



CENTRAL BEDS SWIM SQUAD AND BIGGLESWADE SWIMMING CLUB

(Affiliated to Swim England East Region and Bedfordshire ASA)

3rd CHRISTMAS CRACKER OPEN MEET

(Under Swim England Regulations and Technical Rules)

Level 3 Licence: 3ER191854

Saturday 7 and Sunday 8 December 2019

at

SAXON POOL and LEISURE CENTRE

Saxon Drive, Biggleswade, SG18 8SU

We are pleased to provide information about our 3rd Christmas Cracker Open Meet, which we will run as a four session meet. This meet has a Level 3 licence and has both Upper and Lower Qualifying Times.

We hope that you will be able to take part and that the event will prove successful. We have enclosed all the information you should need but if further details are required please do not hesitate to get in touch.

Hy-tek Meet Manager & Daktronics electronic timing will be used in the 8 lane 25m deck level pool.

We would appreciate it if your club could supply officials to help on both days as the conditions of the Level 3 licence demand that all officials are qualified or actively involved in training. Please forward details with entries, giving the name of the officials and their qualifications, using the form provided. Could all those officials who volunteer assume their services will be needed, but we will try to contact them to confirm. Mentoring will be offered if we have enough officials. Thank you.

In this pack are:

- Meet rules and Information
- Schedule of events
- Individual Entry form for Girls & Boys
- Club Summary Entry form
- Withdrawal form
- Coach & poolside pass application form
- Officials form
- Qualifying and Upper Cut Off Times

Clubs who wish to enter ten or more swimmers or events should download the event file using Hy-tek TM lite and submit their entries electronically. All clubs are asked to complete a **Club Entry Summary** form. Clubs are also reminded that ALL entries must meet the Qualifying Times and age criteria. The meet will be run without secondary entry cards or sign in sheets and **withdrawal forms** will be required for swimmers who do not intend to swim all the events they entered. Please ensure that we have contact details for each club to issue accepted entry lists.

Please note that there is limited parking available at the centre where the gym will remain open to the public during the Meet and shared use of transport might be useful. Please park on and off the site with consideration for other users and residents.

We hope you will enjoy the meet.

Good Luck!

Jane Knatchbull
Meet Promoter

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MEET RULES AND INFORMATION

- 1 The competition will be held under Swim England Regulations and Technical Rules.
- 2 All entries must meet the qualifying times stated on the entry times. Entries will not be accepted where an entry time is not submitted or is submitted as N/T (No Time).
- 3 Swimmers in possession of a Swim England Certificate of Swimming Disability or whose Swim England membership record details a disability Sport Class are welcome to enter the competition with a time slower than the lower limit standard. An entry time from Rankings must be provided.
- 4 A secondary strobe will not be available for those athletes with hearing impairments
- 5 All competitors must hold a Category 2 ASA membership.
- 6 All events will be timed finals, with the fastest three in each age group being awarded prizes.
- 7 The age groups for boys and girls are: 9/10yr - 11yr -12yr - 13yr - 14yr -15yr – 16yr & over.
- 8 Age as at 8 December 2019.
- 9 Valid entries will be accepted in the order of receipt, that is: first come first served. Complete entries for each club are requested together with a single payment. The promoters reserve the right to close entries for individual events, event by event, to maintain a balanced programme.
- 10 Heats will be swum with all age groups combined and swimmers seeded by entry times.
- 11 Over the top starts may be used may be used at the Referee's discretion.
- 12 The entry fee is £6.00 per event. All entries must be on the official entry form, and MUST include the entrant's ASA membership registration number together with all entry fees. Entries may be accepted after the closing date at the promoter's discretion. Entries will not be registered unless accompanied by the correct entry fee. Please make cheques payable to CENTRAL BEDS SWIM SQUAD; Payment by BACS is preferred, to Code 40-10-02 A/c No 01734423, together with a confirmatory email which should include the club summary form. If preferred, single cheques from each club please, with swimmers paying their own club
- 13 The Data Protection Act 2018 requires us to provide you with certain information and to obtain your consent before processing data about you. Processing includes: obtaining, recording, holding, disclosing, destruction or retaining information. We require certain personal data for the purposes of making entries to the competition, managing the meet and the submission of results to Rankings. The information provided by you will be processed in accordance with the Data Protection Act 2018. Consent to process such personal data is deemed to have been given by the submission of the entry. Where the personal data of competitors, officials and coaches/team managers has been passed to us by a third party such as a club rather than by the individuals themselves, we rely on the third party to ensure that consent has been obtained.
- 14 Swimmers who do not send their entry on an official 3rd Christmas Cracker Open Meet entry form, or electronically through their club, will not be accepted.
- 15 The recorders must be advised of any swimmer who does not wish to compete in an event which they have entered by using a withdrawal form which must be submitted by the swimmer or coach within 15 minutes of the start of each warm up. Withdrawals for a whole of day or the whole weekend may be advised by midday on Friday 6 December 2019 by email.
- 16 Refunds will only be issued when swimmers are withdrawn for medical reasons. A medical certificate may be required.
- 17 Results of this Meet will be posted on the CBSS and BWSC web sites and submitted to the ASA.
- 18 Prices:

Programme for each day	£ 3.00	
Spectator admission per day:	Adult	£ 6.00
	Child/OAP	£ 2.00
Per session:	Adult	£ 3.00
	Child/OAP	£ 1.00
- 19 Closing Date for entries: **Midday Friday 15 November 2019.** Late entries may be accepted at the discretion of the Promoter.
- 20 Coach Passes are available to Coaches supporting competing swimmers – maximum 3 per club depending on swimmer numbers. These include a programme. Coach Pass - including lunch/refreshments £15.00 each day or £30 for both days. Coach passes must be ordered with entries to assist with catering and will be issued at the door. Clubs represented by small numbers of swimmers but no *bona fide* coach should apply to the promoter with the entries for a poolside pass - £10.00 per day (no food/refreshments included). Both coach and poolside passes give access to poolside in accordance with ASA Child Protection Guidelines.
- 21 All swimmers should be supervised by coaches/team managers during the warm ups and whilst on poolside. Coaches and team managers are responsible for the behaviour of their swimmers at

Please ensure that all swimmers are made aware of the above information.

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all times. All swimmers and coaches are reminded that they are responsible for the safety of all their possessions. The changing village has lockers operated for a returnable £1 fee.

- 22 Spectators and swimmers wishing to take photographs are advised that they must register at the desk whether they use cameras or any device capable of capturing a photographic image. **No photography is permitted in the changing village.**
- 23 Any matter not covered by the above will be determined by the Promoter and Referee, subject to Swim England Regulations and Technical Rules.
- 24 **All entries and coach pass requests** to bwsc@biggleswadesc.org.uk or by post to Mrs G Lillywhite, 1 Catherine's Close, Potton, BEDS SG19 2PR.
- 25 **All enquiries to** cbsspromoter@gmail.com