breaststroke		: .
100m Freestyle		: .	100m Backstroke		: .
200m Freestyle		: .	200m Backstroke		: .
400m Freestyle		: .	100m Butterfly		: .
800m Freestyle		: .	200m Butterfly		: .
1500m Freestyle		: .	200m IM		: .
100m Breaststroke		: .	400m IM		: .

1500m Freestyle events are only available for Boys 11&O

800m Freestyle events are only available for Girls 11&O

No of events	Fee
_____	£_____

TO BE COMPLETED BY THE COMPETITOR: I declare that the above particulars are correct and agree to abide by the conditions laid down by the Swim Wales North for this event. **I accept that there will be no refund for incorrectly submitted entries.**

Signature of Competitor: Date:

TO BE COMPLETED BY THE CLUB COACH: I declare that the above competitor has reached the standard of the ASA Competitive Start Award. If you are unable to sign this declaration the competitor must start in the water.

Signature of Coach: Date:

SWIMMERS ARE WARNED THAT RANDOM DOPING CONTROL MAY TAKE PLACE DURING THIS MEET. All competitors, and if competitors are under the age of 18 years on the first day of competition, parents guardians or persons with parental responsibility as defined by the Children Act 1989 are reminded that a condition of membership of Swim Wales is that a swimmer must consent to being drug tested if required.

TO BE COMPLETED BY PARENT/GARDIAN IF SWIMMER IS UNDER THE AGE OF 18 ON FIRST DAY OF COMPETITION. I confirm that I am a person having parental responsibility in accordance with the Children Act 1989 and that I have read and accept the Championship Information and Conditions.

Signature of Parent/Guardian: Date:

Print Name.....

CLOSING DATE Monday January 12th

The British Gas Swim Wales North

2015 Regional Championships

Llandudno Swimming Centre January 31st & February 1st & 7th & 8th

Relay Entry Form

Club			
Team Manager Name			
Address			
Post Code		Tel No	
email			

	4x50m Freestyle	4x50m Medley
	Tick Box	Tick Box
Girls 10/11 years		
Girls 13 & under		
Girls 15 & under		
Girls Open		
Mixed Open		
Boys 10/11 years		
Boys 13 & under		
Boys 15 & under		
Boys Open		

£7.50 per event

Age at 21/12/15

No of events	Fee
_____	£ _____

Signature of TEAM MANAGER:Date:

Please return to: -

Olwen Catherall c/o Llandudno Swimming Centre, Mostyn Broadway. Llandudno. LL30 1YR.

CLOSING DATE Monday January 12th

To reduce paperwork, the Team Manager Declaration for the complete club entry may be submitted instead of an individual entry form for each swimmer. It should be noted that all competitors, and where a competitor is under the age of 18, all parents, guardians or persons with parental responsibility as defined by the Children Act 1989, need to be made aware of and accept the Meet Conditions.

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COACH PASS APPLICATION FORM

PASSES WILL BE IN COACH NAME

A MAXIMUM 4 COACHES PER CLUB ALLOWED POOLSIDE AT ANY ONE TIME
HOWEVER CLUBS MAY APPLY FOR MORE THAN 4 PASSES

£12 PER PASS

PASSES ARE ANNUAL
VALID FOR ALL 2015 SWN REGIONAL COMPETITIONS

PLEASE INCLUDE ONE PASSPORT SIZE PHOTOGRAPH FOR EACH PASS AND PRINT NAME OF COACH
AND CLUB ON REVERSE

CLUB NAME		
FULL NAME		
POSITION eg Coach, Parent		
ADDRESS		
TEL No		
E-mail address		
WASA/ASA/SASA No		
FULL NAME		
POSITION eg Coach, Parent		
ADDRESS		
TEL No		
E-mail address		
WASA/ASA/SASA No		
FULL NAME		
POSITION eg Coach, Parent		
ADDRESS		
TEL No		
E-mail address		
WASA/ASA/SASA No		
FULL NAME		
POSITION eg Coach, Parent		
ADDRESS		
TEL No		
E-mail address		
WASA/ASA/SASA No		

There will be no access to poolside without a pass.
CLOSING DATE Monday January 12th

The British Gas Swim Wales North

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Day 1				Day 2			
Session 1				Session 4			
Morning				Morning			
Individuals				Individuals			
Heats	3	Girls 13&Over	50m Back	Heats	19	Girls 10/12	50m Free
Heats	4	Boys 10/12	50m Fly	Heats	20	Boys 10/12	100m Breast
Heats	5	Boys 13/Over	100m Back	Heats	21	Girls 13&O	100m Free
HDW	6	Girls 13&O	400m IM(HDW)	Heats	22	Girls 11/12	200mIM(HDW)
HDW	7	Boys 11/12	400m IM(HDM)	Heats	23	Boys 13&O	200m BK(HDW)
HDW	8	Girls 10/12	200m Free(HDW)	Final	19	Girls 10	50m Free
Finals	3	Girls 13/14	50m Back	Final	19	Girls 11/12	50m Free
Finals	3	Girls 15/16	50m Back	Final	20	Boys 10	100m Breast
Finals	3	Girls 17 & Over	50m Back	Final	20	Boys 11/12	100m Breast
Finals	4	Boys 10	50m Fly	Final	21	Girls 13/14	100m Free
Finals	4	Boys 11/12	50m Fly	Final	21	Girls 15/16	100m Free
Finals	5	Boys 13/14	100m Back	Final	21	Girls 17&O	100m Free
Finals	5	Boys 15/16	100m Back				
Finals	5	Boys 17&O	100M Back				
Session 2				Session 5			
Afternoon				Afternoon			
Individuals				Individuals			
Heats	9	Girls 10/12	50m Fly	Heats	24	Boys 10/12	50m Back
Heats	10	Boys 10/12	100m Free	Heats	25	Girls 10/12	100m Fly
Heats	11	Girls 13&O	100m Fly	Heats	26	Boys 13&O	100m Breast
HDW	12	Girls 11/12	400m IM(HDM)	HDW	27	Boys 11/12	200mIM(HDW)
HDW	13	Boys 13&O	200m Br(HDW)	HDW	28	Girls 13&O	200m Back(HDW)
Final	9	Girls 10	50m Fly	Final	24	Boys 10	50m Back
Final	9	Girls 11/12	50m Fly	Final	24	Boys 11/12	50m Back
Final	10	Boys 10	100m Free	Final	25	Girls 10	100m Fly
Final	10	Boys 11/12	100m Free	Final	25	Girls 11/12	100m Fly
Final	11	Girls 13/14	100m Fly	Final	26	Boys 13/14	100m Breast
Final	11	Girls 15/16	100m Fly	Final	26	Boys 15/16	100m Breast
Final	11	Girls 17&O	100m Fly	Final	26	Boys 17&O	100m Breast
Session 3				Session 6			
Evening				Evening			
Individuals				Individuals			
Heats	14	Boys 13&O	50m Fly	Heats	29	Boys 13 & Over	50m Free
Heats	15	Girls 10/12	100m Breast	Heats	30	Girls 13&O	50m Breast
HDW	16	Boys 10/12	200m Bk(HDW)	HDW	31	Boys 10/12	200m Fr(HDW)
HDW	17	Boys 13&O	400m Fr(HDW)	HDW	32	Boys 13&O	200m Fly(HDW)
HDW	18	Girls 13&O	200m Fr(HDW)	HDW	33	Girls 13&O	200m Fly(HDW)
Final	14	Boys 13/14	50m Fly	HDW	34	Girls 10/12	200m Back(HDW)
Final	14	Boys 15/16	50m Fly	Final	29	Boys 13/14	50m Free
Final	14	Boys 17&O	50m Fly	Final	29	Boys 15/16	50m Free
Final	15	Girls 10	100m Breast	Final	29	Boys 17&O	50m Free
Final	15	Girls 11/12	100m Breast	Final	30	Girls 13/14	50m Breast
				Final	30	Girls 15/16	50m Breast
				Final	30	Girls 17&O	50m Breast

The British Gas Swim Wales North

2015 Regional Championships

Day 3				Day 4			
Session 7				Session 10			
Morning				Morning			
Individuals				Individuals			
Heats	35	Girls 10/12	50m Breast	Heats	52	Boys 13&O	50m Back
Heats	36	Girls 13 & Over	100m Back	Heats	53	Girls 13&O	50m Fly
Heats	37	Boys 13&O	100m Fly	Heats	54	Boys 10/12	100m Fly
HDW	38	Girls 10	200m IM(HDW)	HDW	55	Boys 13&O	400m IM(HDW)
HDW	39	Girls 11/12	400m Free(HDW)	HDW	56	Girls 13&O	400m Free(HDW)
HDW	40	Boys 10/12	200m Br(HDW)	Heats	57	Girls 10/12	100m Free
Final	35	Girls 10	50m Breast	Final	52	Boys 13/14	50m Back
Final	35	Girls 11/12	50m Breast	Final	52	Boys 15/16	50m Back
Final	36	Girls 13/14	100m Back	Final	52	Boys 17&O	50m Back
Final	36	Girls 15/16	100m Back	Final	53	Girls 13/14	50m Fly
Final	36	Girls 17&O	100m Back	Final	53	Girls 15/16	50m Fly
Final	37	Boys 13/14	100m Fly	Final	53	Girls 17&O	50m Fly
Final	37	Boys 15/16	100m Fly	Final	54	Boys 10	100m Fly
Final	37	Boys 17&O	100m Fly	Final	54	Boys 11/12	100m Fly
				Final	57	Girls 10	100m Free
				Final	57	Girls 11/12	100m Free
Session 8				Session 11			
Afternoon				Afternoon			
Individuals				Individuals			
Heats	41	Girls 13 & Over	50m Free	Heats	58	Boys 10/12	50m Breast
Heats	42	Boys 13&O	50m Breast	Heats	59	Girls 10/12	50m Back
Heats	43	Boys 10/12	100m Back	Heats	60	Boys 13&O	100m Free
HDW	44	Girls 13&O	200m IM(HDW)	Heat	61	Girls 13 & Over	100m Breast
HDW	45	Boys 13&O	200m IM (HDW)	HDW	62	Boys 10	200m IM(HDW)
HDW	46	Girls 10/12	200m Br(HDW)	HDW	63	Boys 11/12	400m Free(HDW)
Final	41	Girls 13/14	50m Free	HDW	64	Girls 11/12	200m Fly(HDW)
Final	41	Girls 15/16	50m Free	Final	58	Boys 10	50m Breast
Final	41	Girls 17&O	50m Free	Final	58	Boys 11/12	50m Breast
Final	42	Boys 13/14	50m Breast	Final	59	Girls 10	50m Back
Final	42	Boys 15/16	50m Breast	Final	59	Girls 11/12	50m Back
Final	42	Boys 17&O	50m Breast	Final	60	Boys 13/14	100m Free
Final	43	Boys 10	100m Back	Final	60	Boys 15/16	100m Free
Final	43	Boys 11/12	100m Back	Final	60	Boys 17&O	100m Free
				Final	61	Girls 13/14	100m Breast
				Final	61	Girls 15/16	100m Breast
				Final	61	Girls 17&O	100m Breast
Session 9				Session 12			
Evening				Evening			
Individuals				Individuals			
Heats	47	Boys 10/12	50m Free	HDW	1	Boys 11&O	1500m Free
Heats	48	Girls 10/12	100m Back	HDW	65	Mixed Open	4x50 Medley
HDW	49	Boys 13&O	200m Free(HDW)	HDW	66	Boys 10/11	4x50 Medley
HDW	50	Boys 11/12	200m Fly(HDW)	HDW	67	Girls 10/11	4x50 Medley
HDW	51	Girls 13&O	200m Br(HDW)	HDW	68	Boys 13&U	4x50 Medley
Final	47	Boys 10	50m Free	HDW	69	Girls 13 & U	4x50 Medley
Final	47	Boys 11/12	50m Free	HDW	70	Boys 15&U	4x50 Medley
Final	48	Girls 10	100m Back	HDW	71	Girls 15&U	4x50 Medley
Final	48	Girls 11/12	100m Back	HDW	72	Boys Open	4x50 Medley
				HDW	73	Girls Open	4x50 Medley
				HDW	2	Girls 11&O	800m Free
				HDW	74	Mixed Open	4x50 Free
				HDW	75	Boys 10/11	4x50 Free

				HDW	76	Girls 10/11	4x50 Free
				HDW	77	Boys 13&U	4x50 Free
				HDW	78	Girls 13&U	4x50 Free
				HDW	79	Boys 15&U	4x50 Free
				HDW	80	Girls 15&U	4x50 Free
				HDW	81	Boys Open	4x50 Free
				HDW	82	Girls Open	4x50 Free

Help Sheet to facilitate Electronic Entries for Swim Wales North Competitions

Team Manager lite is a free download from Hy-Tek at www.hy-tek.com that enables users to enter meets created by Hy-Tek's Meet Manager and also to evaluate the Team Manager programme.

To load TM Lite.

After downloading from www.hy-tek.com,
Select **Swim_TEAM_MANAGER_Lite.exe** and double click, **set up** will automatically use install wizard.
Follow on screen prompts to load onto hard drive.

Using TM Lite

When using TM Lite the first time.

Click **File/Open**

Enter a database file name (in capital letters), usually your team name and click **Open**.

System Preferences Window then opens,

In **Team/Swimmer Defaults**

Set Default Team Registration to **UK**

Set Default Team Type to **AGE**

In **Meet Age-Up Date** Select **Meet End Date**

In **System Age-Up Date** Select **Always Age Up To Today**

Click **OK** to close Window

Click **Teams/Add**

Enter Team Code

Enter Team Name

Enter Short Name

Click **OK** and then click **Cancel** to close **Team Maintenance** Window

Close **Teams** Window

Click **Athletes/Add**

In **Athlete Information**

Enter Athlete's Last Name, First Name, Middle (If Applicable), Birthdate, select Male or Female.

In **Member of** set **Team 1** to your team.

Click **Build ID**.

Click **OK**.

Repeat for all of your swimmers entering any Meets, including any relay only swimmers and all reserve relay swimmers.

Then click **Cancel** to close **Athlete Information** Window

Close **Athletes** Window.

Click **File/Import/Meet Events**

This will open import events window.

Browse to find the Hy-Tek meet event files:-

These will have the format

'Meet Events-~.zip'

Select the file of the first meet you wish to enter, and click **open**.

(You may get an information box suggesting an update to TM lite is required, this can be ignored. Click **OK**.)

TM should unzip file to a temp folder on screen, select the file click **open** and follow screen prompts to load meet.

Go back to **File/Import/Meet Events** and repeat for this procedure for the files of any other meets you wish to enter.

(You will probably need to browse again to find the downloaded files.)

Click **Meets**

The meets you have previously chosen should be displayed. Select whichever one you wish to enter.

Click **Entries** and select **Entries by Event** or **Entries by Name** to make you entries.
You may get an information box telling you entry times must be entered in custom time field. Click **OK**.

Individual entries may be made by either **Event** or **Name** but the more convenient is by **Name**.
Select **Entries by Name**. In Window showing swimmers scroll down, if necessary, to required swimmer and select.
When a swimmers name is highlighted all eligible events for that swimmer are shown. Click the box in the **Enter** column to select an event to enter, click the corresponding box in the **Custom Time** column and enter the time.
Complete your entries for all swimmers.

Relays can only be added by selecting **Entries by Event**.

At top of Window in **Swim for Team** select your team. In Window showing events scroll down, if necessary, to required event and select it.

Click **New Relay** in lower part of Window, this enters the event. Eligible swimmers should be shown in LH lower window. Click on your selected swimmers for this event. Ensure swimmers are entered in swimming order.
Please note that alterations to relay swimmers are only permitted as shown in meet conditions.

Complete all your entries then close **Entries** Window.

Repeat for any other Meets you wish to enter, and then close **Meets** Window.

Click **Reports/Performance/Meet Entries**.

In **Team** select your team, in **Event Filters** select which type of report you wish to create, and then click **Create Report**. Check your entries are complete and correct.

You may find it useful to print a copy of this report.

If entries are made in error.

Click **Meets**, select Meet where error occurs, click **Entries** and select **Entry Browser**.

Select incorrect entry from list, click **Delete**. TM Lite will request confirmation of entry deletion.

To create the electronic entry Click **File/Export/Meet Entries**. In **Export Entries** box select which Meet to export.
Make sure the box **Export Relays** is ticked for your relay entries to be included. Click **OK**. This creates a zipped file that is exported to directory **TMIIIData**, a folder on the C:\ drive. The filename of your first Meet entry will be '**your club code**'-Entries001.ZIP, second entry will be '**your club code**'-Entries002.ZIP and so on for each meet. You should keep a record of which numbered file relates to which Meet in case you need to make changes to your entries. These entry files should be attached to the e-mail that you send to the meet secretary

To see an overview go to **Help** and click **TM Lite**.

Olwen Catherall 2014

Olwen.catherall@btinternet.com

	G10	G11/12	G13/14	G15/16	G17+		B10	B11/12	B13/14	B15/16	B17+
QT	38.50	34.7	32.4	31.3	31.3	50 F/S	38.00	33.90	30.40	28.30	27.80
CT	45.50	43.70	41.4	39.13	37.13		45.50	42.90	39.40 ¹	38.80	36.80
QT	1m24.60	1m14.30	1m09.50	1m07.10	1.06.90	100 F/S	1m22.90	1m13.20	1m05.40	1m01.20	1.00.10
CT	1m41.56	1m31.76	1m21.44	1m16.68	1.14.90		1m36.21	1m25.22	1m17.21	1m13.60	1.12.10
QT	3m00.40	2m39.90	2m29.60	2m24.6	2.23.2	200 F/S	2m59.30	2m39.10	2m22.50	2m13.2	2.11.10
CT	3m41.24	3m19.89	2m57.41	2m47.03	2.41.20		3m40.95	3m18.11	2m48.40	2m41.04	2.39.00
QT		5m33.00	5m12.50	5m03.1	5.00.5	400 F/S		5m34.00	5m01.50	4m42.10	4.36.70
CT		6m59.31	6m12.14	5m50.38	5.40.50			6m58.13	6m01.64	5m45.32	5.36.70
QT		11.29.30	*10m40.80	*10m23.5	*10.20.7	800 F/S					
CT		12.59.30	11m49.00	11m43.00	11.52.70						
QT						1500 F/S		22.01.70	*19m55.5	*18m40.6	18.21.9
CT								25.01.70	*21m55.50	*22m14.94	22.00.00
QT	43.80	39.30	36.50	35.30	35.10	50 Back	43.60	39.00	34.80	31.90	31.50
CT	50.80	47.00	44.50	43.00	42.90		50.60	47.00	46.00	40.00	40.50
QT	1m35.20	1m22.70	1m17.00	1m14.4	1.14.0	100 Back	1m34.70	1m22.50	1m13.0	1m07.80	1.06.30
CT	1m52.10	1m41.28	1m29.89	1m24.64	1.24.60		1m52.97	1m33.14	1m24.39	1m18.25	1.16.30
QT	3m21.80	2m56.30	2m44.80	2m38.7	2.37.2	200 Back	3m19.70	2m56.50	2m37.90	2m26.50	2.24.0
CT	4m00.23	3m37.05	3m12.63	3m01.37	2.42.20		3m49.39	3m37.88	3m28.73	2m51.29	2.48.00
QT	50.00	44.00	40.80	39.40	39.10	50 Breast	49.60	43.70	38.60	35.60	35.00
CT	58.00	52.00	50.00	47.80	47.60		57.60	51.70	45.60	43.60	43.00
QT	1m48.80	1m34.40	1m26.50	1m24.3	1.23.10	100 Breast	1m48.10	1m33.80	1m22.70	1m16.60	1.15.10
CT	2m05.87	1m53.73	1m40.93	1m35.03	1.32.10		1m57.18	1m46.00	1m36.04	1m29.06	1.27.10
QT	3m51.50	3m22.40	3m06.70	3m01.6	3.00.2	200 Breast	3m51.20	3m22.50	2m58.90	2m47.00	2.43.00
CT	4m29.91	4m03.86	3m36.43	3m23.78	3.21.20		4m46.18	4m03.86	3m26.33	3m23.17	3.21.00
QT	42.40	37.90	35.20	34.00	33.90	50m Fly	42.40	37.50	33.40	30.90	30.10
CT	50.40	45.90	43.20	42.00	41.90		50.40	45.90	42.40	38.90	38.10
QT	1m36.00	1m22.40	1m16.30	1m14.10	1.13.30	100 Fly	1m35.90	1m22.00	1m12.30	1m07.30	1.05.60
CT	1m49.93	1m39.32	1m28.15	1m22.99	1.21.30		1m48.76	1m39.05	1m25.40	1m23.34	1.21.60
QT		3m00.70	2m46.70	2m41.20	2.39.30	200 Fly		3m00.80	2m40.10	2m28.30	2.23.90
CT		3m43.23	3m13.68	3m02.36	2.59.30			3m38.81	3m33.57	2m48.07	2.45.00
QT	3m25.60	3m00.60	2m48.70	2m43.40	2.42.00	200 IM	3m25.10	3m00.50	2m40.70	2m30.30	2.27.30
CT	4m07.75	3m43.84	3m18.66	3m07.05	3.05.00		4m25.10	3m29.84	3m10.12	2m56.29	2m53.00
QT		6m19.90	5m53.80	5m42.60	5.40.60	400 IM		6m20.90	5m40.60	5m18.10	5.12.20
CT		7m51.57	6m58.52	6m34.05	6.30.60			7m25.85	6m43.97	6m14.57	6m09.00

British Gas Swim Wales North 2014 Regional Championships Relays

Team Name

Gender and Age Group	Event	Name of Swimmer 1	Name of Swimmer 2	Name of Swimmer 3	Name of Swimmer 4
Girls 10/11 years old	4x50m Freestyle Relay				
	4x50m Medley Relay				
Girls 13 & under	4x50m Freestyle Relay				
	4x50m Medley Relay				
Girls 15 & under	4x50m Freestyle Relay				
	4x50m Medley Relay				
Girls Open	4x50m Freestyle Relay				
	4x50m Medley Relay				
Boys 10/11 years old	4x50m Freestyle Relay				
	4x50m Medley Relay				
Boys 13 & under	4x50m Freestyle Relay				
	4x50m Medley Relay				
Boys 15 & under	4x50m Freestyle Relay				
	4x50m Medley Relay				
Boys Open	4x50m Freestyle Relay				
	4x50m Medley Relay				
Mixed Open	4x50 Freestyle Relay				
Mixed Open	4x40Medley Relay				