

MIDDLESEX COUNTY AMATEUR SWIMMING ASSOCIATION
County Development October Open Series Inclusive of Multi-Classification Events

At Southbury Road Leisure Centre, 1, 2, 15 & 16 October 2022

Under Swim England Laws and Swim England Technical Rules at Level 3 under no: 3LR221533, 3LR221534

MCASA will liaise with the pool operators regarding COVID and COVID safety management by the pool operators in addition to any rules and regulations in place by Government at the date of this meet. Whilst plans are in place for MCASA to produce a document indicating necessary protocols this will be published as soon as possible but in the current pandemic maybe subject to change. All participants will be required to agree to this as part of the opt into this meet.

1. MEET ADMINISTRATION

- 1.1. The Promoter for this meet is Pam Crofts (mcasa_president@middlesexswimming.com)
- 1.2. The Meet Administrator for this meet is Leah Pullen (competitionsecretary@middlesexswimming.com)
- 1.3. The Lead Referee is Gillian Neal.
- 1.4. Closing deadline for entries and full payment is 10pm on 14 September 2022.

2. GENERAL CONDITIONS

- 2.1. This Meet shall be conducted Short Course under Swim England Laws, Regulations and Technical Rules of Swimming, the relevant World Para Swimming Rules and these Promoter's Conditions.
- 2.2. The event conditions may be revised in response to guidelines from the Operator, Government and Public Health England related to COVID-19 and sporting competitions. The event itself will be operated under an agreed COVID mitigation plan which all participants will be required to agree to as part of an opt in to the meet.
- 2.3. In the interest of safety, to keep the event within the available time booked at the hosting facility and to ensure the smooth running of the Meet, Middx Swimming Committee reserve the right to restrict the number of entries in any given event. In all cases, competitors with the fastest times, after converting to the meet course, by age group will take preference.
- 2.4. Time Trials will be offered where there would otherwise be empty lanes. Competitors wishing to swim time trials should go to the Time Trial Helpdesk upon arrival at the start of each session prior to warm up. There will be a charge of £10.00 per time trial swim. There will be no awards for TTs but times achieved will go to Rankings.
- 2.5. First acceptance will be awarded to all Middlesex affiliated clubs with any remaining space given to all non affiliated swimming clubs
- 2.6. Middx reminds all those attending this meet that under the pool operator's requirements anyone wishing to use a camera, mobile phone camera, or video camera, need to adhere to the Swim England guidelines on the use of images and restrict to their own child and their own private use with no posting on social media or similar platforms. You are reminded that photography & videoing is prohibited at all times in the changing area. You are reminded that Flash photography is NOT permitted at the start of any heat.
- 2.7. There will not be a secondary strobe available at the venue.
- 2.8. Entry for spectators will be £5.00 per session.
- 2.9. Times achieved will not be eligible as qualifying times for Nationals but may be used for County & Region competitions.
- 2.10. No Programmes will be available on the day. Meet Programme will be available to download 4 days prior to the start of the competition.

3. DATA PROTECTION.

- 3.1. We will process personal data submitted by the swimmer or their club in accordance with the current Privacy Notice published by Middx County. With respect to this meet we will process personal data for the legitimate purpose of running the gala. The items of personal data processed are name, Swim England number, date of birth, gender and para-swimming classification if applicable. During the gala we will process name, gender and competition age in reports for the legitimate purpose of running the gala efficiently. At the end of the gala we will process name, gender, Swim England number and date of birth in the electronic submission made to British Rankings. We will also share the full results of the meet, excluding the dates of birth of swimmers, with the competition secretaries of those clubs taking part.
- 3.2. After the gala the personal data processed will be stored securely in both document and electronic formats for 12 months and then erased. This period of storage permits the accurate response to enquiries about the gala and provides statistical information for the purpose of designing the following year's gala. No personal data will remain on any electronic timing systems used to run the gala. You have the right to have your personal data erased from our systems if you have withdrawn from the gala. You also have the right to object to the processing of your personal data. In both cases, please make your request to the promoter.

4. ELIGIBILITY FOR ENTRY

- 4.1. A competitor must be a registered member of Swim England and is registered with Swim England as Club Compete.
- 4.2. A swimmer may only compete in the name of one club at the Competition.
- 4.3. All para swimming competitors must have an authorised IPC Swimming, British Swimming, INAS-FID or British Blind Sport classification, which is held on the British Swimming or IPC Swimming classification database at the time of entry.
- 4.4. There shall be no Qualifying times for para competitors however, para competitors should not have swum faster than the published times.
- 4.5. All events have short course entry upper limit times, converted long course entry times will be accepted..
- 4.6. Competitors must not have swum faster than the published times, training times will be accepted but any entries without entry times (NT) will be rejected.
- 4.7. 800m and 1500m has one advertised time, entries will be evened out across the age bands with a maximum of 4 heats available to swim for 1500 and 6 heats available to swim for 800m.

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4.8. By submitting an entry to this Meet, a competitor - or in the case of a competitor being under 18years of age during the meet, the

competitor's legal guardians – attest to the fitness and ability of the competitor to complete the event without foreseeable injury or incident and without causing delay to the event schedule.

5. AGE CRITERIA

- 5.1. Age Groups swum in the meet will be 9, 10, 11, 12, 13, 14, 15+
- 5.2. A swimmer's age shall be determined as of midnight 16 October 2022.

6. EVENTS

- 6.1. There will be no team events. Individual events will be:
 - 6.1.1. 50m, 100m, 200m, 400m, 800m, 1500m Freestyle
 - 6.1.2. 50m, 100m, 200m Backstroke, Breaststroke, Butterfly
 - 6.1.3. 100m, 200m, 400m Individual Medley
- 6.2. Para-Swimming competitors may swim in the following events:

Stroke/Distance	Range of Classifications	Stroke/Distance	Range of Classifications
Freestyle – 50m & 100m	S1 - S14 (inclusive)	Breaststroke – 50m	SB1 – SB3 (inclusive)
Freestyle – 200m	S1 - S5 (inclusive) & S14	Breaststroke – 100m	SB4 – SB9 & SB11 – SB14 (inclusive)
Freestyle – 400m	S6 – S14 (inclusive)	Butterfly – 50m	S1 – S7 (inclusive)
Backstroke – 50m	S1 – S5 (inclusive)	Butterfly – 100m	S8 – S14 (inclusive)
Backstroke – 100m	S1, S2 & S6 – S14 (inclusive)	Individual Medley – 200m	SM5 – SM14 (inclusive)

7. ENTRY FEES

- 7.1. The entry fee for each event (with the specific exception of the 800m & 1500m Freestyle events) shall be £9.00.
- 7.2. The entry fee for the 800m & 1500m Freestyle events shall be £15.00.
- 7.3. Time Trial will be charged at £10 p/event for 50m, 100m, 200m & 400m, £20 p/event for 800m & 1500m payable on the day. Cash or credit card payment will be accepted on the day.
- 7.4. Refunds will not be considered with the specific exception where Clause 2.3 has been exercised or where the swimmer has tested positive for COVID-19 or where a medical condition has arisen after the closing date but before the start of the meet. Medical confirmation and positive NHS PCR Test need to be submitted to competitionsecretary@middlesexswimming.com.
- 7.5. For Club entries, full amount for entries plus coach meals must be paid directly into the bank via BACS transfer on or before deadline of the meet.
HSBC Bank, Account name MCASA, Sort code: 40-23-26, Account no: 11170961
(Please give club code as reference followed by Dev. e.g. EALL_Dev)
- 7.7. Payment may also be submitted using Middx County credit card online system. There will be a charge of 1.75% + 30p. Please contact competitionsecretary@middlesexswimming.com if you wish to pay this way.

8. ENTRY PROCEDURE

- 8.1. An Event file containing the full schedule of events is available for download from Middlesex County website. This file should be used in conjunction with the "Hy-Tek Team Manager" software or another compatible team management application.
- 8.2. All eligible Club entries must be made by clubs in the standard electronic format produced by HyTek's Team Manager or an equivalent compatible application. Please note that if a Club enters more than 6 swimmers by means of entry forms rather than Hy-Tek Manager Event File, these entries will incur an administration fee of £5.00 per competitor.
- 8.3. Individual Entries are welcomed if your club is not entering as a group. Please follow link to enter our [Online Individual entry form](https://mcasa.wufoo.com/forms/z1mmydii1sxmlbc0/):
<https://mcasa.wufoo.com/forms/z1mmydii1sxmlbc0/>
- 8.4. Club entries must be submitted by completing the Hy-Tek Entry file and the [Online summary Form](https://mcasa.wufoo.com/forms/m1z07ttc11qkgdi/).
<https://mcasa.wufoo.com/forms/m1z07ttc11qkgdi/>

9. MEET PROCEDURE

- 9.1. All events shall be heat declared winner.
- 9.2. Competitors whose entries have been accepted will be expected to swim unless they have completed the withdrawal procedures.
- 9.3. Withdrawal forms need to be handed into the computer desk 30 minutes before the advertised starting time of the first event in each session.
- 9.4. Time Trial desk will close 30 minutes before the advertised starting time of the first event in each session.
- 9.5. 800m and 1500m competitors must sign in before the appropriate warm up. No other signing in is necessary.
- 9.6. Start sheets will also be available on-line and one copy will be posted for coaches and swimmers to view on poolside.

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10. WITHDRAWAL SYSTEM

- 10.1. Competitors (or their representatives) who are not intending to swim must submit official withdrawal forms, either electronically as prescribed on the competition website – For series 1: up to midday on Friday 30 September (the day before the start of the competition) or at the Withdrawals table at the pool by completing an official withdrawal form no later than 30 minutes before the advertised starting time of the first event in each session.
- 10.2. A fine may be levied on the club under whose name the swimmer is entered if a swimmer is not withdrawn and does not swim. The maximum number of 10 no shows will be permitted per meet per club before a fine may be levied.

11. MARSHALLING

- 11.1. It is the competitor's responsibility to report to the Competition Stewards in the designated Marshalling area in good time for your event. Heat start lists for each event will be posted on-line before each session starts and it is the competitor's responsibility to ensure their name appears on the list prior to the start time of the session.
- 11.2. Upon entry to the Marshalling area, the athlete must ensure that they report to a Steward and be registered as being present. Competitors must follow the directions of the Competition Stewards at all times.
- 11.3. All competitors must enter the Marshalling area 'race ready' as under normal circumstances having entered the Marshalling area they should remain in its confines until led onto the pool deck for their race.
- 11.4. Coaches/chaperones will not be allowed in the Marshalling area at any time.

12. COACHES, CHAPERONES, TEAM MANAGERS AND PERSONAL CARE ATTENDANTS

- 12.1. All coaches, chaperones, Team Managers and personal care attendants who wish to be on deck/poolside during the event must have a valid Pass.
- 12.2. Personal care attendants are only permitted for para swimming competitors where assistance is permitted on their code of exceptions. Such attendants will be excluded from any restrictions and will be given the same accreditation as the competitor for whom they have personal care responsibilities.
- 12.3. Passes must be clearly displayed at all times when on deck/poolside.
- 12.4. Passes are made available to clubs and their coaches to ensure the safety and wellbeing of their swimmers. Clubs must ensure there are enough adults on poolside with valid passes to provide adequate supervision.
- 12.5. Pass applications can be made by completing and submitting the application form (available on the 'Home' page on Middlesex County Website) or CLICK [HERE](https://uk.teamunify.com/SubTabGeneric.jsp?team=reczzmcauk&_stabilid_=157551) for the link (https://uk.teamunify.com/SubTabGeneric.jsp?team=reczzmcauk&_stabilid_=157551). Applications must be received by 14 September 2022 for Series 1 and 14 February 2023 for Series 2. Any late request may not be processed in time and may result in coaches not being allowed on poolside.
- 12.6. Passes will be available for collection at the entrance to the facility on the days of the meet.
- 12.7. All coaches, Team Managers and chaperones applying for a pass must have a valid DBS disclosure. We ask that request for passes should be submitted no later than 2 weeks prior to the start of the competition.

13. AWARDS

- 13.1. Awards will be given to the top three swimmers in all age band.
- 13.2. There shall be no official presentation of medals.
- 13.3. Medals will be available for personal collection from the Presentation Desk subsequent to the publishing of the official results for each event.
- 13.4. Medals not collected during the meet will not be made available subsequent to the meet.
- 13.5. Medals for para swimmers will be awarded, on a multi-classification basis, to the first three places in each event which will be allocated to the top three BPS points scorers.

14. OFFICIALS

- 14.1. Swim England and their open meet licensing boards do not look favourably on any open meet that cannot provide the required number of licenced and qualified officials, thereby not meeting the licence requirements. Swim England have the authority to downgrade the meet to a lower licence level and the times recorded by the swimmers would not be allowed into 'rankings' as at that date/level.
- 14.2. For this reason we therefore request that all clubs provide us with as many officials (J1T and above) as possible for this meet. Therefore may we ask if clubs could ask their officials to complete the officials form which is included as part of this meet pack. Our Officials coordinator can be contacted via volunteers@middlesexswimming.com

15. DISPUTES

- 15.1. Any dispute shall be determined by Middlesex Swimming Committee.

16. CONTACT DETAILS

- 16.1. Any queries regarding this meet, please email Leah Pullen at competitionsecretary@middlesexswimming.com Tel: 09715 021894.