

City of Milton Keynes Swim Club

Affiliated to the Swim England South East Region and the Oxon & North Bucks Swim England

www.cmks.com



CMKSC Autumn Open Meet

Saturday 18th & 19th November 2023

This competition will be run under Swim England Laws and Regulations, and Swim England Technical Rules of Swimming – Licensed 3SE231585 at Level 3 by the Swim England for entry into Regional & County Championships

Conditions & Information Pack

City of Milton Keynes Swim Club

MEET INFORMATION

- Venue:** This competition will be held at **Bletchley Leisure Centre, Princes Way, Bletchley, Milton Keynes. MK2 2HQ** Telephone: **01908 377251**
Clicking [HERE](#) will take to the Google Maps.
- Car Parking:** Available in the centre's multi storey although this is not huge (~160 spaces); if you put Bletchley Leisure Centre into the Parkopedia website it shows you available local parking places. (Click [HERE](#))
- Pool:** An 8 lane 25 metres pool with anti-turbulence lane ropes.
- Timing:** Aries electronic timing with 8 – line scoreboard is to be used in conjunction with a computerised result service.
- Entry Fee:** The entry fee is **£7** per event. **This is a cardless meet.** Payment by:
Cheque – payable to CMK Swim Club and **incurs a £1.50 surcharge**
Electronic Payment - Sort Code 20-57-40 A/C No 40264962 Ref: Autumn Open Meet
(Swimmers/Club Name)
- Coaches Pass:** Coaches Passes are available to Coaches supporting competing swimmers. This will include poolside admission, programme, poolside drinks, lunch and one set of results for Club which will be emailed to one designated coach. Coach passes must be ordered with entries to assist with catering. The cost of a one day pass is £15 or £25 for the weekend.
Coaches' Passes cannot be sold on the day.
Sufficient Adult Poolside Accreditation (CRB Checked) must be available for clubs to maintain adequate supervision of their athletes. As a guide, a ratio of 1:10 Adults to Swimmers [inc Coach/Team Manager] should be considered as the minimum requirement which should include openmale and female adults to reflect the swimmers if the team is also make up of openmale and female swimmers. Clubs with twenty or less swimmers should apply for a two passes; but where there are more than twenty swimmers, a club should apply for additional passes to maintain a 1:10 ratio of adults to swimmers.
- Opening Date:** Entries to this meet can be submitted from **Monday 4th August 2023**
- Closing Date:** The closing date for entries is: **Midnight on Sunday 5th November 2023** or sooner if the meet is full
Completed entry forms must be returned via email or post by the closing date together with the appropriate fee to the Promoter:
- Nicola Francis
City of Milton Keynes Swim Club
Stantonbury Leisure Centre
Purbeck Way
Stantonbury
Milton Keynes
MK14 6BN
- Email - meet.cmksc@gmail.com

Spectators: Subject to Government/Swim England and Leisure Centre guidelines it is hoped that spectators will be permitted even if on a limited basis. Our website will be updated nearer the time with a definitive decision which will be at the meet managers discretion with swimmers safety being paramount. Assuming spectators are permitted the ticket options would be as follows:-

Ticket options apply to both Saturday and Sunday - Spectator seating capacity: 200

All Day £10 (Over 65 £8)

Morning or Afternoon Session £5 (Over 65 £4)

Children (Under 16) Free

Meet Mobile will be used for the programme and results.

This is expected to be a paperless meet.

Electronic Programme will be available to download from our CMKSC website.

Refreshments: The Leisure Centre has a small café and the usual vending machines, and there are also other establishments in the local vicinity that provide hot food on both days. The café will be open for the sale of hot and cold refreshments during the meet.

Health & Safety: All participants and spectators must observe the health & safety precautions in operation at the Bletchley Leisure Centre and must be aware that the changing rooms are a public area. The use of photography is not permitted by visitors, spectators or competitors. It is vital that stairs, walkways and thoroughfares must be kept clear of persons or bags; this includes the poolside.

There are no expected Fire Alarms so should the fire alarm sound spectators and coaches should evacuate the building immediately. Swimmers have a two stage evacuation and if the alarm sounds swimmers should follow the lifeguard's directions and queue up alongside the two poolside fire exits. Should swimmers need to evacuate then they will leave by the fire escapes at the shallow and deep ends of the pool having been given foil blankets.

If a competitor has any known condition that may affect the swimmer during the meet then the meet promoter and the referee should be notified in writing before the meeting.

Swim Shop: A Swim Shop may be present on both days by the main entrance to the leisure centre.

Photography: A professional Sports Photographers may be present for this event. This event, by its very nature, is in the public arena and when entering for the event the participant and their parents acknowledges this fact, which may result in the recording and publication of his/her image. All photographers and staff will have been CRB checked and the company shall operate a strict Child Protection Policy and Code of Ethics. Only coaches and officials will be allowed mobile phones or cameras on.

NO OTHER PHOTOGRAPHY IS PERMITTED

Property of Swimmers & Spectators Neither the City of Milton Keynes Swim Club nor Bletchley Leisure Centre can be held responsible for loss or damage to spectators' or competitors' property. Competitors are advised to use the lockers in the changing room (£1 coin needed which is refundable). The changing rooms are a public area. **Large swim bags will not be permitted on the poolside.**

PROMOTERS CONDITIONS

Session Details: Card and cash payments can be made at this meet for spectator entry and raffle tickets. **An active withdrawal system will be in operation (see Withdrawals)**

. Entry on to Poolside from 12:30.

Session 1 Start 13:35 Warm up Starts at 12:45 Withdrawal Closes at 12:50 12:45 - 13:00 Open/male - all 13:00 – 13:15 Female 9 – 12 years 13:15 - 13:30 Female 13 years and over	Session 2 Start 17:00 Warm up Starts at 16:10 Withdrawal Closes at 16:15 16:10 – 16:25 Open/male - all 16:25 – 16:40 Female 9 – 12 years 16:40 – 16:55 Female 13 years and over
Session 3 Start 13:35 Warm up Starts at 12:45 Withdrawal Closes at 12:50 12:45 - 13:00 Open/male - all 13:00 – 13:15 Female 9 – 12 years 13:15 - 13:30 Female 13 years and over	Session 4 Start 17:15 Warm up Starts at 16:25 Withdrawal Closes at 16:30 16:25 – 16:40 Open/male - all 16:40 – 16:55 Female 9 – 12 years 16:55 – 17:10 Female 13 years and over

**** Coaches are responsible and must supervise swimmers during warm up & during both sessions.**

Competition The Competition is open to swimmers as defined by the Swim England Laws:
Age: Age as at **19th November 2023** for the following age groups: 9, 10, 11, 12, 13, 14, 15, 16 and over.

Entries: Entrants must have joined the club under whose name they are entering.

1. All entry forms must be signed by an authorised nominated Club Official, who by their signature confirms that:
2. All entrants are registered swimmers, with their Swim England numbers as recorded on the entry form and eligible to compete;
3. Entry Times - No Time (NT) entries will be permitted and swimmers must be slower than the NFT (Not Faster Than) times stipulated per event and age group for consideration for entry.
4. The swimmers have all read and understood the Promoter's Conditions and accept them
5. Where an entrant has dual registration, they may only represent one club and that shall be the name nominated on the entry form
6. The dates of birth and entry times have been checked and are correct
7. All entrants details are the same as is recorded on the their Swim England registration – this is required to facilitate the completion of National Rankings
8. The club official must give a contact number and email address so that enquires can be made if necessary.

Entries must be made on the Individual Entry Forms attached, indicating preferred events. Submitted times **must be shown for each event entry** and will be used for seeding purposes as races will be swum in a spearhead formation. Qualification times must be personal best times and fall within the attached table in the respective age groups for consideration for entry.

Clubs sending more than 3 swimmers in total will need to submit entries electronically using team manager lite from Hy-Tek as well as entry and official's summary sheets along with a **single cheque (incurs a £1.50 surcharge) or bacs payment** when submitting entries. Club entries will only be processed once the electronic entry file, payment and entry summary sheet are received.

Any paper entries (no more than 3 swimmers from any one club) must be on the official entry form, and must include the entrants name, Swim England registration number, DOB and submitted times together with correct entry fees.

Payment will only be accepted by single cheque (payable to City of Milton Keynes SC and **incurs a £1.50 surcharge**) or electronic transfer and no entries will be registered unless accompanied by the correct payment or until the electronic payment has been received.

Heats will be swum fully integrated and in ascending time order. The promoter reserves the right to limit the number of entries except for a particular event in order to ensure completion of the meet within session times.

Entries for this meet are allocated on a FIRST COME, FIRST SERVED basis. First Come First Served is defined as receipt of a correctly completed entry form and/or hitek file plus receipt of payment – either electronic, cheque (**incurs a £1.50 surcharge**) or cash.

Refund of entry fees (excluding any surcharges incurred) **will be** made for rejected entries or where the entry to an event has been restricted. Once the closing date or accepted entries have been published (whichever is the sooner) entry fees **will not** be refunded except when due to injury or illness which is supported by a doctor's certificate.

Accepted entries will be published on the CMKSC www.cmksc.com and it is the responsibility of the club representative to check the entries for any errors and to notify the meet manager of any errors. Failure to do so may result in the swimmer being excluded from events.

No time trials or speed trials will be permitted.

Late Entries: Applications for entry must be correctly submitted by the specified date. No entries will be accepted after the closing date or during the meet unless due to promoters error or omission. Entries received without payment or incorrectly completed may be rejected. However, if the meet is undersubscribed late entries may be accepted at the discretion of the Meet Manager.

Officials: All Officials must be licensed for the role undertaken. Clubs wishing to participate are requested to assist in the running of the meet by supplying details of any licenced officials who are willing to assist at this gala.

Warm-up: Warm up details as noted above. Warm up procedures will be listed at either end of the pool. Diving is only permitted in designated sprint lanes. Warm-up marshals or coaches will control the warm-up sessions and their instructions must be adhered to all times. All swimmers must follow the announced procedure.

Competing: It is the responsibility of the Team Manager and Coaches to ensure that their competitors report to the marshalling stewards in time for the start of their race. Competitors must report to the competitor's steward when they are called. Any competitor not reporting in time may be excluded. 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) during warm-up and whilst competing or in the vicinity of the pool or in the pool building. In the absence of a designated official then responsibility falls to the parent/carer. Coaches and/or designated club officials are requested to ensure that swimmers are respectful of noise levels, particularly, when events are starting and competitions are in progress.

Transgender Policy **Effective from 1st September 2023**

In order to be fully inclusive SE have introduced a transgender policy for licenced competitions a new 'OPEN' category has been introduced which consists of athletes with a birth sex of male, trans or non-binary competitors.

FEMALE category consist of only those athletes with a declared birth sex of female
<https://www.swimming.org/swimengland/transgender-competition-policy-update/>

Withdrawals: 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. 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. 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, except 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.

- Medical Withdrawals:** Where a swimmer has withdrawn on medicals grounds a refund will be granted upon submission of a supporting medical certificate to the meet manager within 5 days of the meet end date.
- Start:** To maintain the scheduled timing of events all starts will be over the top, except backstroke races.
- Secondary Strobes:** Secondary strobe light WILL be available at this meet for athletes with a hearing impairment.
- Seeding of Heats:** Heats will be swum fully integrated and in spearhead formation time order.
- Winners:** All events are HEAT DECLARED WINNER.
- Awards:** Individual medals for the first 3 each places in the age groups and event. Awards may be collected from the designated collection point when results are posted.
Results will be available to download from the City of Milton Keynes Swim Club - www.cmks.com
- Admissions:** The promoter reserves the right to refuse admission to any competitor or spectator. On acceptance of entries, the swimmer and any supporters agree that their behaviour will be of an appropriate and respectful manner, abiding by the rules of the competition and venue. Failure to do so could result in removal or refusal of entry.
- Conduct:** It is the responsibility of the Club's Team Manager and/or the Lead Coach at the meet to ensure that the conduct of their swimmers is of the correct standard at all times. Those individuals are also responsible for the safety of their swimmers, including their welfare. Failure of coaches and/or Team Managers to control their swimmer's actions and protect their swimmer's welfare, and possibly the welfare of others, may result in permanent expulsion from the meet.

Please respect not only the people involved in running the meet, but also the Leisure Centre staff as well as the building and facilities.
- Health & Safety:** All children should have **footwear** on when not in the changing rooms or poolside. For Health and Safety reasons at the end of each event swimmers must remain in their lanes in the pool until released by the referee.
Covid Rules must be adhered to
- Data Protection:** GDPR – Personal information submitted to this meet is held on a data base and consent is therefore assumed to hold and disclose this information as necessary.
- Miscellaneous:** Anything not covered in the above conditions and associated literature will be at the discretion of the promoter/referee, subject to Swim England Laws and Swim England Technical Rules of Swimming.