



# **MAXWELL SWIM CLUB**

## ***The TeamUnify Maxwell June Meet***

**Saturday 23rd and Sunday 24th June 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 – 3SE181075

## **Meet Info Pack**

**June 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 individual event and £2 per relay team. 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.

Payment to be made by Electronic Payment:

Sort code 08-92-99 Account number 65812806 (Ref **JUN 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 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: 10<sup>th</sup> June 2018 – No late entries will be accepted after this date, without exception.

Entries will be on a first come first served basis and the promoter reserves the right to close entries earlier if the meet reaches capacity prior to this date.

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	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.

In line with the displayed signs within the pool environs 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, 24<sup>th</sup> June 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.

Payment will only be accepted by electronic transfer (sort code 08-92-99 account number 65812806 ref **JUN 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. The relay events are being run to support the officials currently on J1 workbooks, please encourage them to make use of the opportunity to experience relay take overs. Please forward the name of your officials coordinator to Felicity Govan at [fel@govanhomes.co.uk](mailto:fel@govanhomes.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.

**Mixed medley relays:**

In order to support all volunteers who are training to become J1 qualified officials we will be running a mixed medley relay competition. The competition will be swum in 4 age groups: 11 and under, 13 and under, 15 and under and open. Teams should consist of 2 male and 2 female swimmers. These swimmers can swim in any order. Teams are asked to confirm at the start of warm up. The cost to enter each team is £2. The promoter reserves the right to restrict the number of teams entering the competition.

**Winners:** All events/age groups will be swum as heat declared winners and awards will be given to the first 3 places in each age group. Speeding medals will be awarded to swimmers exceeding the not faster than times. 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).

**Top Visiting Club** – A trophy for 'Top Visiting Club' will be awarded to the Club who, at the end of the Meet, have the highest aggregate of points. Points will be awarded as follows to the top 8 in each age group, in each event:- 1<sup>st</sup> place = 8 points, 2<sup>nd</sup> place = 7 points, 3<sup>rd</sup> place = 6 points, 4<sup>th</sup> place = 5 points, 5<sup>th</sup> place = 4 points, 6<sup>th</sup> place = 3 points, 7<sup>th</sup> place = 2 points, 8<sup>th</sup> place = 1 point.

**Top Boy & Top Girl Awards** - Awards will also be given to the girl and boy who have accumulated the highest individual scores over the course of the Meet. In the event of a tie, a count back process will be used to determine the winner taking into account the number of 1<sup>st</sup> places, 2<sup>nd</sup> places etc as necessary. The relay event will not be included in this scoring.

**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 ASA Laws and Technical Rules of Swimming.

**Programme of Events and Provisional Timings**  
**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.

<b>Saturday 23rd June 2018</b>				<b>Sunday 24th June 2018</b>			
<b>SESSION 1</b>				<b>SESSION 3</b>			
Entry 8am				Entry 8am			
Warm up 8:30				Warm up 8:30			
Main comp 9:30-12:30 15mins break then Relays				Main comp 9:30-12:30 15mins break then Relays			
<b>1</b>	Female	200M	IM	<b>15</b>	Male	200M	IM
<b>2</b>	Male	200M	BACK	<b>16</b>	Female	200M	BACK
<b>3</b>	Female	50M	BREAST	<b>17</b>	Male	50M	BREAST
<b>4</b>	Male	50M	FREE	<b>18</b>	Female	50M	FREE
<b>5</b>	Female	100M	FREE	<b>19</b>	Male	100M	FREE
<b>6</b>	Male	100M	BREAST	<b>20</b>	Female	100M	BREAST
<b>7</b>	Female	200M	FLY	<b>21</b>	Male	200M	FLY
<b>29</b>	11 & Under Mixed Medley	200M	Relay	<b>31</b>	13 & Under Mixed Medley	200M	Relay
<b>30</b>	15 & Under Mixed Medley	200M	Relay	<b>32</b>	Open Mixed Medley	200M	Relay
<b>SESSION 2</b>				<b>SESSION 4</b>			
Entry 14:00				Entry 14:00			
Warm up 14:30				Warm up 14:30			
Main comp 15:30 - 18:30				Main comp 15:30 - 18:30			
<b>8</b>	Male	100M	IM	<b>22</b>	Female	100M	IM
<b>9</b>	Female	50M	BACK	<b>23</b>	Male	50M	BACK
<b>10</b>	Male	50M	FLY	<b>24</b>	Female	50M	FLY
<b>11</b>	Female	200M	FREE	<b>25</b>	Male	200M	FREE
<b>12</b>	Male	200M	BREAST	<b>26</b>	Female	200M	BREAST
<b>13</b>	Female	100M	BACK	<b>27</b>	Male	100M	BACK
<b>14</b>	Male	100M	FLY	<b>28</b>	Female	100M	FLY

