



2018

SWIM WALES NORTH

Sub Regional Championships

(Under FINA Technical Rules & Swim Wales Laws)

November 23rd, 24th and 25th
Llandudno Swimming Centre,
Mostyn Broadway, Llandudno, LL30 1YR.

Meet Pack

Licence Number 3WL180057

Closing date October 29th 2018

Swim Wales North

2018 Sub Regional Championships

Llandudno Swimming Centre

November 23rd, 24th and 25th

Meet Information & Conditions

Warm up and start times to be confirmed

Meet Licence No:- 3WL180057

Age as at 31st December 2018

INDIVIDUAL PROGRAMME								
	Girls	10 years	11 years	12 years	13 years	14 years	15&16years	17 and Over
	Boys	10 years	11 years	12 years	13 years	14 years	15&16yrs	17 and Over
ELIGIBLE EVENTS								50m Freestyle
								100m Freestyle
								200m Freestyle HDW
								400m Freestyle HDW
								800m Freestyle <u>Girls Only HDW</u>
								1500m Freestyle <u>Boys Only HDW</u>
								100m Breaststroke
								200m Breaststroke HDW
								100m Backstroke
								200m Backstroke HDW
								100m Butterfly
								200m Butterfly HDW
								200m IM HDW
								400m IM HDW

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:-
Nofio.swimming.gala@sky.com
All entry submissions must be received by **October 29th.**
5. Entry Fees for the Swim Wales North Sub Regional Championships shall be:
£5.00 per event for the Individual Championships.
6. 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.

Post entry fees and forms to:

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

by **Friday November 2nd**

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 NT Wales Reg

Account No :- 02737489

Sort Code :- 30 – 92 – 49

Reference :- 4902 followed by your four digit team code ie for Llandudno '4902LLAY'

b. If this method of payment is used a confirmation email is required to Nofio.swimming.gala@sky.com stating the amount and date of payment.

7. **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.**
8. **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 **2018** means they would not be accepted for the Swim Wales Regional Championships in **2019**

Entries

9. **There are upper limit times which comply with meet licensing.**
There are no lower qualifying times; entries can be accepted with no times (NT). If, however, times are submitted they should have been achieved in a licensed meet and in the last twelve month. If the time has been achieved in a meet or competition that did not use electronic timing then documentary evidence of the time must be brought to the meet in case Swim Wales North require validation.
10. Swimmers entries will be accepted 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.
11. **Should either condition be breached Swim Wales North reserve the right to reject entries, based on the entry time, the fastest swimmer being rejected first then the next fastest and so on.**
12. **In relay events clubs are permitted a maximum of no more than two teams**
13. **Only swimmers who have entered individual events can be considered by the clubs for their relay teams**
14. 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

Top three Medals in each age group and overall top team award

Individual Championships

- 15. All events shall be HDW.
- 16. Events shall be swum as multi age groups, individual age group results shall be extracted from these.
- 17. Placing of competitors shall be determined by fastest times in Heat Declared Winner Events.
- 18. Awards shall be made to the first, second and third in each event.
- 19. **There shall be no formal presentation of awards; these shall be available for collection from the medal table after the results have been announced.**

Top Club

- 20. An award shall be made to the highest FINA points scoring club over the Sub Regional Championships. Both individual and relay events being counted.

Officials

21. 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.
22. **It is a requirement that each club shall provide a minimum of two officials of Judge 1 standard or above per session. PLEASE NOTE CLUBS HAVING SWIMMERS COMPETING ON THE FRIDAY EVENING MUST HAVE OFFICIALS FOR THIS SESSION.** These shall be notified in advance of the competition to:
Stuart Highfield northswimoff@aol.com.

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

Heats

23. Competitors shall be seeded according to submitted times.
24. **All heats shall be swum slowest to fastest.**
25. All heats shall be spearheaded.
26. The first three heats shall be circle seeded.

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 Swim Wales North Coach Passes issued for the Regional Championships are valid for this meet and also a current Swim Wales Annual Competition Pass.)
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 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.

Relay Events

31. 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.
32. 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.
33. Swimmers names must be submitted in the swimming order.
34. Relay entries are accepted with NTs only and will be randomly seeded.

Start Sheets

35. 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).

Marshalling

36. It is the responsibility of the swimmer to report to the marshalling area in plenty of time before the event

Starts (Diving)

37. 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, **by holding on with one hand.**

Starts

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

Medical Conditions

39. 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.
40. 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

41. 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

42. All competitors shall be required to ensure that they observe all safety announcements and conduct themselves with safety in mind.

43. 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.
44. 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.
45. All litter **MUST** be disposed of via the proper waste bins and not simply thrown onto the floor.

Jewellery

46. 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

47. 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

48. 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

49. Admission fee shall be:-£6 per person - per day, or £3 per person – for one session.

Senior Citizens:- £3 per person – per day, or£1.50 per person – for one session.

50. Children accompanied by an adult - Free
51. Competitors - Free
52. Programmes shall be £1 per day

Swim Wales North

2018 Sub Regional Championships

Llandudno Swimming Centre November 23rd, 24th and 25th

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		@ £5.00	£
Total Coaches Passes*		@ £6	£
Total Cheque Enclosed made payable to Swim Wales North Wales Region			£

***Coach Passes issued for Regional Championships are valid for this competition and also 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 October 29th

2018 Sub Regional Championships

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		

Swim Wales North Individual Championship £5.00 per event Age at 31/12/2018

Please note there are upper limit times for the Individual Championships and entries can 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

800m Freestyle events are only available for Girls

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 October 29th

Swim Wales North

2018 Sub Regional Championships

Llandudno Swimming Centre November 24th, 25th and 26th

COACHPASS 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

£6 PER PASS

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

Swim Wales North

2018 Sub Regional Championships

Llandudno Swimming Centre November 23rd, 24th and 25th

FRIDAY SESSION 1					
1	B 10& Over	1500m F/S			
2	G 10& Over	800m F/S			
SATURDAY		SESSION 2		SUNDAY	SESSION 4
3	G 10&Over	400 IM	15	B 10& Over	400 IM
4	B 10&Over	100m Backstroke	16	G 10& Over	100m Backstroke
5	G 10&Over	100m F/S	17	B 10&Over	100m F/S
6	B 10&Over	100m Butterfly	18	G 10&Over	100m Butterfly
7	G 10& Over	200m F/S	19	B 10 & Over	200m F/S
8	B 10& Over	200m Butterfly	20	G 10& Over	200m Butterfly
SATURDAY SESSION 3			SUNDAY SESSION 5		
9	G 10& Over	200m Breaststroke	21	B 10& Over	200m Breaststroke
10	B 10&Over	100m Breaststroke	22	G 10& Over	100m Breaststroke
11	G 10& Over	50m Freestyle	23	B 10& Over	50m Freestyle
12	B 10& Over	200m Backstroke	24	G 10& Over	200m Backstroke
13	G 10& Over	200m IM	25	B 10& Over	200m IM
14	B 10& Over	400m F/S	26	G 10& Over	400m F/S

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 ltd.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 ltd.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 **Entriesby 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**.

Upper Limit Cut Off Times

Swimmers who have times equal to or faster than the times listed below are not eligible to enter those particular events. They may, however, enter events where their times are slower.

Boys							Girls							
10	11	12	13	14	15/16	17	Event	10	11	12	13	14	15/16	17
35	33	32	30	29	27	26	50m Free	36	34	32	31	30	29.5	29
1:16	1:12	1:08	1:04	1:01	58	57	100m Free	1:18	1:13	1:09	1:07	1:05	1:04	1:03
2:44	2:35	2:26	2:19	2:13	2:06	2:04	200m Free	2:45	2:36	2:28	2:23	2:20	2:16	2:15
5:45	5:24	5:06	4:51	4:40	4:26	4:22	400m Free	5:50	5:24	5:07	4:57	4:51	4:45	4:43
							800m Free	12:30	11:09	10:34	10:10	9:57	9:50	9:44
23:42	21:50	20:08	19:11	18:28	17:58	17:20	1500m Free							
1:40	1:33	1:27	1:21	1:17	1:13	1:12	100m Breast	1:40	1:33	1:28	1:24	1:21	1:20	1:19
3:33	3:18	3:07	2:55	2:47	2:38	2:35	200m Breast	3:33	3:18	3:07	2:55	2:55	2:51	2:50
1:29	1:21	1:16	1:11	1:08	1:04	1:03	100m Fly	1:29	1:22	1:17	1:14	1:12	1:10	1:09
3:14	2:57	2:47	2:37	2:29	2:20	2:17	200m Fly	3:16	2:59	2:47	2:41	2:36	2:32	2:30
1:27	1:21	1:16	1:12	1:08	1:04	1:03	100m Back	1:28	1:21	1:17	1:14	1:12	1:10	1:09
3:04	2:52	2:43	2:34	2:26	2:18	2:17	200m Back	3:06	2:52	2:43	2:38	2:34	2:30	2:28
3:08	2:56	2:46	2:38	2:30	2:22	2:20	200m IM	3:09	2:56	2:47	2:42	2:38	2:34	2:33
6:44	6:13	5:50	5:32	5:17	5:00	4:55	400m IM	6:44	6:10	5:50	5:38	5:30	5:22	5:20