

Llanelli Amateur Swimming Club

Open Meet 2018 - Level 2

(Meet License No.: 2WLXXXXXX)

March 10th & 11th, 2018

1. The meet will be swum under the following rules and conditions:

FINA Technical Rules, Swim Wales Laws and Disciplinary Code, Llanelli Open Meet Conditions.

2. All entrants must be members of an Affiliated Club

3. **PLEASE USE A SEPARATE ENTRY FORM FOR EACH SWIMMER, AND GROUP ENTRY FORMS INTO MALE AND FEMALE BEFORE SUBMITTING.**

4. *Electronic entries from the Hy-Tek Team Manager software would be most welcome. The events file for input into TM is available upon request or may be downloaded from www.westwalesswim.org under the 'Other Meets' menu item.*

5. Age groups for boys: 9 years: 50m Backstroke, Breaststroke, Butterfly, Freestyle. 100m Individual Medley

10/11, 12/13, 14/15, 16/OV:	100m Backstroke, Breaststroke, Butterfly, Freestyle
	200m Backstroke, Breaststroke, Butterfly, Freestyle
	200m Individual Medley, 400m Individual Medley

Age groups for girls: 9 years: 50m Backstroke, Breaststroke, Butterfly, Freestyle. 100m Individual Medley

10/11, 12/13, 14/15, 16/OV:	100m Backstroke, Breaststroke, Butterfly, Freestyle
	200m Backstroke, Breaststroke, Butterfly, Freestyle
	200m Individual Medley, 400m Individual Medley

6. Please note that each event in this competition has a qualifying time and a consideration time. Entry times faster than or equal to the QT will be guaranteed an entry. Entry times falling between the QT and CT will be included provided the meet is not oversubscribed, with the faster times being given priority.

The Llanelli Open Meet Management Committee reserves the right to return entries. Should this situation arise, refunds will be available on the day of the meet in the form of a single cheque payable to each club and may be collected from the balcony above the learner pool.

7. No swimmers may enter events "Out of Age".

8. Enter event numbers and entry times in the appropriate boxes on the entry form. **Please note that a random selection of submitted times will be checked against the ASA Rankings Database. Entry times which cannot be confirmed in the database will be refused and NO entry fees will be refunded.**

9. All entries to be accompanied by the correct fee (£4.50 per event), a payment summary sheet, completed coach/chaperone accreditation forms where appropriate. Cheques should be made payable to "Llanelli ASC".

Please note that no refund of entry fees will be made for withdrawals after the closing date (Monday 12th February 2018) except with a doctor's note. In this situation the doctor's note will only be accepted up until mid-day on the day before the start of the meet. Notes received after this time will not be considered for refunds.

10. Closing date for entries: **Monday 12th February, 2018.**

11. Clubs may have a maximum of two poolside managers at each session unless by prior arrangement with the meet organisers. These will be admitted with a special pass ordered beforehand - £12.00 per person for the weekend, to include access to the poolside, programmes and results for each session. Passes may be collected from the balcony above the learner pool on the morning of the meet and will be in the form of a badge that must be worn at all times. Please note that Coaches/Managers without a pass will not be allowed onto the poolside.

All Coaches and Chaperones who will be on the poolside at any time during the competition, must have individual accreditation obtained by completing the official form enclosed in this Information Pack. Completed forms must be

accompanied by a passport size photograph.

Poolside passes will be transferrable between coaches and chaperones *from the same club* who have completed an official accreditation form.

Accredited coaches and chaperones *from the same club* may use purchased poolside passes 'on rota', although the number of coaches and/or chaperones on poolside at any one time must not exceed the number of passes that have been paid for.

Passes will need to be worn at all times. Anyone without a pass will be asked to leave poolside/changing area.

The closing date for passes will be the same as the closing date for entries. Applications will not be accepted on the day.

12. Team managers must ensure that swimmers are available to the marshals two heats before their swim.
13. Awards to the first three in all events. Also, Top Boy, Top Girl and Best Visiting Team awards. To ensure all swimmers have an equal chance of winning these awards, the 50m swims in all four strokes together with the 100m I.M. will be scored for the 9 years boys and 9 years girls whilst for the 10/OV boys and the 10/OV girls it will be the 100m swims in all four strokes together with the 200m I.M. which will score.
14. All swimmers must be amateurs as defined by Swim Wales law.
- 15. Ages as at the first day of the meet. i.e. 10th March 2018.**
16. Clubs will be sent confirmation of the entries entered into the computer.
17. Programmes for the meet will be printed in advance showing the heat & lane allocation of each swimmer for each event. When a swimmer fails to show in the marshalling area prior to the start of the race then that lane will be left empty. No substitute swimmers will be allowed.
18. The first session on both days will have Warm up at 8.00am and Start at 9.00am. Warm up and start times for sessions 2, 3, 5 & 6 will be confirmed when all entries have been received and processed. Details will be returned with the confirmation of entries.
19. Mobile phones must not be used in the building at all.

Health & Safety

In addition to the above meet conditions a number of Health and Safety rules as laid down by Swim Wales must be observed:

All competitors are required to ensure that they observe all safety announcements and conduct themselves with safety in mind at all times

It is the responsibility of the swimmer and/or parent/guardian to declare to the referee any disability or medical condition that could present a health or safety risk

If such a disability or medical condition exists, swimmers must produce a medical note confirming that their participation presents no health or safety problems

All swimmers, officials, volunteers, spectators, and visitors are required, at all times, to abide by the rules set out in the Pool Operating Procedures and / or the Normal Operating Procedures & Emergency Action Plan for the facility hired for the meet

Unacceptable Behaviour

Behaviour becomes "unacceptable" when it is considered "Offensive" to others; this includes, but is not limited to, the following:

Theft, wilful damage to property and / or equipment, acts of vandalism, abuse of alcohol and / or drugs, bullying, offensive language, aggressive / violent acts, threatening behaviour, all breaches of safety practices, failure to comply with instructions / directions, actions that bring the sport of swimming into disrepute.

Competitive Start Award

Swimmers must have attained the standard of the Competitive Start Award in order to start from the blocks; (this is the responsibility of the club coach).

Swimmers who have not attained the standard of the Competitive Start Award must lower themselves into over the side into the

water, on the long whistle of the Referee before starting at an appropriate place.

Jewellery

“For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups / swim-downs and / or competition. This includes watches, necklaces, chains, bangles, wrist bands, ear-rings (except studs), and rings (except wedding bands).

Swim Wales will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.”

Video and Photography.

Please see appendix “Swim Wales Photography Guidance”.

20. All correspondence to:

Rob Williams, 12 Park Terrace, Pontarddulais, Swansea. SA4 8HS.

Email: robwilliams1145@gmail.com

Llanelli Open Meet – 10th & 11th March 2018

Ages as of 10th March 2018

Saturday 10th March 2018

Session 1 – Warm up 8.00am, Start 9.00am	Session 2 – Warm up: TBA, Start TBA	Session 3 – Warm up: TBA, Start TBA
<p>1. Girls 10/OV 200m Butterfly HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>2. Boys 11/OV 200m Butterfly HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>3. Girls 9 years 50m Freestyle</p> <p>4. Boys 9 years 50m Butterfly</p> <p>5. Girls 10/11 100m Freestyle</p> <p>6. Boys 10/11 100m Freestyle</p> <p>7. Girls 12/13 100m Backstroke</p> <p>8. Boys 12/13 100m Backstroke</p> <p>9. Girls 14/OV 100m Breaststroke (Final split into 14/15, 16/OV)</p> <p>10. Boys 14/OV 100m Breaststroke (Finals split into 14/15, 16/OV)</p> <p style="text-align: center;">Finals of events 3 - 10</p>	<p>11. Girls 10/OV 200m Freestyle HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p> <p>12. Boys 10/OV 200m IM HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p> <p>13. Boys 9 years 100m IM HDW</p> <p>14. Girls 10/OV 400m IM HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p>	<p>15. Girls 10/OV 200m Breaststroke HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>16. Boys 10/OV 200m Breaststroke HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>17. Girls 9 years 50m Breaststroke</p> <p>18. Boys 9 years 50m Breaststroke</p> <p>19. Girls 10/11 100m Butterfly</p> <p>20. Boys 10/11 100m Butterfly</p> <p>21. Girls 12/13 100m Freestyle</p> <p>22. Boys 12/13 100m Freestyle</p> <p>23. Girls 14/OV 100m Backstroke (Final split into 14/15, 16/OV)</p> <p>24. Boys 14/OV 100m Backstroke (Finals split into 14/15, 16/OV)</p> <p style="text-align: center;">Finals of events 17 - 24</p>

Ages as of 10th March 2018

Sunday 11th March 2018

Session 4 – Warm up 8.00am, Start 9.00am	Session 5 – Warm up: TBA, Start TBA	Session 6 – Warm up: TBA, Start TBA
<p>25. Girls 10/OV 200m Backstroke HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>26. Boys 10/OV 200m Backstroke HDW (Awards for 10/11, 12/13, 14/15, 16/OV)</p> <p>27. Girls 9 years 50m Backstroke</p> <p>28. Boys 9 years 50m Backstroke</p> <p>29. Girls 10/11 100m Breaststroke</p> <p>30. Boys 10/11 100m Breaststroke</p> <p>31. Girls 12/13 100m Butterfly</p> <p>32. Boys 12/13 100m Butterfly</p> <p>33. Girls 14/OV 100m Freestyle (Finals split into 14/15, 16/OV)</p> <p>34. Boys 14/OV 100m Freestyle (Final split into 14/15, 16/OV)</p> <p style="text-align: center;">Finals of events 27 - 34</p>	<p>35. Boys 10/OV 200m Freestyle HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p> <p>36. Girls 10/OV 200m IM HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p> <p>37. Girls 9 years 100m IM HDW</p> <p>38. Boys 10/OV 400m IM HDW (Awards for 10/11, 12/13, 14/15, 16/OV age groups)</p>	<p>39. Girls 9 years 50m Butterfly</p> <p>40. Boys 9 years 50m Freestyle</p> <p>41. Girls 10/11 100m Backstroke</p> <p>42. Boys 10/11 100m Backstroke</p> <p>43. Girls 12/13 100m Breaststroke</p> <p>44. Boys 12/13 100m Breaststroke</p> <p>45. Girls 14/OV 100m Butterfly (Finals split into 14/15, 16/OV)</p> <p>46. Boys 14/OV 100m Butterfly (Final split into 14/15, 16/OV)</p> <p style="text-align: center;">Finals of events 39 - 46</p>

Warm up and start times for Session 2, 3, 5 & 6 will be confirmed when all entries have been received and processed. Details will be returned with the confirmation of entries.

Llanelli Open Meet 2018 - Short Course Qualifying & Consideration Times

	GIRLS						BOYS					
	9 Years	10/11	12/13	14/15	16/OV		9 Years	10/11	12/13	14/15	16/OV	
QT	41.10					50m Freestyle	40.70					QT
CT	59.90						58.00					CT
QT		1.18.70	1.11.50	1.08.30	1.06.90	100m Freestyle		1.17.80	1.08.90	1.03.10	1.00.10	QT
CT		1.45.82	1.37.54	1.24.56	1.17.54			1.44.00	1.34.00	1.20.00	1.11.00	CT
QT		2.49.60	2.33.60	2.26.60	2.23.20	200m Freestyle		2.48.80	2.30.10	2.17.20	2.11.10	QT
CT		3.26.15	2.59.45	2.48.36	2.40.50			3.25.00	2.56.00	2.39.00	2.22.00	CT
QT	54.20					50m Breaststroke	53.20					QT
CT	1.13.00						1.12.00					CT
QT		1.40.20	1.29.80	1.25.10	1.23.10	100m Breaststroke		1.40.10	1.27.40	1.19.10	1.15.10	QT
CT		2.19.42	1.58.28	1.43.98	1.40.87			2.19.00	1.55.00	1.37.00	1.32.00	CT
QT		3.34.90	3.12.80	3.03.50	3.00.20	200m Breaststroke		3.35.10	3.09.50	2.51.50	2.43.00	QT
CT		4.21.64	3.50.88	3.22.66	3.16.10			4.22.00	3.47.00	3.20.00	2.59.00	CT
QT	46.50					50m Butterfly	45.90					QT
CT	1.15.00						1.08.00					CT
QT		1.28.00	1.19.00	1.15.10	1.13.30	100m Butterfly		1.27.60	1.16.70	1.09.00	1.05.60	QT
CT		1.56.74	1.46.06	1.36.35	1.28.60			1.55.00	1.43.00	1.30.00	1.20.00	CT
QT		3.13.90	2.52.60	2.43.00	2.39.30	200m Butterfly		3.11.70	2.49.50	2.31.80	2.23.90	QT
CT		4.29.70	3.50.40	3.32.30	3.20.60			4.20.00	3.48.00	3.20.00	3.03.00	CT
QT	47.30					50m Backstroke	46.90					QT
CT	1.06.00						1.05.00					CT
QT		1.28.10	1.19.20	1.15.30	1.14.00	100m Backstroke		1.27.60	1.17.30	1.09.80	1.06.30	QT
CT		1.57.34	1.45.85	1.30.44	1.28.47			1.55.00	1.43.00	1.24.00	1.20.00	CT
QT		3.06.30	2.49.60	2.41.10	2.37.20	200m Backstroke		3.06.90	2.45.90	2.30.40	2.24.00	QT
CT		3.41.82	3.13.76	3.08.25	2.58.30			3.40.00	3.09.00	2.58.00	2.44.00	CT
QT	1.45.30					100m Ind. Medley	1.43.80					QT
CT	2.23.00						2.08.00					CT
QT		3.11.40	2.53.80	2.45.50	2.42.00	200m Ind. Medley		3.11.00	2.50.40	2.34.30	2.27.30	QT
CT		3.43.86	3.34.99	3.21.86	3.10.77			3.42.00	3.30.00	3.10.00	2.54.00	CT
QT		6.43.60	6.03.90	5.47.30	5.40.60	400m Ind. Medley		6.45.50	6.00.40	5.26.40	5.12.20	QT
CT		8.15.00	7.15.00	6.55.00	6.45.00			8.17.00	7.10.00	6.34.00	6.17.00	CT

Entry times faster than or equal to the QT will be guaranteed an entry. Entry times falling between the QT and CT will be included provided the meet is not oversubscribed, with the faster times being given priority. Entry times submitted as NT will not be accepted. The Llanelli Open Meet Management Committee reserves the right to return entries

Llanelli Amateur Swimming Club - Open Meet 2018 - Entry Form

For all events in this meet, age groups will be as of 10th March 2018

Name: _____ **Date of Birth:** ___/___/___ **Gender:** Male Female

Club: _____ **Contact Name:** _____ **Contact Telephone Number:** _____

Swim Wales/ASA ID Number: _____ **Email Address** _____

Enter event numbers and entry times in the appropriate boxes below. Please note that each event has a qualifying time and a consideration time. See separate sheet.

	Backstroke		Breaststroke		Butterfly		Freestyle		Individual Medley	
	Event No	Time	Event No	Time	Event No	Time	Event No	Time	Event No	Time
50m Boys 9, Girls 9 Only										
100m Boys 10/Ov, Girls 10/Ov										Boys 9, Girls 9 Only
200m Boys 10/Ov, Girls 10/Ov										
400m Boys 10/Ov, Girls 10/Ov										

Total number of entries on this sheet: x £4.50 = £

I confirm that the above competitor has achieved the ASA Competitive Start Award

Signature of Competitor/Parent:..... Date:..... Signature of Coach:.....

Entry fee: £4.50 per individual event. Cheques payable to "Llanelli ASC".

Closing Date for Entries: Monday, 12th February 2018

**Llanelli Amateur Swimming Club
Open Meet 2018
10th & 11th March 2018**

Affix passport style
photograph here.

COACH/CHAPERONE ACCREDITATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

FULL NAME: _____

CLUB: _____

POSITION (e.g. Club Coach) _____

ADDRESS: _____

POST CODE: _____

TEL. NO. _____

EMAIL: _____

SWIM WALES OR ASA REG. NO. _____

DBS NUMBER: _____

Please note only members registered with Swim Wales or the ASA and having a current CRB check are eligible for a coach/chaperone pass.

No passes will be available on the day and must be purchased beforehand.

There will be no access to the poolside without a coach/chaperone pass.

All completed forms to be returned to Rob Williams.

Closing Date: Monday, 12th February 2018

Llanelli ASC – Open Meet 2018

Payment Summary Sheet

Please complete the following Payment Summary Sheet and return with entries.

Club: _____

Contact Name _____

Telephone Number: _____

Email Address: _____

No Coach Passes
(Max 2 per Club unless by prior arrangement) X £12.00 = £

Total Individual Entries X £4.50 = £

Total Amount Enclosed: £

Please return with entries to:

Rob Williams,
12 Park Terrace,
Pontarddulais,
Swansea.
SA4 8HS

Email: robwilliams1145@gmail.com

Swim Wales Photography Guidance

SWIM WALES
WALES NATIONAL POOL SWANSEA
SKETTY LANE
SWANSEA
SA2 8QG



Swim Wales Photography Guidance

Following consultation and to ensure consistency across the ASA and Swim Wales events, Swim Wales have made the decision to adopt the same 'photography at events' guidelines as the ASA Wave Power.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones). It applies to all training sessions, activities and events run by a Swim Wales affiliated organisation. It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

Aims

The Swim Wales Photography Guidance aims to help organisations avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Recommended best practice

- The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim Wales guidelines.
- A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing. A suggested template allowing parents to indicate refusal of consent is provided on the ASA Wave power document p. 117.
- In the case of any event or competition where the host organisation has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent

Swim Wales Photography Guidance

SWIM WALES
WALES NATIONAL POOL SWANSEA
SKETTY LANE
SWANSEA
SA2 8QG



should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The Swim Wales guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context. • Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended. The Swim Wales does not wish to stop parents photographing their child if they wish, but all organisations must ensure they do all they can to safeguard each child's wellbeing.

The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities, etc.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organisation's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

Swim Wales Photography Guidance

SWIM WALES
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SWANSEA
SA2 8QG



Guidance on filming children during training sessions

The filming of children during training sessions is not recommended. The requirement for any filming must be justified by the organisation, (e.g. to assist in stroke development).

Assuming filming is justified, written consent is required from the parents of each child who should then be invited to attend the filming and to subsequently view the video.

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above. Filming should cease and/ or the footage destroyed should any concerns be raised or if consent is withdrawn.

Once the footage has served its purpose, it should always be destroyed, unless the need to keep it can be justified.

Mobile phones

Mobile phones should be registered as a camera if it has that facility in order to adhere to our policy on cameras. All organisations need to make their members aware that while the Swim Wales does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, we do support the requirement that phones should emit a 'noticeable sound' if the camera facility is used.

Organisations should also remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Please refer to the ASA Wave Power Changing Room Policy (p. 65) in addition to the guidance on child abuse images on p. 67 and on the use of electronic information on p. 70.

Should photographs or footage of children be posted on an organisation's website?

It is recommended that photographs or footage of individual children should not be kept on an organisation's website, and certainly not with the child's name as this could lead to the child being identified, approached and placed in a vulnerable position. The same applies to printed materials such as an organisation's annual report or kit. Many organisations will use a child's first name, surname or nickname only, with parental consent, so as not to identify them fully.

Parental consent may be withdrawn at any time and the organisation should take all reasonable steps to respect the wishes of the parent/carer.