



**City of St Albans Swimming Club ('CoStA')**  
Affiliated to ASA East Region and Hertfordshire ASA  
**SPRING OPEN MEET 2018**

*Held under ASA Laws and Regulations and Technical Rules of Racing and to the ASA Open Meet Licensing Criteria*

**Level 3 License 3ER180450**

Sat 10 March 2018 at Westminster Lodge Leisure Centre, Holywell Hill, St Albans AL1 2DL

**MEET RULES AND INFORMATION**

**The Meet**

1. The competition is a Level 3 licensed meet, held under ASA Laws and Technical Rules.
2. The promoter is Zarrine Dye on behalf of CoStA.
3. Entrants must be ASA Registered at Category 2 and belong to an affiliated club.
4. The age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16 and 17 & over years. Age as at day of meet, i.e. 10 March 2018.
5. The pool is 25m and anti-wave ropes will be used. It is planned that the middle 8 lanes of 10 will be used. It is planned that AOE will be used.
6. Over the top starts may be used at the referee's discretion.
7. There are no lower entry standards so entries with 'No Time' are permissible. Upper qualifying times are attached and no swimmers may enter those events for which they have swum faster than the upper standard for that event. The Promoter may offer time-trials, subject to capacity, entirely at her discretion.
8. Entry times if used can be long course times converted to short course.

**How to enter**

9. Members of CoStA should enter through the club website, by the closing date published on the website.
10. Clubs entering more than 4 swimmers must do so electronically by using Hy-Tek 'Team Manager Lite'. This can be downloaded from <http://www.hy-tek.com/downloads.html> after which you can enter your swimmer details and times into the programme to create an entries file and then e-mail your file to [clubevents@costsaasc.org](mailto:clubevents@costsaasc.org) for inclusion in the meet. You can then send in your TM entry file with a complete summary sheet and payment.
11. Entries of 4 or fewer swimmers can be accepted by Hy-Tek TM files or on the manual entry form along with a summary sheet. Any individual entries must pay a £2.00 administration charge per swimmer.

12. Entry forms and Team Manager files must be received by the promoter on or before the specified closing date of 2 Feb 2018 and be fully and correctly completed. Payment should be made when the files are sent.
13. Entries which do not follow the above procedures may be rejected.
14. If the number of entries received for the meet becomes untenable, the promoter reserves the right to limit the number of entries accepted. Any deletions / scratches made will be based on the first come first served basis. The Promoter's decision is final.
15. Entry fees will be £6 per event.
16. The closing date for entries will be 2 February 2018 or when full. The Promoter reserves the right to re-open the Meet for entries (and/or to offer time trials) after the closing date if there is capacity and entirely at the Promoter's discretion.

### **Organisational Information**

17. Swimmers will be required to sign-in before the start of each session to confirm the events they wish to swim. Sign-in times will be posted on [www.costaasc.org](http://www.costaasc.org)
18. Session timings may be adjusted depending on the number of entries received and accepted. Any changes will be posted on the City of St Albans Swimming Club website at [www.costaasc.org](http://www.costaasc.org)
19. A list of accepted entries & rejections will be posted on our website and will be emailed to the contact for each club.
20. Refunds will be made on medical grounds only (supported by a doctor's note).
21. Results will be available after each event at the venue and on CoStA's website the next working day following the end of the event. Results will be supplied to British Swimming for entry into the national ranking database.
22. By submitting an entry form or TM entry, Clubs, Competitors and Coaches are agreeing to be bound by these rules.

### **Coach's passes**

23. Coaches' passes will be available for £15.00 per pass (maximum of 3 per club). It is the responsibility of the entered club to ensure that the coaches they have on poolside are fully compliant with ASA Guidelines for Child Protection. In accordance with ASA Guidelines for Child Protection, Coach Passes cannot be purchased on the day of the meet. Passes can only be obtained by completing the meet summary form with named persons/coaches and submitting it to the Promoter. Passes must be displayed at all times. Passes entitle the coach to refreshments/food between sessions, access to pool side, plus copies of all relevant meet information on the day.
24. Clubs should make their entries collectively and send payment via electronic banking (details enclosed on Summary Sheet) or alternatively by cheque – 1 per club only (make cheques payable to 'City of St Albans Swimming Club'). Any refund cheques will only be payable to the entered Club.
25. No coaches or team managers will be allowed on poolside without a pass.

## **The Events**

26. The meet offers all strokes at 50m, 100m as well as 200m freestyle and 200m Individual Medley.
27. Heats will be swum as mixed age with swimmers seeded by entry times.
28. All events are timed finals. Medals will be awarded to 1st, 2nd and 3rd placed swimmers in each event in each age group.

## **Safeguarding**

29. Photography on poolside or in changing/toilet areas is forbidden. The only exception to this rule is for promotional photos by authorised CoStA team members after consent has been obtained from the event promoter and the venue.
30. In accordance with the ASA Child Safeguarding Policies and Procedures any spectators, parents or carers who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms. Should you have any concerns about photography or filming at this event then please bring them to the attention of our Welfare Officer Ruth Loveman ([welfare@costaasc.org](mailto:welfare@costaasc.org)) or the promoter Zarrine Dye ([clubevents@costaasc.org](mailto:clubevents@costaasc.org)). Any person found to be contravening these policies will be asked to leave the gala without refund.
31. Swimmers will not be allowed into the viewing gallery in swimming costumes; footwear and dry clothing must be worn outside the pool area.
32. Only swimmers, team managers, coaches and officials will be allowed on poolside. Spectators will be welcome in the viewing gallery and there will be a charge to enter the gallery.
33. Any event support volunteers must be registered with the event organiser on the day and should be wearing a CoStA badge. Any adults on poolside not registered or wearing a CoStA badge will be asked to leave the area.
34. All swimmers should be supervised by their coaches/team managers during warm up and whilst on poolside. The poolside area must be kept clean and tidy with all litter removed.
35. All participants must observe the safety precautions in operation at Westminster Lodge Leisure Centre, St Albans. Neither the promoter nor CoStA will be responsible for any loss or damage occurring during this meet.

## **Other**

36. Entries to the meet will be held on a computer and consent, as required by the Data Protection Act 1998 to the holding of personal information on computer, will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the meet on application to the promoter.
37. Any matter not covered by these conditions will be determined by the promoter and referee, subject to ASA Laws, Regulations and the ASA Technical Rules of Racing.