



## **5th Short Course Licensed Open Meet 13<sup>th</sup> April 2014 Level 3 Licence 3ER4264**

(UNDER ASA LAW'S AND ASA TECHNICAL RULES)

### **MEET RULES AND INFORMATION**

#### **GENERAL:**

1. The meet will be held at the Braintree Swimming Centre, Charter Way, Braintree, Essex, CM77 8YJ, which is part of the Freeport Shopping complex.
2. The Meet will be held under ASA Laws and ASA Technical Rules and in accordance with the Promoter's conditions.
3. The competition will be held in an 8 lane, 25 metre deck level pool with anti-wave lane ropes. The depth of the shallow end is 1 metre. Omega Electronic timing will be in operation.

#### **COMPETITOR:**

4. All entrants **MUST** be ASA, SASA or WASA category 2 registered, belong to an affiliated club and enter in the name of one club only.
5. It is the responsibility of the club to ensure that all swimmers are competent to the standard of the ASA competitive start award.
6. All swimmers and coaches must follow the Braintree Swimming Centre **Code of Conduct**.

#### **ENTRIES:**

7. All entries will be £4.50 per event. A coach pass will be £15.00 with food or £8.00 without; a programme of events will be included.
8. Only one cheque accepted per club wherever possible. Entries may be partially declined if the numbers designated for each event are over subscribed. In such cases, Lower QT's will be introduced to limit numbers. The Promoter has the right to remove an event if deemed necessary. Full reimbursement of fees shall be made in respect of these events. **NO FURTHER REFUNDS WILL BE GIVEN**
9. **Entries and payment must have been correctly submitted and received by the 12th March 2014.**



10. No late entries will be accepted after the advertised closing date.
11. Any reimbursements due to unsuccessful entrants shall be made in full on the day of the meet via the coach/club.
12. Only swimmers and coaches displaying a pass will be allowed poolside. (COACH PASSES WILL NOT BE AVAILABLE ON THE DAY). All applicants for coach passes must be registered on the ASA Child Protection Register.
13. A maximum of three Team Managers/Coaches Passes will be allocated per club to permit access to poolside. Further Managers/Coaches or helpers passes will only be made available for clubs to comply with licensing guidelines.
14. Entries of 5 or more per club must be made electronically. A SPORTSYSTEM entry manager file for the meet can be emailed on request from [dsdtdkjwhall@tiscali.co.uk](mailto:dsdtdkjwhall@tiscali.co.uk) or downloaded from our website. Sport System entry manager 2.0 can be downloaded free via the Sport System website [www.sportsys.co.uk](http://www.sportsys.co.uk). Electronic entries only need to be supported by a summary sheet plus payment.
15. Paper entries must be submitted on a legible and correctly completed entry form. This can be emailed on request from [dsdtdkjwhall@tiscali.co.uk](mailto:dsdtdkjwhall@tiscali.co.uk) and must be received at the published address along with correct payment by the closing date.
16. As soon as possible we will notify you via email of club acceptances/rejections, along with **details of check in**. It is the submitting club's responsibility to ensure that the name used for entry into the meet is as registered with the ASA. Clubs should check their swimmer's details and report any mistakes by return.
17. Cheques should be made payable to H.A.S.C and should be sent with a club summary form; please write your club's name on the reverse of the cheque. We will acknowledge receipt of all entries via email.
18. We would like to request that all clubs that enter 10 swimmers or more provide at least one qualified official. If compliance with this request is not possible please contact Donna on [dsdtdkjwhall@tiscali.co.uk](mailto:dsdtdkjwhall@tiscali.co.uk).

#### **AGE GROUPS & EVENTS:**

19. Age groups are based on the **SWIMMERS AGE ON DAY OF COMPETITION**.
20. Age groups for both male and female will be 9yrs; 10yrs; 11yrs; 12yrs; 13yrs; 14yrs; 15yrs, 16yrs/Over.



### **ENTRY PROCEDURE:**

21. This meet will be a cardless meet. For each event in that session, swimmers must sign in no later than 15 minutes before warm up starts. No late sign-ins will be accepted.

### **THE COMPETITION:**

22. Over the top starts will operate where applicable.

23. Heat declared winners will operate for each age group in all events.

24. Awards will be presented to the top 6 places, of each age group per event. There will also be awards for Top Boy and Top Girl (10 – 16& over) plus Top Boy & Top Girl (9yrs) Points will be awarded for each age group as follows, 1<sup>st</sup> 6pts, 2<sup>nd</sup> 5pts, 3<sup>rd</sup> 4pts etc. In the event of a joint top boy/girl award this will be shared.

25. Swimmers must report to the marshalling area when instructed to do so by the announcer/marshalls. This responsibility lies with the coach/team manager. Any competitor not reporting in time may be excluded from that event.

### **QUALIFYING TIMES:**

26. There are upper qualifying times only; please see attached table

27. Submitted times should be those achieved by the swimmer in a 25m pool( or converted from 50m times using conversion tables) and must be equal to or be between the two QT levels i.e. be equal to or faster than the lower limit but no faster than the upper limit.

28. Heats will be swum with all age groups combined and swimmers seeded by entry time. Some/all heats may be spearheaded.

### **SAFETY/SECURITY:**

29. Coaches/Team managers are responsible for swimmers during the warm up and must supervise their swimmers at all times whilst on poolside.

30. The event organisers and pool management reserve the right to remove any spectator or swimmer from the pool area whose behaviour does not comply with the pool's code of conduct. All swimmers/personnel must abide by the H & S rules of the pool management. **For Health and Safety reasons no bags will be allowed on poolside. Bag storage will be provided.**

31. Stewards will be patrolling both the pool area and changing room area.



32. The promoter reserves the right to refuse admission to any spectator, coach or swimmer.
33. Anything not covered within these rules will be subject to the discretion of the meet organiser and/or the promoters of the competition i.e. Halstead Amateur Swimming Club who reserve the right to make changes that may be considered necessary for the smooth running and discipline of the event.

#### **SESSION TIMES:**

34. To be confirmed once the meet is closed. Provisional warm up times are 08:00 am for session 1 and 13:30pm for session 2.

#### **PHOTOGRAPHY:**

35. In line with the recommendations of the ASA Child protection policy, any person wishing to engage in any video, zoom or close range photography must register their details with staff at the spectator's entry desk before carrying out any such photography. A badge will be supplied upon registration, this must be worn at all times.
36. An official photographer may be attending this event, and will be taking photographs periodically throughout the day.

#### **RESULTS:**

37. Results will be displayed throughout the day and on our web site as soon as possible after the meet. In addition, results will be e-mailed to the nominated contact person @ each club.

#### **DATA PROTECTION:**

38. Swimmers entries, results and other data will be stored on computer. In submitting entries, consent is deemed to be given to store & make public this data as required to run this meet.

#### **FURTHER INFORMATION:**

It is intended that Goggle Box swim wear will be present for all those treats and last minute buys!

#### **PARKING**

Parking there is no charge for stays less than 6 hours. There is no charge for those staying over 6 hours and shopping at Freeport (£10 minimum spend). Those staying over 6 hours and not shopping should pay the daily charge of £3.00 by calling 020 3046 0010 and quoting location code 5199. Payment can be made at any time up until 23:59 hours on the day that you are parked. Concessions are not available. Parking validation can be obtained at the tourist info centre, (opposite Costa and Next Clearance, opening 10:00am to 5:00pm) or to the G24 address shown on a parking ticket. Please note TGI Fridays, Nandos, Chimichanga and Prezzo are not part of the Freeport complex.

[www.halsteadsc.co.uk](http://www.halsteadsc.co.uk)  
email: [info@halsteadsc.co.uk](mailto:info@halsteadsc.co.uk)



There are many places to eat within walking distance and fast food outlets are a 5 minute drive away.

Cineworld at Braintree is opposite the pool, more information is available from:  
[www.cineworld.co.uk/cinemas/2](http://www.cineworld.co.uk/cinemas/2)

Freeport outlet shopping village is also within walking distance, please see link for information on shopping/cafes and restaurants: [www.freeport-braintree.com](http://www.freeport-braintree.com)

Braintree Swimming Centre has an eight lane pool and fun pool, for more information click the link below:  
<http://www.dcleisurecentres.co.uk/Centres/Essex/Braintree+Swimming+Centre/Braintree+Swimming+Centre>

We hope you have an enjoyable event. If you have any feedback we will be very pleased to hear from you please contact Donna on [dsdtdkjwhall@tiscali.co.uk](mailto:dsdtdkjwhall@tiscali.co.uk).