

City of Milton Keynes Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

www.cmks.com



CMKSC

Autumn Open Meet

This competition will be run under ASA Laws and Regulations, and ASA Technical Rules of Swimming - Licensed 3SE171633 at Level 3 by the ASA for entry into Regional & County Championships

Saturday 18th November &

Sunday 19th November 2017

Entry Form & 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 page but please be aware that the centre is so new it is not as it appears on Google.
- 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 **£5.00** per event except events 8 and 24 which are £10.00 per event. **This is a cardless meet.** Payment by:
Cheque – payable to CMK Swim Club
Electronic Payment - Sort Code 20-57-40 A/C No 40264962 Ref: Nov 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 two day pass is £25 for both Saturday and Sunday and a One Day pass costs £15.
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 male and female adults to reflect the swimmers if the team is also make up of male 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.
- Closing Date:** The closing date for entries is: Midnight Saturday 28th October 2017
Completed entry forms must be returned via email or post by the closing date together with the appropriate fee to the Promoter:
Emily Richardson
City of Milton Keynes Swim Club
Stantonbury Leisure Centre
Purbeck Way
Stantonbury
Milton Keynes
MK14 6BN
- Email -** meet.cmksc@gmail.com
- Spectators:** Ticket options apply to both Saturday and Sunday - Spectator seating capacity: 200
All Day **£9 (OAP £7)**
Morning or Afternoon Session **£6 (OAP £4)**
Weekend Pass **£15 (OAP £10)**
Children (Under 16) **Free**
*Cost of Meet Programme is included in the entry cost
- 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 poolside and they must register at the Leisure Centre reception. Swimmers are not allowed mobile phones/cameras poolside. If caught they may be omitted from the meet.
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: Entry on to Poolside from 7:45am.

Session 1			Start	TBC	Session 2			Start	TBC
Warm up Starts at TBC					Warm up Starts at TBC				
Registration Closes at TBC					Registration Closes at TBC				
TBC	Girls	9 - 12 yrs			TBC	Girls	9 - 12 yrs		
TBC	Girls	13 yrs and over			TBC	Girls	13 yrs and over		
TBC	Boys	9 -12 yrs			TBC	Boys	9 – 12 yrs		
TBC	Boys	13 yrs and over			TBC	Boys	13 yrs and over		
Session 3			Start	TBC	Session 4			Start	TBC
Warm up Starts at TBC					Warm up Starts at TBC				
Registration Closes at TBC					Registration Closes at TBC				
TBC	Boys	9 - 12 yrs			TBC	Boys	9 - 12 yrs		
TBC	Boys	13 yrs and over			TBC	Boys	13 yrs and over		
TBC	Girls	9 -12 yrs			TBC	Girls	9 – 12 yrs		
TBC	Girls	13 yrs and over			TBC	Girls	13 yrs and over		

**** Coaches are responsible and must supervise swimmers during warm up & during both sessions. Swimmers are requested to sign-in by the registration closing time for each event they wish to swim. FAILURE to do this will cancel the swimmer's right to compete in the event, any deviation from this is only at the Meet Manager's discretion and if space is available.**

Competition Age: The Competition is open to swimmers as defined by the ASA Laws: Age as **19th November 2017** for the following age groups: 9, 10, 11, 12, 13, 14, 15, 16, and over. 9 year olds may not enter 800/1500m Freestyle events

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 ASA numbers as recorded on the entry form and eligible to compete;
3. Qualification times must be personal best times and fall within the attached table in the respective Age Groups for consideration for entry (note age restrictions apply to some events).
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 ASA 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 for this competition, indicating preferred events. Upper and Lower qualifying times are provided. Entry times must be within the qualifying standards and can be personal best times as they will be used for seeding purposes as races will be fully integrated and swum in a spearhead formation.

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 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, ASA 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) or electronic transfer and no entries will be registered unless accompanied by the correct payment or until the electronic payment has been received.

Entry for all events shall be by considered entry times. The promoter reserves the right to limit the number of entries and number of heats in any event to maintain a balanced programme . Entries for the boys 1500m Freestyle and the girls 800m Freestyle may be limited to a maximum of 24 and 40 respectively.

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 hytek file plus receipt of payment – either electronic, cheque or cash.

Refund of entry fees **will be** made for rejected entries or where the entry to an event has had to be 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.
- Withdrawals:** If a swimmer fails to swim after signing in this shall result in a fine of £5 per swimmer per event, which must be paid before the competitor competes again in a CMKSC gala. The Coach/Team Manager is responsible for notifying the promoter of the withdrawal and the reason. If, however the swimmer withdraws from a session/event due to medical reasons and the promoter has been notified, the fine will be waived. In the event of a competitor not paying the fine, the Club in whose name the competitor has entered the gala shall be responsible for payments. Discretion to waive the fine can be made by the promoter.
- Start:** To maintain the scheduled timing of events all starts will be over the top, except backstroke races.
- 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 venue reserves the right to refuse admission to any competitor or spectator. The promoter reserves the right to reject any entry but will provide a reason.
- 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.
- Data Protection:** DATA PROTECTION ACT 1984 – 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 ASA Laws and ASA Technical Rules of Swimming.