



## **TeamUnify & Maxwell Alternative to Counties**

**Saturday 10th and Sunday 11th March 2018**

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

Affiliated to A.S.A. South East Region

Licence Number – 3SE180470

## **Meet Info Pack**

**March 2018 L3 Meet**

# MEET INFORMATION

- Venue: This competition will be held at Aqua Vale, Aylesbury, Bucks HP20 1DX
- Car Parking: There is limited car parking at Aqua Vale. There is plenty of local car parking situated throughout Aylesbury town centre.
- Pool: An 8 lane, 25m, constant depth, deck level pool with anti-turbulence lane ropes.
- Timing: Omega Ares 21 Electronic Timing and Display
- Entry fee: The entry fee is £6 per event. This is a cardless meet. Entries should be made via HyTek or Team Unify – (Hytek file available from [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org).) Where entries are submitted manually (entries not submitted within a HyTek compatible file) a surcharge of £5 will apply.

**PLEASE NOTE CHANGE OF PAYMENT DETAILS** Payment to be made by Electronic Payment:  
Sort code 08-92-99 Account number 65812806 (Ref **MAR MEET**)  
Cheques: payable to Maxwell Swim Club Ltd(only one cheque per club please)

Poolside Pass: Poolside passes are available to coaches or designated club officials supporting competing swimmers. A one day or two day pass will be available, with or without 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.

Closing Date: 25<sup>th</sup> Feb 2018 – No late entries will be accepted after this date, without exception.

Entries will be on a first come first served basis.

Entries should be sent to the promoter either by email to [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org) or posted to Amanda Readhead, 1 Rose Terrace, Waddesdon, Aylesbury, Bucks HP18 0LD

Spectators: Ticket options are:

All day	Adults £10 (inc programme)	Child £5
One session	Adults £5	Child £3

Refreshments: The leisure centre has a cafe and vending machines, which will be available during the meet. There are a number of establishments in the local vicinity that provide alternative hot and cold food.

Health & Safety: All participants and spectators must observe the health and safety precautions in operation at Aqua Vale and must be aware that the changing rooms are a public area and will be open to the public throughout the meet.

The use of photography or video capture is not permitted by visitors, spectators or competitors. It is essential that all stairs, walkways and thoroughfares are kept clear of persons or bags; this includes the poolside. Swimmers are requested to bring only small bags onto poolside and to make use of the lockers provided for all large bags (£1, returnable)

The will not be any planned fire alarms so should the fire alarm sound spectators and coaches should evacuate the building immediately under the direction of centre staff.

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 meet.

**Photography:** There may be a professional sports photographer present at this meet. This event, by its very nature, is in the public arena and when entering for the event the participant and their parents acknowledge this fact, which may result in the recording and publication of his/her image. All photographers and staff will have the relevant DBS checks and the company shall operate a strict child protection policy and code of ethics. 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 Maxwell Swim Club nor Aqua Vale 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 refundable). The changing rooms are a public area. Large swim bags will not be permitted on the poolside.

### **PROMOTERS CONDITIONS**

**Session Details:** 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. The head coach/team manager is expected to submit withdrawal forms for swimmers who are not intending to swim **NO LATER THAN 15MINS 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, 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.

**Competition Age:** The competition is open to amateur swimmers as defined by the ASA laws; age is on last day of the meet, 11<sup>th</sup> March 2018 for the following age groups: Male and Female; 9, 10, 11, 12, 13, 14, 15 and 16+

**Entries:** 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 understand 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.

Entries from clubs sending more than 3 swimmers in total will need to submit entries electronically using Hytek or Team Unify – file available from [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org)

All manual entries (i.e. those not submitted within a Hytek compatible data file) will attract a £5 manual entry fee surcharge. Any paper entries must be on the official entry form and must include the entrants name, ASA registration number, Club, DOB and submitted times together with correct entry fees.

**PLEASE NOTE CHANGE OF DETAILS** Payment will only be accepted by electronic transfer (sort code 08-92-99 account number 65812806 ref **Mar Meet**) or by single cheque (payable to Maxwell SC Ltd).

Entries will be accepted on a first come, first served basis. NT entries will be accepted and times should be slower than the NFT times.

Once the accepted entries have been published entry fees will not be refunded except when due to injury or illness which is supported by a doctors certificate. Please could clubs provide bank details for ease of transferring any refunds.

Accepted entries will be published on the Maxwell website [www.maxwellswimclub.org](http://www.maxwellswimclub.org) and it is the responsibility of the club representative to check the entries for any errors and to notify the promoter of any errors. Failure to do so may result in the swimmer being excluded from events.

**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 Promoter.

**Officials:** 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](mailto:fel@govanhome.co.uk)

**Warm-up:** Warm up procedures will be indicated in the coaches packs and listed at either end of the pool. Warm-up marshals and coaches will control the warm-up sessions and their instructions must be adhered to at all times. All swimmers must follow the announced procedure. Diving is only permitted in designated sprint lanes. **THERE ARE NO SWIM DOWN FACILITIES AT THIS EVENT.**

**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 stewards when called. Any competitor not reporting to marshalling will be excluded from that event. 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 pool building. In the absence of a designated official then responsibility falls to the parent/carer. Coaches/team managers are requested to ensure that swimmers are respectful of noise levels, particularly when events are starting and that behaviour is appropriate at all times. Swimmers may be removed from events/the meet if their behaviour is unacceptable.

**Withdrawals:** This is an active withdrawal competition. The head coach/team manager is expected to submit withdrawal forms for swimmers who are not intending to swim NO LATER THAN 15MINS 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, 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.

**Starts:** All starts will be over the top, except for backstroke, at the referees discretion. Heats will be swum fully integrated and in spearhead formation time order.

**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.

**Winners:** Events 1-3, 17-18, 30-32, 46-47 will be swum with heats and finals for the age groups 9 years, 10 years, and 11 years. The fastest 8 swimmers within the NFT times will compete in these finals, any swimmers achieving times that exceed the NFT will be awarded a speeding medal at the start of the finals section. All other events/age groups will be swum as heat declared winners.

**Awards:** Finalist medals will be awarded to those finishing outside the top 3 in the final, with the first 3 places receiving an appropriate place award. These awards will be presented to swimmers. Individual medals for the first 3 places in all other events, and speeding medals for those achieving times too fast for the meet. Awards may be collected from the designated collection point when results are posted. Results will be available to download from the Maxwell website [www.maxwellswimclub.org](http://www.maxwellswimclub.org).

**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.

**Health & Safety:** All swimmers should have footwear on when not in the changing rooms or on poolside (this includes when going to marshalling). For health and safety reasons at the end of each event swimmers should remain in their lanes in the pool until released by the referee. The leisure pool is out of bounds to competitors at all times.

**Miscellaneous:** Anything not covered in the above conditions and associated literature will be at the discretion of the promoter/referee, subject to FINA Laws and Technical Rules of Swimming.

## Programme of Events and Provisional Timings

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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 10th March 2018

#### SESSION 1

Entry for swimmers	08:00
Entry for Spectators	08:00
Warm-Up	08:30 to 09:20
Main Competition	09:30 to 12:30
Finals	12:45 to 13:15

<b>1</b>	Male	50m	Backstroke
<b>2</b>	Female	50m	Breaststroke
<b>3</b>	Male	100m	I.M.
<b>4</b>	Female	100m	Backstroke
<b>5</b>	Male	200m	Backstroke
<b>6</b>	Female	200m	Butterfly
<b>7</b>	Male	100m	Butterfly
Comfort Break			
<b>8</b>	Male	50m	Back FINAL 9YR
<b>9</b>	Male	50m	Back FINAL 10YR
<b>10</b>	Male	50m	Back FINAL 11YR
<b>11</b>	Female	50m	Breast FINAL 9YR
<b>12</b>	Female	50m	Breast FINAL 10YR
<b>13</b>	Female	50m	Breast FINAL 11YR
<b>14</b>	Male	100m	I.M. FINAL 9YR
<b>15</b>	Male	100m	I.M. FINAL 10YR
<b>16</b>	Male	100m	I.M. FINAL 11YR

#### SESSION 2

Entry for swimmers	13:30
Entry for Spectators	13:30
Warm-Up	14:00 to 14:50
Events 17 - 22	15:00 to 18:00
Event 23 and Finals	18:15 to 19:15

<b>17</b>	Female	50m	Freestyle
<b>18</b>	Male	50m	Butterfly
<b>19</b>	Female	100m	Breaststroke
<b>20</b>	Male	200m	Breaststroke
<b>21</b>	Female	200m	Freestyle
<b>22</b>	Male	100m	Freestyle
Comfort Break			
<b>23</b>	Female	200m	I.M.
<b>24</b>	Female	50m	Free FINAL 9YR
<b>25</b>	Female	50m	Free FINAL 10YR
<b>26</b>	Female	50m	Free FINAL 11YR
<b>27</b>	Male	50m	Fly FINAL 9YR
<b>28</b>	Male	50m	Fly FINAL 10YR
<b>29</b>	Male	50m	Fly FINAL 11YR

### SUNDAY 11th March 2018

#### SESSION 3

Entry for swimmers	08:00
Entry for Spectators	08:00
Warm-Up	08:30 to 09:20
Main Competition	09:30 to 12:30
Finals	13:00 to 13:30

<b>30</b>	Female	50m	Backstroke
<b>31</b>	Male	50m	Breaststroke
<b>32</b>	Female	100m	I.M.
<b>33</b>	Male	100m	Backstroke
<b>34</b>	Female	200m	Backstroke
<b>35</b>	Male	200m	Butterfly
<b>36</b>	Female	100m	Butterfly
Comfort Break			
<b>37</b>	Female	50m	Back FINAL 9YR
<b>38</b>	Female	50m	Back FINAL 10YR
<b>39</b>	Female	50m	Back FINAL 11YR
<b>40</b>	Male	50m	Breast FINAL 9YR
<b>41</b>	Male	50m	Breast FINAL 10YR
<b>42</b>	Male	50m	Breast FINAL 11YR
<b>43</b>	Female	100m	I.M. FINAL 9YR
<b>44</b>	Female	100m	I.M. FINAL 10YR
<b>45</b>	Female	100m	I.M. FINAL 11YR

#### SESSION 4

Entry for swimmers	13:30
Entry for Spectators	13:30
Warm-Up	14:00 to 14:50
Events 46 - 51	15:00 to 18:00
Event 52 and Finals	18:15 to 19:15

<b>46</b>	Male	50m	Freestyle
<b>47</b>	Female	50m	Butterfly
<b>48</b>	Male	100m	Breaststroke
<b>49</b>	Female	200m	Breaststroke
<b>50</b>	Male	200m	Freestyle
<b>51</b>	Female	100m	Freestyle
Comfort Break			
<b>52</b>	Male	200m	I.M.
<b>53</b>	Male	50m	Free FINAL 9YR
<b>54</b>	Male	50m	Free FINAL 10YR
<b>55</b>	Male	50m	Free FINAL 11YR
<b>56</b>	Female	50m	Fly FINAL 9YR
<b>57</b>	Female	50m	Fly FINAL 10YR
<b>58</b>	Female	50m	Fly FINAL 11YR



Surname:									
First Name:									
Date of Birth:									
ASA Reg. No:									
event	dist	stroke							
1	50m	Backstroke							
3	100m	I.M.							
5	200m	Backstroke							
7	100m	Butterfly							
18	50m	Butterfly							
20	200m	Breaststroke							
22	100m	Freestyle							
31	50m	Breaststroke							
33	100m	Backstroke							
35	200m	Butterfly							
46	50m	Freestyle							
48	100m	Breaststroke							
50	200m	Freestyle							
52	200m	I.M.							

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, Aylesbury HP180LD  
**CLOSING DATE:** Midnight 25<sup>th</sup> Feb 2018  
**Queries to:** [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org)



Surname:									
First Name:									
Date of Birth:									
ASA Reg. No:									
event	dist	stroke							
2	50m	Breaststroke							
4	100m	Backstroke							
6	200m	Butterfly							
17	50m	Freestyle							
19	100m	Breaststroke							
21	200m	Freestyle							
23	200m	I.M.							
30	50m	Backstroke							
32	100m	I.M.							
34	200m	Backstroke							
36	100m	Butterfly							
47	50m	Butterfly							
49	200m	Breaststroke							
51	100m	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, Aylesbury HP180LD

Queries to: [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org)

CLOSING DATE: Midnight 25<sup>th</sup> Feb 2018

**Maxwell March 2018 Level 3 Meet – 10<sup>th</sup> & 11<sup>th</sup> March 2018**



**Summary of Entries**

<b>Club</b>	
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<b>Swimmers:-</b>			
Female Entries	No.	@ £6 per event	£
Males Entries	No.	@ £6 per event	£

<b>Coaches &amp; Team Managers:-</b>			
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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	<b>Totals</b>	<b>£</b>
<b>Payment by cheque (insert cheque number)</b>		
<b>Payment by Bank Transfer (insert transfer date)</b>		
<b>Name of person submitting the entry (insert name)</b>		
<b>I hereby certify that I have read &amp; understood the Promoters Conditions (please sign)</b>		
<b>Email:-</b>	<b>Telephone:-</b>	

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

**Email electronic entries to:-** [promoter@maxwellswimclub.org](mailto:promoter@maxwellswimclub.org)

**CLOSING DATE:-** Midnight 25<sup>th</sup> February 2018