



City of St Albans Swimming Club ('CoStA')
Affiliated to Swim England East Region and Hertfordshire
CoStA Winter Open Meet 3rd and 4th December 2022

Held under Swim England Laws and Regulations, the Swim England Technical Rules of Swimming and to the Swim England Open Meet Licensing Criteria

Level 3 License 3ER221167

Closing date for entries will be 13th November 22 or when full



MEET CONDITIONS AND INFORMATION

The Meet

1. The meet will take place at - Westminster Lodge, Holywell Hill, St Albans AL1 2DL on 3rd and 4th December 22 and is licensed by Swim England at Level 3 under Licence No. 3ER221167
2. The meet will be run in accordance with held under Swim England Laws, Swim England Technical Rules of Swimming and these conditions.
3. Competitors must be Category 2 members of an affiliated club, eligible to compete and registered in accordance with Swim England Laws and Technical Rules, and may enter in the name of one club only. Entries will only be accepted from competitors registered as members of Swim England, SASA or WASA or competitors from a country affiliated to FINA.
4. The promoter is Wendy Toland on behalf of CoStA.
5. The age groups for boys and girls are: 9, 10, 11, 12, 13, 14, 15, 16 and 17 & over years. Age as at 4th December 2022.
6. Medals will be awarded to 1st, 2nd and 3rd placed swimmers in each event in each age group.
7. The pool is 25m and anti-wave ropes will be used. We plan to use either the middle 8 or all 10 lanes of the pool subject to officials' availability and the view of our lead referee. It is planned that AOE will be used. A secondary strobe for the starting system is available.
8. Heats will be swum as mixed age with swimmers seeded by entry times.
9. Over the top starts may be used at the referee's discretion.
10. Entries with 'No Time' are acceptable. 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. Entry times where provided must be on the British Ranking data base www.swimmingresults.org Short course or converted long course times will be accepted. The Promoter may offer time-trials, subject to capacity, entirely at her discretion.
11. Swimmers must be 11 and over to enter the 400m IM and 10 and over to enter the 200m Butterfly as at the 4th December 2022.
12. Valid entries (which must include payment) will be accepted in the order of receipt, that is: first come first served. Complete entries for each club are required together with a single cheque or electronic payment. Individual entries will only be accepted at the Promoter's discretion.
13. Those swimmers in possession of a Swim England Certificate of Swimming Disability or those swimmers whose membership details record a disability Sport Class are welcome

to enter the competition with a time slower than the lower limit standard. An entry time must be provided.

14. Members of CoStA should enter through the club website, by the CoStA members closing date published on the website.
15. 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 ltd.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 promoter@costaasc.org for inclusion in the meet. You should email your TM entry file with a complete summary sheet and payment should be made via BAC's to City of St Albans Amateur Swimming, sort code 309725, Account Number 00080039. Please use Winter22 and your club name as a reference.
16. Entries of 4 or fewer swimmers can be accepted by Hy-Tek TM files or on the paper entry form along with a summary sheet. Any individual entries must pay a £3.00 administration charge per swimmer. Entry forms should be emailed to promoter@costaasc.org and payment made by bank transfer using winter22 and your surname or club if more than one swimmer as reference
17. Entry forms and Team Manager files must be received by the promoter on or before the specified closing date of 13th November 22 and be fully and correctly completed. Payment should be made when the files are sent.
18. Entries which do not follow the above procedures may be rejected.
19. The Promoter reserves the right to limit entries and the number of heats in any event to maintain a balanced programme. In the event that entries are rejected, fees will be refunded by a single payment to the club in question.
20. Accepted and rejected entries will be posted on the CoStA website within 2 weeks of the closing date. No individual notification will be made.
21. Entry fees will be £7.50 per event except for the 400 Free and 400 IM which are £9.00 other than for swims accepted by the Promoter during the event when the fee will be £8.50 (and £10.00 for the 400m events).
22. The closing date for entries will be 13th November 22 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

23. Once an entry has been accepted a competitor shall swim **or give notice of withdrawal**. Withdrawals can be made on the day, or can be emailed in advance to promoter@costaasc.org. Any swimmer not present when required to swim will incur a £10 penalty. Refunds are not available for withdrawals after the accepted entries have been posted, other than for medical reasons.
24. 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

25. Coaches' passes will be available for £15.00 per pass per day or £30 for a weekend 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.
26. Warm up protocol: Each warm up session will be divided into sessions for male/female and/or older/younger swimmers. Odd lanes will swim clockwise and even lanes will swim anti-clockwise. Swimmers must leave the water by the side of the pool and not over the timing pads.
27. Results will be available after each event at the venue and on Meet Mobile. The results will also be posted 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.

Safeguarding

28. Photography in changing/toilet areas is forbidden.
29. In accordance with the Swim England Child Safeguarding Policies and Procedures, any parents or carers of swimmers under the age of 18 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. Should you have any concerns about photography or filming please bring them to the attention of the promoter.

Participants and spectators are requested to follow the Swim England guidelines for photography and use of photographs on social media. The Swim England Child Safeguarding Policy and Procedures, Wavepower 2016-19 Section 2 provides guidance on the use of social networking (page 72-75) and guidance on photography (page 76-77). <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>. Both sets of guidance apply if social media platforms are being used to share images or recordings either after the meet or during live streaming of the event.

30. Footwear and dry clothing **must** be worn other than in pool area.
31. 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 of £5 per session.
32. 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.
33. 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.

34. 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

35. 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.
36. Any matter not covered by these conditions will be determined by the promoter and referee, subject to Swim England Laws, Regulations and Technical Rules of Racing.

SCHEDULE OF EVENTS

SATURDAY 3rd December 2022			
	Event No.		
Session 1 <i>Warm-up</i> <i>12.30pm</i> <i>Racing</i> <i>No earlier</i> <i>than 1.15pm</i>	1	Male	400m IM
	2	Female	200m IM
	3	Male	50m breaststroke
	4	Female	100m backstroke
	5	Male	100m butterfly
	6	Female	50m freestyle
	7	Male	200m backstroke
	8	Female	400m freestyle
Session 2 <i>Timings tbc</i>	9	Male	200m butterfly
	10	Female	200m breaststroke
	11	Male	100m freestyle
	12	Female	50m backstroke
	13	Male	100m breaststroke
	14	Female	100m IM
	15	Male	50m butterfly
	16	Female	200m freestyle

SUNDAY 4th December 2022			
	Event No.		
Session 3 <i>Warm-up</i> <i>12.30pm</i> <i>Racing</i> <i>No earlier</i> <i>than 1.15pm</i>	17	Female	400m IM
	18	Male	200m IM
	19	Female	50m breaststroke
	20	Male	100m backstroke
	21	Female	100m butterfly
	22	Male	50m freestyle
	23	Female	200m backstroke
	24	Male	400m freestyle
Session 4 <i>Timings tbc</i>	25	Female	200m butterfly
	26	Male	200m breaststroke
	27	Female	100m freestyle
	28	Male	50m backstroke
	29	Female	100m breaststroke
	30	Male	100m IM
	31	Female	50m butterfly
	32	Male	200m freestyle

ENTRY FORM FOR INDIVIDUAL OR GROUPS OF FEWER THAN 5 SWIMMERS

If more than 4 swimmers from the same club are entering they must send an electronic entry file rather than this form. If 4 or fewer swimmers are entering, this form may be used for each swimmer.

Surname				First Name			Middle Initial		
Preferred Name							For use on Meet Programme only		
Date of Birth	Day	Month	Year	Age at 4 th December 2022	yrs		Delete as appropriate	MALE	FEMALE
SE Number					Club				

Events **please refer to schedule for running order**

Event	Please tick events entered		Submitted Time Short Course (see qualifying times)
	Male	Female	
50m Freestyle			
100m Freestyle			
200m Freestyle			
400m Freestyle			
50m Backstroke			
100m Backstroke			
200m Backstroke			
50m Breaststroke			
100m Breaststroke			
200m Breaststroke			
50m Butterfly			
100m Butterfly			
200m Butterfly			
100m IM			
200m IM			
400m IM			

Total Number of Entries = Total number of 400m entries =		Total cost of entries @ £7.50 each = Total cost of 400m @£9.00 Admins charge £3.00 per entry =£ Total =£	
Club Contact Name:			
Club Contact Email:			
Club Contact Phone number:			
Please make BAC's payment Bank Name: Lloyds Account Name: City of St Albans Amateur Swimming Account No: 00080039 Sort Code: 30 97 25		Email for any meet queries is promoter@costaasc.org	Email entries only to promoter@costaasc.org

Please accept my entries for the events listed above. The time indicated against each event has been achieved. I declare that the details entered on this form are correct and that I am/the swimmer is an eligible competitor in accordance with ASA laws and that I agree to abide by the promoter's conditions.

Signature: _____

Entry Summary Form for Clubs entering more than 5 swimmers

This form must accompany ALL entries from clubs. The club contact named below will receive all pre-meet information via email regarding accepted or rejected entries for distribution to their swimmers.

Club		
Contact Name		
Address incl postcode		
Phone		
Email address		
Total Number of Entries @ £7.50 each	Entries	£
Total Number of entries @ £9.00 each	Entries	£
Total number of coaches passes @ £15.00 each per day or £30.00 per weekend.	Passes	£
	TOTAL	£

Entry Forms:

Total number of submitted entry forms (or)	
Team Manager Entry File emailed	

Coaches' passes:

	Coach Full Name
1.	
2.	
3.	

Payment:

<ul style="list-style-type: none">• Closing date for entries is 13th November 2022• Please pay via BAC's .• Please email entries to promoter@costaasc.org• Email for any meet queries is promoter@costaasc.org	<p>By Bank Transfer to the following Account:</p> <p>Bank Name: Lloyds</p> <p>Account Name: City of St Albans Amateur Swimming</p> <p>Account No: 00080039</p> <p>Sort Code: 30 97 25</p> <p>Please reference it Winter22 with your club name and email a confirmation of the amount paid to promoter@costaasc.org</p>
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Officials Request Form

We welcome any qualified officials attending this meet who offer their services. We cannot run our open meets without help from our visiting officials and are grateful for their ongoing support.

Please indicate your availability below:

Name	Club	Session/s available	Contact phone number and email	Official level e.g. J1, starter, etc.

Please email to promoter@costaasc.org

