



This Event is designated by the ASA for entry into Regional and County Championships

Affiliated to A.S.A. South East Region

Licence Number – 3SE171807

Meet Info Pack

October 2017 Level 3 Meet

7th and 8th October 2017

AQUA VALE, Aylesbury

Promoter's Conditions

1. This Meet is a Level 3 Open Competition as defined in ASA 406.1.1 and accords to the criteria required and is held under ASA Law and ASA Technical Rules of Racing and the following:
2. Entrants must have joined the club under whose name they are entering at least "30" days prior to the first day of competition;
 - a. All entry forms must be signed by an authorised nominated Club Official who, by their signature, confirms that:
 - b. All entrants are registered swimmers, with their ASA numbers as recorded on the entry form and are eligible to compete;
 - c. Qualification times must be personal best times and fall within the attached table in the respective Age Groups for consideration for entry.
 - d. The swimmers have all read and understood the Promoter's Conditions and accept them;
 - e. All entrants are Club members, with no restrictions imposed, and the swimmers wish to swim in the name of that Club;
 - f. Where an entrant has dual registration they may only represent one Club. This shall be the Club named on the entry form;
 - g. The dates of birth declared and entry times have been checked and are correct;
 - h. All entrants' details i.e. Name, Date of Birth and Club are the same as is recorded on their ASA Registration - this is necessary to facilitate the compilation of National Rankings;
 - i. The Club Official must give a telephone contact and preferably an email address so that Maxwell Swim Club may make enquires about entries if deemed necessary.
3. The Promoter reserves the right to limit the number of entries accepted for a particular event in order to ensure completion of the Meet within a reasonable time frame.
4. If the information required on the entry form is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of entry, the Promoter may at his discretion reject the entry.
5. An entrant is regarded as a competitor in an event as soon as his entry has been accepted. He/she ceases to be a competitor if his/her entry is refused, rejected or he/she withdraws or fails to present before the event is started.
6. Once entries have been published as accepted, entry fees will NOT be refundable, except when due to injury or illness and where a doctor's certificate is provided.
7. This is a cardless competition and an active withdrawal system will be in operation. There will be NO secondary entry system in use at this Meet.
8. Warm-up marshals will control the warm up sessions and their instructions must be adhered to at all times. All swimmers must follow the announced and posted procedure.
9. Competitors must report to the competitor's steward in the marshalling area one event prior to their own. Any competitor not reporting in time will be excluded from the event.
10. All swimmers must be under the direct supervision of the Club Coaches or designated Club Official (who must be in possession of a poolside pass which must be visibly worn at all times), during warm up, in competition and whilst in the vicinity of the pool and whilst in the pool building. In the absence of a Club Official this responsibility then resides with the parent/carer. This responsibility applies especially to periods of non-competition or between sessions.
11. Starting in the water is not permitted (other than Backstroke), except at the Referee's discretion.
12. Swimmers must remain in their lane after finishing their race until instructed to leave the pool by the Referee or authorised official. Although this is no longer a requirement in ASA Technical Rules of Racing, this is considered necessary by the Promoter in the interests of safety and to allow over the top starts to be used. Once instructed, swimmers should leave the pool promptly by the sides, so as not to interfere with the timing equipment.
13. The electronic timing display results are only provisional and may be overruled by the Referee.
14. There will be an approved photographer to take photos, which will be available for purchase. No other photography is allowed, in accordance with the Centre's policy.
15. Everyone attending this Meet must familiarise themselves with the location of the emergency exits, which must be kept clear at all times. There is to be no standing on the stairways. Everyone is asked to observe all normal precautions in the pool area and when moving around.
16. Swimmers must wear suitable clothing and footwear on poolside and when moving around Aqua Vale. Swimmers wearing wet clothing are NOT allowed in the spectator seating area.
17. The Promoter and Aqua Vale Management reserves the right to remove any person from the pool area whose behaviour is either against the pool rules, Promoter's conditions or the efficient running of the Meet.
18. By submitting entries, consent is thereby given, as required under the Data Protection Act 1984, to the holding of personal information on a computer. Personal Data, including submitted and recorded times, may be made public during the Meet.
19. Failure to comply with any of the above may result in the Competitor's entry into this Meet being withdrawn.
20. Any matters not covered by these conditions will be at the Promoter's discretion subject to ASA Laws and Technical Rules of Swimming.
21. Promoter on behalf of Maxwell Swim Club: Amanda Readhead.

Maxwell October 2017 Level 3 Meet – 7th & 8th October 2017



Meet Information

1. Licence Number – 3SE171807
2. Location - Aqua Vale, Aylesbury Saturday 7th and Sunday 8th October 2017.
3. Maxwell Swim Club is affiliated to the ASA South East Region and Oxon & North Bucks Counties ASA.
4. Event is "licensed" by the ASA for entry into Regional and County Championships and accords to the criteria as required by the license level.
5. The Pool - 8 lane, 25 metre, constant depth, deck level pool, anti-turbulence ropes with OBS11 Wedge blocks and Backstroke ledges.
6. Electronic Timing - Omega Ares 21 Electronic Timing & Display.
7. Age - Age as on last day of meet, 8th October 2017.
8. Age Groups - 9, 10, 11, 12, 13, 14, 15, & 16+
9. Events & Timings - per enclosed **Programme of Events and Provisional Timings**
10. Entry Times - NT (No Time) entries will be permitted.
11. Entry via Hy-tek - file available from: promoter@maxwellswimclub.org
12. Closing Date for Entries – Sunday 17th September 2017 - No late entries will be accepted after this date, without exception. Entries may need to be restricted / rejected if the Meet is oversubscribed and this will be done on a slowest time basis equally across all ages in relation to the number of entries received per age group. Full reimbursement of fees shall be made in respect of these rejections.
13. Entries - All entries should be sent to the Promoter: Amanda Readhead, 1 Rose Terrace, Waddesdon, Aylesbury HP18 0LD or emailed to: promoter@maxwellswimclub.org
14. Accepted Entries - will be posted on the Maxwell website: www.maxwellswimclub.org on the 22nd September 2017. It is the responsibility of the club representative to check the entries for any errors in names, ages, times etc and to notify the Promoter of any such errors. Failure to do so may result in swimmers being excluded from events.
15. Event Entry Fees – all events £5.50 per event
16. Manual Entry Surcharge – all manual entries (entries not submitted within a Hytek compatible data file), both paper based sent by post and forms completed and sent by email will attract an additional administration fee of £5.00 per entry.
17. Electronic Bank Transfer - Sort code 08-92-99 Account number 65812806 ref **OCT MEET** Cheques - payable to Maxwell Swim Club - only one cheque per club please
18. Poolside Passes - One required for each Coach/Team Manager who will be poolside. A one day or two day pass will be available, with food. Sufficient Adult Poolside Accreditation (DBS checked) must be available to maintain adequate supervision of their athletes. As a guide, a ratio of 1:10 Adult to Swimmers (inc coach/team manager) should be considered as the minimum requirement.
19. **This is a cardless competition and an active withdrawal system will be in operation. The Head Coach / Team Manager is expected to submit withdrawal forms for swimmers who are not intending to swim NO LATER THAN 15 MINUTES AFTER THE START OF WARM-UP for that particular session. Withdrawal forms will be provided in advance of the competition. The inclusion of an incorrectly withdrawn entry will be at the sole discretion of the Promoter, subject to spare lanes being available in the first 2 heats and will be allocated on a first come first served basis. A fine of £10 will be levied against each CLUB who fails to withdraw a swimmer that does not present themselves at the start of the event, save for medical grounds or proven emergency. All fines are levied on CLUBS and may be deducted from refunds or invoiced separately, payment of which is required within 30 days.**
20. Coaches are to supervise swimmers during Warm-up sessions
21. Warm-up - all swimmers must follow the announced and posted procedure. There are no swim down facilities at this meet.
22. Swimmers are to report to the marshalling area one event prior to their own.
23. Heats will be swum fully integrated and in ascending time order.
24. There will be no finals, and all heats in each event will be swum spearhead formation.
25. 'Over the Top' starts will be at the discretion of the Referee.
26. Referee's decision is final.
27. Multi-classification swimmers: We are happy to accept entries from all swimmers, but would ask that swimmers/coaches inform the promoter of any disabilities/additional needs on submission of entry so that necessary arrangements can be made to make the experience run smoothly for all. This includes information regarding classifications/exemptions.
28. Refreshments – The leisure centre has a café and vending machines which will be available throughout this meet.
29. The Leisure Pool is strictly out of bounds to all swimmers during the course of the weekend.
30. All clubs submitting entries are requested to assist in the running of the meet by supplying details of any Licensed officials who are willing to assist at this Gala. Please forward the name of your officials coordinator to Felicity Govan at fel@govanhome.co.uk or ask your officials to complete the doodle poll found at <https://doodle.com/poll/umc2xnc5kg927dty>
31. Bags - large swimming bags will not be allowed on poolside - please bring a small poolside bag. Lockers are available to leave belongings (a £1 coin, which is returnable, is required).
32. Changing - please note, as this venue is a Leisure Centre the changing facilities are open to the general public during the Meet.
33. Photography - there may be an official authorised photographer to take photos which will be available for purchase. No other photography is allowed.
34. Mobile Phones/Tablets - Swimmers, parents and coaches are reminded that the taking of photographs and/or filming using mobile phones or tablets is not permitted inside the pool environs and changing areas. This policy is actively enforced and all visitors are asked to comply.

Programme of Events & Provisional Timings

The following Warm Up and Session times are provisional. Session timings will be finalised once all entries have been processed, and swimmers/clubs will be notified accordingly.

Saturday 7th Oct 2017

Sunday 8th Oct 2017

SESSION 1

Entry for Swimmers	07:15
Entry for Spectators	07:15
Warm-Up	07:30 to 08:00
Main Competition	08:00 to 09:00

1	Male	400m	I.M.
2	Female	400m	Freestyle

SESSION 4

Entry for Swimmers	07:15
Entry for Spectators	07:15
Warm-Up	07:30 to 08:00
Main Competition	08:00 to 09:00

16	Female	400m	I.M.
17	Male	400m	Freestyle

SESSION 2

Entry for Swimmers	09:15
Entry for Spectators	09:15
Warm-Up	09:30 to 10:20
Main Competition	10:30 to 13:30

3	Male	200m	Backstroke
4	Female	100m	Freestyle
5	Male	100m	Breaststroke
6	Female	200m	I.M.
7	Male	200m	Butterfly
8	Female	50m	Backstroke
9	Male	50m	Freestyle

SESSION 5

Entry for Swimmers	09:15
Entry for Spectators	09:15
Warm-Up	09:30 to 10:20
Main Competition	10:30 to 13:30

18	Female	200m	Backstroke
19	Male	100m	Freestyle
20	Female	100m	Breaststroke
21	Male	200m	I.M.
22	Female	200m	Butterfly
23	Male	50m	Backstroke
24	Female	50m	Freestyle

SESSION 3

Entry for Swimmers	14:15
Entry for Spectators	14:15
Warm-Up	14:30 to 15:20
Main Competition	15:30 to 18:30

10	Female	100m	Backstroke
11	Male	100m	Butterfly
12	Female	50m	Butterfly
13	Male	50m	Breaststroke
14	Female	200m	Breaststroke
15	Male	200m	Freestyle

SESSION 6

Entry for Swimmers	14:15
Entry for Spectators	14:15
Warm-Up	14:30 to 15:20
Main Competition	15:30 to 18:30

25	Male	100m	Backstroke
26	Female	100m	Butterfly
27	Male	50m	Butterfly
28	Female	50m	Breaststroke
29	Male	200m	Breaststroke
30	Female	200m	Freestyle

Surname:								
First Name:								
Date of Birth:								
ASA Reg. No:								
event	dist	stroke						
2	400m	Freestyle						
4	100m	Freestyle						
6	200m	I.M.						
8	50m	Backstroke						
10	100m	Backstroke						
12	50m	Butterfly						
14	200m	Breaststroke						
16	400m	I.M.						
18	200m	Backstroke						
20	100m	Breaststroke						
22	200m	Butterfly						
24	50m	Freestyle						
26	100m	Butterfly						
28	50m	Breaststroke						
30	200m	Freestyle						

I certify that all the above competitors are ASA registered members of the club and that all above times are correct.

Signed: _____ Name: _____ Club: _____

Phone: _____ E-Mail: _____

RETURN FORM TO THE PROMOTER: Amanda Readhead, 1 Rose Terrace, Waddesdon, HP18 0LD

Queries to: promoter@maxwellswimclub.org

CLOSING DATE: Midnight 17th September 2017

Surname:								
First Name:								
Date of Birth:								
ASA Reg. No:								
event	dist	stroke						
1	400m	I.M.						
3	200m	Backstroke						
5	100m	Breaststroke						
7	200m	Butterfly						
9	50m	Freestyle						
11	100m	Butterfly						
13	50m	Breaststroke						
15	200m	Freestyle						
17	400m	Freestyle						
19	100m	Freestyle						
21	200m	I.M.						
23	50m	Backstroke						
25	100m	Backstroke						
27	50m	Butterfly						
29	200m	Breaststroke						

I certify that all the above competitors are ASA registered members of the club and that all above times are correct.

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CLOSING DATE: Midnight 17th September 2017



Summary of Entries

Club	
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Swimmers:-			
Female Entries	No.	@ £5.50 per event	£
Males Entries	No.	@ £5.50 per event	£

Coaches & Team Managers:-			
Weekend Poolside Pass	No.	@ £25.00 per pass	£
Saturday Poolside Pass	No.	@ £15.00 per pass	£
Sunday Poolside Pass	No.	@ £15.00 per pass	£

Manual Entry Surcharge (applicable if entry is not submitted in a Hytek file)	@ £5	£
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Totals	£
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Payment by cheque (insert cheque number)	
Payment by Bank Transfer (insert transfer date)	
Name of person submitting the entry (insert name)	
I hereby certify that I have read & understood the Promoters Conditions (please sign)	
Email:-	Telephone:-

Send postal entries to:- Amanda Readhead, 1 Rose Terrace, Waddesdon, HP18 0LD

Email electronic entries to:- promoter@maxwellswimclub.org

CLOSING DATE:- Midnight 17th September 2017