City of Milton Keynes Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

www.cmksc.com

Annual Spring Open Meet

This competition will be run under ASA Laws and Regulations, and FINA Technical Rules of Swimming - Licensed 2SE2057 at Level 2 by the ASA for entry into National, Regional & County Championships

Saturday 28th and Sunday 29th April 2012

Entry Form & Information Pack

City of Milton Keynes Swim Club

MEET INFORMATION

Venue: This competition will be held at **Bletchley Leisure Centre. Princes Way, Bletchley, Milton Keynes. MK2 2HQ** Telephone: **01908 377251**
Clicking HERE will take to the Google Maps page but please be aware that the centre is so new it is not as it appears on Google.

Car Parking: Available in the centre's multi storey although this is not huge (~160 spaces); if you put Bletchley Leisure Centre into the Parkopedia website it shows you available local parking places. (Click HERE)

Pool: An 8 lane 25 metres pool with anti-turbulence lane ropes.

Timing: Aries electronic timing with 8 – line scoreboard is to be used in conjunction with a computerised result service.

Entry Fee: The entry fee is **£5.00** per event. **This is a cardless meet and payable by cheque only.**

Coaches Pass: Coaches Passes are available to Coaches supporting competing swimmers. This will include poolside admission, programme, poolside drinks, lunch and one set of results for Club which will be emailed to one designated coach. Coach passes must be ordered with entries to assist with catering.
The cost of a two day pass is £25 for both Saturday and Sunday and a One Day pass costs £15.
Coaches' Passes cannot be sold on the day.
Sufficient Adult Poolside Accreditation (CRB Checked) must be available for clubs to maintain adequate supervision of their athletes. As a guide, a ratio of 1:10 Adults to Swimmers [inc Coach/Team Manager] should be considered as the minimum requirement which should include male and female adults to reflect the swimmers if the team is also make up of male and female swimmers. Clubs with twenty or less swimmers should apply for a two passes; but where there are more than twenty swimmers, a club should apply for additional passes to maintain a 1:10 ratio of adults to swimmers.

Closing Date: The closing date for entries is: **Midnight on Monday 5th March 2012**
Completed entry forms must be returned via email or post by the closing date together with the appropriate fee to the Promoter:

David Webber.
New Buildings Farm,
Bullington End,
Hanslope,
Buckinghamshire.
MK19 7BQ

Email - **meet.cmksc@gmail.com**

For Verbal enquiries:
Brian Murphy
Telephone: 07946 408955
Email: **brian.murphy4@sky.com**

Spectators: Ticket options apply to both Saturday and Sunday - Spectator seating capacity: 200

All Day	**£9**	**(OAP £7)**
Morning or Afternoon Session	**£6**	**(OAP £4)**
Weekend Pass	**£15**	**(OAP £10)**
Children (Under 16)	**Free**	

*****Cost of Meet Programme is included in the entry cost

Refreshments: The Leisure Centre has a small café and the usual vending machines, and there are also other establishments in the local vicinity that provide hot food on both days. The café will be open for the sale of hot and cold refreshments during the meet.

Health & Safety: All participants and spectators must observe the health & safety precautions in operation at the Bletchley Leisure Centre and must be aware that the changing rooms are a public area.
The use of photography is not permitted by visitors, spectators or competitors.
It is vital that stairs, walkways and thoroughfares must be kept clear of persons or bags; this includes the poolside.
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 meeting.

Swim Shop: A Swim Shop may be present on both days by the main entrance to the leisure centre.

Photography: A professional Sports Photographers will be present for this event. This event, by its very nature, is in the public arena and when entering for the event the participant and their parents acknowledges this fact, which may result in the recording and publication of his/her image. All photographers and staff will have been CRB checked and the company shall operate a strict Child Protection Policy and Code of Ethics. Only coaches and officials will be allowed mobile phones or cameras on poolside. 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 the City of Milton Keynes Swim Club nor Bletchley 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 coin needed which is refundable). The changing rooms are a public area. **Large swim bags will not be permitted on the poolside.**

PROMOTERS CONDITIONS

Session Details: Entry on to Poolside from 7:45am.

Session 1	**Start**	**9:05am**	**Session 2**	**Start**	**TBC**
Session 3	**Start**	**9:05am**	**Session 4**	**Start**	**TBC**

Warm up Starts at 8:00am **Registration Closes at 8:10am**			**Warm up Starts (TBC)** **Registration Closes (TBC)**	
8.00 – 8.15	Boys	9 - 12 yrs	Girls	9 – 11 yrs; 12 yrs Surnames A-T
8.15 – 8.30	Boys	13 yrs and over	Girls	12 yrs Surname U-Z; 13 yrs & over
8.30 – 8.45	Girls	9 -12 yrs	Boys	9 – 12 yrs; 13 yrs Surnames A-L
8.45 – 9.00	Girls	13 yrs and over	Boys	13 yrs Surnames M-Z; 14 yrs & over

**** Coaches are responsible and must supervise swimmers during warm up & during both sessions.**

Competition Age: The Competition is open to amateur swimmers as defined by the ASA Laws: **Age is at the 29th April 2012** for the following age group:

Girls & Boys: 9 years, 10 years, 11 years, 12 years, 13 years, 14 years and 15 years/over

Entries: Entries must be made on the Individual Entry Forms attached, indicating preferred events. Submitted times **must be shown for each event entry** and will be used for seeding purposes as races will be swum in a spearhead formation. Qualification times must be personal best times and fall within the attached table in the respective Age Groups for Consideration for Entry.

This is a cardless meet and payable by cheque only. Clubs sending more than 3 swimmers in total will need to submit entries electronically using team manager lite from Hy-Tek as well as entry and official's summary sheets along with a **single cheque** when submitting entries. Club entries will only be processed once the electronic entry file, cheque, entry summary sheet and summary of officials are received.

Any paper entries (no more than 3 swimmers from any one club) must be on the official entry form, and must include the entrants Name, ASA registration number, DOB and submitted times together with correct entry fees.

Payment will only be accepted by single cheque (payable to City of Milton Keynes SC) and no entries will be registered unless accompanied by the correct payment has been received.

Entries (Cont'd): Entry for all events shall be by considered entry times. For seeding purposes entry times must be submitted; failing to submit a time will result in exclusion of the swimmer from that event. Dependent on the number of entries the Promoter reserves the right to restrict the number of entries to facilitate the meet running time. (i.e. the slowest entries may be rejected). Any rejections will be spread evenly across all Age Groups.

No entries will be accepted after the closing date or during the meet unless due to promoters error or omission. **Refund of entry fees will be made for rejected entries or where the entry to an event has had to be restricted. For any other reason refund of entry fees will only be made up until the closing date for entries or at the discretion of the Meet Manager.**

Officials: All Officials must be licensed for the role undertaken. Clubs wishing to participate must also provide officials that will both commit to attending and will be willing to mentor trainees if numbers allow. Failure to supply officials could put the meet or the club's participation in jeopardy.

Late Entries: Applications for entry must be correctly submitted by the specified date. Entries received without payment or incorrectly completed may be rejected.

Warm-up: Warm up details as noted above. Warm up procedures will be listed at either end of the pool. Diving is only permitted in designated sprint lanes.

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 competitor's steward when they are called. Any competitor not reporting in time may be excluded.

Withdrawals: If a swimmer still fails to swim after signing in this shall result in a fine of £5 per swimmer per event, which must be paid before the competitor competes again in a CMKSC Event. In the event of a competitor not paying the fine, the Club in whose name the competitor has entered the Championships shall be responsible for payments.

SKINS: The eight fastest swimmers from the heats of the 200IM events (Male and Female) shall qualify for the SKINS finals. Swimmers will be seeded in spearhead order. There will be five heats swum at three minute intervals, the slowest two swimmers from heats one and two, and slowest swimmer from heats three and four shall be eliminated. The fastest swimmer in the final heat shall be the winner. Swimmers will remain in the same lane for all qualifying heats of the event and will be responsible to be at the start blocks for the time of their heat, **swimmers will not be reinstated if they miss their heat**. Slowest swimmers who dead heat will remain in the event for the next heat, an additional swimmer will be eliminated from this heat. The two fastest swimmers will swim in lanes four and five in the final heat, with the fastest in lane four. In the event of a dead heat the swimmers shall swim again.

Start: To maintain the scheduled timing of events all starts will be over the top, except backstroke races.

Seeding of Heats: Heats will be swum fully integrated and in spearhead formation time order.

Winners: All events are HEAT DECLARED WINNER.

Awards: Individual medals for the first 3 each places in the age groups. Awards may be collected from the designated collection point when results are posted.
Skins: £10 for winner of each of the four heats and £30 for overall winner in the final (male & female). Results will be emailed to club's nominated person.
Results will also be available to download from the City of Milton Keynes Swim Club - www.cmksc.com

Admissions: The promoter reserves the right to refuse admission to any competitor or spectator.

Health & Safety: All children should have **footwear** on when not in the changing rooms or poolside. For Health and Safety reasons at the end of each event swimmers must remain in their lanes in the pool until released by the referee.

Conduct: It is the responsibility of the Club's Team Manager and/or the Lead Coach at the meet to ensure that the conduct of their swimmers is of the correct standard at all times. Those individuals are also responsible for the safety of their swimmers, including their welfare. Failure of coaches and/or Team Managers to control their swimmer's actions and protect their swimmer's welfare, and possibly the welfare of others, may result in permanent expulsion from the meet.

Data Protection: DATA PROTECTION ACT 1984 – Personal information submitted to this meet is held on a data base and consent is therefore assumed to hold and disclose this information as necessary.

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 ASA Technical Rules of Swimming.