



www.cityofnorwichsc.co.uk

2018 November L3 Short Course Open Meet (Level 3 License No: 3ER181898)

Sportspark, UEA, Norwich: Saturday 17th - Sunday 18th November 2018
Under ASA Laws & Regulations and ASA Technical Rules of Racing

Venue Sportspark, UEA, Norwich, NR4 7TJ

Pool 8 Lane Short Course Racing Pool
Electronic Timing & 8-Lane Display
Free Parking

This is a Level 3 Licensed Meet

Age Groups: 9, 10, 11, 12, 13, 14, 15 and over.

Ages as at 18th November 2018

Awards Medals to Podium Finishes in All Events, All Age Groups
Top Male Athlete & Top Female Athlete Awards
Top Visiting Club Award

Events 50m, 100m & 200m All Strokes
400m Freestyle
100m, 200m IM

Fees Race Entry Fee £5.50 per event
Spectator entry: £10.00 per day
Programmes £4
Free Parking

Entries To Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB

Enquiries: Email: tbirdspinner@gmail.com Phone: 07970289643

Closing Date: Friday 19th October 2018, 7pm
Entries accepted on first-come first-served basis

Meet Promoter: Tracey Spinner

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Meet Rules and Information

- The event will be held at Sportspark, UEA, on 17th-18th November 2018, ASA Laws and Regulations, ASA Technical Rules of Racing and to the ASA Open Meet Licensing Criteria. Entries may only be accepted from Category 2 ASA, SASA or WASA members; or competitors from one of the countries affiliated to FINA.
- The pool length is 25 metres, 8 lanes with anti-wave ropes and Omega electronic timing. The depth of the pool is 1.8m.
- Competitors' ages shall be as at 18th November 2018.** All entries must be short course times or converted long course times, and must be **slower** than the cut off times listed. Swimmers wishing to enter who are faster than the cut off times will only be permitted if the meet is undersubscribed – and will be listed as "exhibition swims" and will not be eligible for medals.
- Individual entries** from visiting swimmers shall be made on the official entry forms and will be subject to an additional £5 administration charge **per swimmer**. This charge will be waived if the swimmer is entered using the Hytek TM electronic entry file.
- Where there are 3 or more competitors entered by a Club, entries **MUST** be submitted electronically with a summary form and Hytek TM Entry File and Entry Report with either 1 cheque payable to the City of Norwich Swimming Club Ltd or payment by BACS. If you wish to pay by BACS please email birdspinner@gmail.com for further details. Entry software can be obtained from www.cityofnorwichsc.co.uk. Entry file, summary form **and** payment must be received by 7pm on Friday 19/10/18. Clubs manually entering 3 or more swimmers will be subject to a £25 administrative charge **BEFORE** entries are processed.
- Swimmers in possession of an ASA Certificate of Swimming Disability or whose ASA membership record details a disability sport class (S1-S15) are welcome to enter the competition with an entry time from ASA Rankings and will swim under IPC swimming rules. Personal care attendants for swimmers who require them are not required to pay for an additional Poolside Pass.
- Masters swimmers are eligible to enter if they are able to evidence entry times from a Masters results site.
- The Promoter retains the right to accept entries on a **first come first served** basis. If the number of entries meeting the entry criteria is high the Promoter reserves the right to limit entries by closing entry early to enable the gala to meet licensing requirements. Entries received will be acknowledged by email, but must be made in full (ie electronic entry file, payment, club summary form, entry summary report).
- Accepted entries will be published on www.cityofnorwichsc.co.uk approx 2 weeks prior to the competition. It is the competing club/swimmer's responsibility to check this list for accuracy and advise immediately of any changes that are required.
- Should the meet be oversubscribed we will be operating a waiting list for additional entries to fill lanes following formal withdrawal on the day. If you wish your name to be added to the waiting list please contact the Promoter after accepted/rejected entries have been published. Swimmers on the waiting list must still comply with the meet entry criteria, and will fill lanes in the first heat.
- The Promoter regrets to confirm there will be no refunds of entry fees unless the entries are rejected by the organisers.
- The meet Promoter will check entries against the British Rankings. Falsely entered times will be rejected without a refund.
- Swimmers withdrawing from events:** Each Club should have their own record of swimmers entered. Swimmers unable to compete must be withdrawn. Withdrawal forms are available from the timing desk - with a £5 penalty for failure to notify 45 minutes prior to the start of the first event in each session.
- Competitors must report to the marshalling area in a timely manner. Any swimmer not reporting may be deemed to have withdrawn from that event. It is the club/swimmer's duty to check the start lists and report in a timely manner.
- Heats will be seeded on submitted times and spearheaded. All events are timed finals, and the first 3 swimmers in each age group will receive awards. Swimmers entered as exhibition swimmers will not be eligible for medals but may be awarded speeding tickets if they swim faster than the QT on the day. Awards will be made to the Top Boy, Top Girl and Top Visiting Club. All competitors' points will go towards Top Visiting Club points tally, including speeders.
- The Promoters do not accept responsibility for property. Lockers are available in the changing rooms and should be used for the safe keeping of all belongings. Please look after your belongings. **Sportspark lockers require a padlock which you should bring with you, or hire from Sportspark reception.** Please minimise the number of kit bags brought poolside.
- City of Norwich SC uses a computer to manage entries and results. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Act 1998, to the holding of personal information on computer. Personal data handled such as name, club, recorded and entered times may be made public during or after the meet.
- Closing date for entry is 7pm on 19th October 2018.
- Charges as follow:
 - Entry Fees £5.50 per event
 - Coaches Passes £20.00 (no food); £40 (with food)
 - Spectator entry will be by colour coded wrist band and will be charged at £10 per day or £4 per session. Spectators will be charged at the higher rate for each session (£10 if you enter in Sessions 1 & 4, £8 if you enter in sessions 2 & 5) and refunds will be given accordingly as long as the spectator leaves before the start of the next Session & turns in their wrist band.
 - Programmes for the meet £4.00
- Coaches' passes will not be sold on the day – no pass, no admission to poolside.
- In accordance with the ASA 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.
- Please help to maintain a high standard of health and safety by not blocking stairways, emergency exits and walkways. Report issues to a member of pool staff or to the Meet Promoter.
- Warm up protocol: No diving during warm-up sessions, except in the designated sprint lanes, odd lanes will swim clockwise (1, 3, 5, 7) even lanes (2, 4, 6, 8) will swim counter clockwise. Swimmers using sprint lines must swim 15 metres before slowing up. All swimmers must leave the water by the side of the pool and not over the timing pads. Coaches are asked to manage the lanes their swimmers are using during the warm up sessions.
- 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.

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Under ASA Laws & Regulations and ASA Technical Rules of Racing

Schedule of Events

Saturday 17th November

Session 1 – Warm up 8.30am – Start 9.30am*

Event 101	Girls	9 and over	400 Freestyle	HDW
Event 102	Boys	9 and over	200 Freestyle	HDW
Event 103	Girls	9 and over	100 Breaststroke	HDW
Event 104	Boys	9 and over	100 Backstroke	HDW
Event 105	Girls	9 and over	50 Backstroke	HDW
Event 106	Boys	9 and over	50 Breaststroke	HDW
Event 107	Girls	9 and over	200 Butterfly	HDW

Session 2 – Warm up tba – Start tba*

Event 201	Girls	9 and over	100 IM	HDW
Event 202	Boys	9 and over	200 IM	HDW
Event 203	Girls	9 and over	200 Backstroke	HDW
Event 204	Boys	9 and over	200 Breaststroke	HDW
Event 205	Girls	9 and over	100 Butterfly	HDW
Event 206	Boys	9 and over	100 Freestyle	HDW
Event 207	Girls	9 and over	50 Freestyle	HDW
Event 208	Boys	9 and over	50 Butterfly	HDW

Sunday 18th November

Session 3 – Warm up 8.30am – Start 9.30am*

Event 301	Boys	9 and over	400 Freestyle	HDW
Event 302	Girls	9 and over	200 Freestyle	HDW
Event 303	Boys	9 and over	100 Breaststroke	HDW
Event 304	Girls	9 and over	100 Backstroke	HDW
Event 305	Boys	9 and over	50 Backstroke	HDW
Event 306	Girls	9 and over	50 Breaststroke	HDW
Event 307	Boys	9 and over	200 Butterfly	HDW

Session 4 – Warm up tba – Start tba*

Event 401	Boys	9 and over	100 IM	HDW
Event 402	Girls	9 and over	200 IM	HDW
Event 403	Boys	9 and over	200 Backstroke	HDW
Event 404	Girls	9 and over	200 Breaststroke	HDW
Event 405	Boys	9 and over	100 Butterfly	HDW
Event 406	Girls	9 and over	100 Freestyle	HDW
Event 407	Boys	9 and over	50 Freestyle	HDW
Event 408	Girls	9 and over	50 Butterfly	HDW

* Sessions start times may change depending on entries. Information will be posted with accepted entries



Entry times must be **slower** than below cut off times

		BOYS							GIRLS						
Event		9	10	11	12	13	14	15+	9	10	11	12	13	14	15+
Freestyle 50m	Cut off	35.00	33.00	31.50	29.50	27.00	26.00	25.00	34.00	32.50	30.50	29.00	28.00	27.00	26.00
Freestyle 100m	Cut off	1.15.00	1.11.00	1.07.00	1.03.00	1.00.00	57.00	54.00	1.15.00	1.11.00	1.07.00	1.04.50	1.00.00	59.00	57.00
Freestyle 200m	Cut off	2.40.00	2.32.00	2.24.00	2.14.00	2.08.00	1.59.00	1.52.00	2.40.00	2.35.00	2.27.00	2.20.00	2.15.00	2.10.00	2.05.00
Freestyle 400m	Cut off	5.40.00	5.22.00	5.00.00	4.49.00	4.38.00	4.27.00	4.16.00	5.40.00	5.25.00	5.10.00	4.55.00	4.45.00	4.35.00	4.20.00
Breaststroke 50m	Cut off	45.00	40.00	36.00	34.00	33.00	32.00	31.00	48.00	44.00	40.00	38.00	35.50	34.00	33.00
Breaststroke 100m	Cut off	1.35.00	1.27.00	1.20.50	1.16.00	1.12.50	1.09.00	1.06.50	1.38.00	1.32.00	1.25.00	1.20.00	1.17.00	1.14.00	1.12.50
Breaststroke 200m	Cut off	3.15.00	3.00.00	2.50.00	2.40.00	2.30.00	2.25.00	2.20.00	3.26.00	3.10.00	3.00.00	2.50.00	2.42.00	2.38.00	2.35.00
Butterfly 50m	Cut off	37.50	34.50	32.50	30.50	29.00	28.00	27.00	37.50	36.00	33.00	32.00	31.00	30.00	29.00
Butterfly 100m	Cut off	1.22.00	1.16.00	1.12.00	1.08.00	1.05.00	1.02.50	1.00.00	1.22.00	1.18.00	1.13.00	1.10.00	1.07.00	1.05.00	1.03.00
Butterfly 200m	Cut off	3.20.00	2.52.00	2.42.00	2.30.00	2.20.00	2.15.00	2.10.00	3.20.00	2.52.00	2.45.00	2.40.00	2.30.00	2.25.00	2.20.00
Backstroke 50m	Cut off	43.00	40.00	36.00	34.50	32.00	30.00	28.00	43.00	40.00	36.00	35.00	33.50	32.00	31.00
Backstroke 100m	Cut off	1.30.00	1.24.00	1.18.00	1.14.00	1.10.00	1.05.00	1.00.00	1.30.00	1.24.00	1.18.00	1.14.00	1.10.00	1.07.00	1.05.00
Backstroke 200m	Cut off	3.17.90	2.53.90	2.40.00	2.33.00	2.24.00	2.17.00	2.10.00	3.18.00	2.55.00	2.45.00	2.35.00	2.30.00	2.25.00	2.20.00
Ind Medley 100m	Cut off	1.24.00	1.20.00	1.16.00	1.12.00	1.08.00	1.04.00	1.00.00	1.24.00	1.20.00	1.16.00	1.12.00	1.10.50	1.09.00	1.07.50
Ind Medley 200m	Cut off	3.10.00	2.55.00	2.40.00	2.30.00	2.20.00	2.15.00	2.10.00	3.07.00	3.00.00	2.45.00	2.40.00	2.30.00	2.25.00	2.20.00



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Club Summary Entry Form (For use by external clubs entering 3 or more swimmers)

Please return this completed form with your entries and a **SINGLE** cheque* payable to **City of Norwich Swimming Club Limited** to:

Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB

NB The club electronic entry file must be emailed to: tbirdspinner@gmail.com

Closing date Friday 19th October 2018

Club Name:			
Contact Name:			
Postal Address:			
Email Address:			
Telephone No:			
Entry Details:			
		Number	Cost
Swimmers	@ £5.50 per event		£
Coaches Pass	@ £20 per pass no food		
	@ £40 per pass with food		£
		TOTAL	£

* If you wish to pay by BACs please transfer payment to City of Norwich Swimming Club, Acct: 59071068, Sort 30-96-17, Reference NOM18 plus the 4 letter club short code (eg City of Norwich SC = NORT) and email tbirdspinner@gmail.com when payment has been made.

Checklist – By the Closing Date of 19th October 2018 please ensure you have emailed or posted the following:

Paperless Entry - Email:

Hytek Entry File
Hytek Meet Entry Report
Evidence of BACS Transfer
Coach/Chaperone Forms
Officials Forms

Postal Entry:

Club Summary Entry Form (this form)
Hytek Entry Report
Coach/Chaperone Forms
Officials Forms



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INDIVIDUAL ENTRY FORM			
FORENAME:		SURNAME:	
CLUB:		AGE (@ 18/11/18):	
SEX:	MALE/FEMALE	DATE OF BIRTH:	
EMAIL ADDRESS:		DISABILITY CLASSIFICATION:	
TELEPHONE NO:		ASA REG NO	
EVENT	COST PER EVENT	ENTRY TIME (SC)*	IF CONVERTED STATE LONG COURSE TIME*:
50M FREESTYLE	£5.50		
100M FREESTYLE	£5.50		
200M FREESTYLE	£5.50		
400M FREESTYLE	£5.50		
50M BACKSTROKE	£5.50		
100M BACKSTROKE	£5.50		
200M BACKSTROKE	£5.50		
50M BREASTSTROKE	£5.50		
100M BREASTSTROKE	£5.50		
200M BREASTSTROKE	£5.50		
50M BUTTERFLY	£5.50		
100M BUTTERFLY	£5.50		
200M BUTTERFLY	£5.50		
100M IM	£5.50		
200M IM	£5.50		
TOTAL ENTRIES			£
Admin Fee (CoNSC Swimmers Only)		@ £5.00	£
Total			£

**If time not on ASA database please state origin on reverse of form. City of Norwich Swimmers – just tick the box.*

CLOSING DATE FOR ENTRIES IS Friday 19th October 2018

Please return this form and/or an "Entries Summary Form" as appropriate, to Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB, with a cheque made payable to: **City of Norwich Swimming Club Ltd**. If you wish to pay by BACS transfer money to Acct: 59071068, Sort 30-96-17, quoting NOM18 and the first 4 letters of your surname. Email tbirdspinner@gmail.com when payment has been made.



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Coaches / Chaperone Pass Individual Application Form

Closing date 19th October 2018

Full Name:	<i>(Enter all names if pass to be shared between coaches on different sessions).</i>	
Club Name:		
Position: (eg Coach)		
Email Address:		
Telephone No:		
ASA Affiliation Number:		
Weekend Pass No Food	Quantity:	Total Sent: £
Weekend Pass With Food	Quantity	Total Sent: £
Dietary Requirements	<i>If you have any food preferences (vegetarian, dairy free) please specify.</i>	

The above named person is authorised to hold a pass for this club:

Signed _____ **Club Secretary**

Coach's Passes will not be available on the day. There will be no access to poolside without a coach's pass. There is no charge for poolside passes for disability swimmers where assistance is required.

All completed forms to be returned to:

Tracey Spinner, 16 Ethel Road, Norwich, NR1 4DB; or tbirdspinner@gmail.com



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Officials Request Form

All clubs entering are asked to try to provide as many officials as possible. We will do our best to accommodate requests for mentoring. Those volunteering to officiate will be provided with refreshments. Those volunteering for a full day will receive lunch.

Full Name:				
Qualification:	JL1	JL2	JL2S	LRef
License Expiry Date:		ASA Number:		
Sessions Available:	Saturday:	S1	S2	
	Sunday:	S3	S4	
Mobile No:				
Email Address:				
Club:				
Swimmer's Name				
Mentor Request	If you require mentoring, state the level you are working towards and the areas you require mentoring in. The lead ref will assign accordingly.			
Dietary Requirements	Please indicate if you are vegetarian, vegan, or have other dietary requirements.			

Please email completed forms to tbirdspinner@gmail.com



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Volunteer Request Form

Please complete details.

Full Name:				
Preferred Role:	Entry Door:	Back Door:	Runner:	Refreshments:
	Heat Marshal	Team Manager	Medal Table	Tech
Sessions Available:	Saturday:	S1	S2	
	Sunday:	S3	S4	
Mobile No:				
Email Address:				
Club:				
Swimmer's Name				
Dietary Requirements	Please indicate if you are vegetarian, vegan, or have other dietary requirements.			

Please email completed form to Tracey Spinner at tbirdspinner@gmail.com



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Race Sponsorship Form

For only £5 you can sponsor a race your child/grandchild will be competing in at The 2018 November L3 SC Open Meet.

There are 29 events scheduled to take place, so why not have an encouraging message printed in the Meet Programme?

To sponsor a race please complete the sponsorship form below. Pick 3 events in order of preference, events will be allocated on a first come first served basis. Return your sponsorship form, with a cheque for £5 payable to City of Norwich Swimming Club Ltd, with your entry form.

If your first choice is already taken we will go to the second or third choices. If all are taken we will contact you to choose another event.

If you wish to sponsor more than 1 event please make this clear on the form and on the cheque (£5 per event).

I would like to sponsor:

Name of Competitor:

1st Choice Event No:

1st Choice Event No:.....

2nd Choice Event No:

Cheque for £..... enclosed, made payable to City of Norwich Swimming Club Ltd