



City of Newport Swimming & Water Polo Club

Autumn Closed Invitational Meet.

30th of September & 1st of October.



**incorporating City of Newport's
and other local club's Club Championships**



Autumn Closed Invitational Meet

On

30th of September & 1st of October 2023

License Number: 3WL232000

(Under World Aquatics Technical Rules & Swim Wales Laws)

Combined Local Club Championships

**SOUTH EAST WALES REGIONAL POOL
NEWPORT INTERNATIONAL SPORTS VILLAGE**

Velodrome Way
NEWPORT
NP19 4RA

**Closing Date
16th September 2023**



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SWIM WALES[®]
NOFIO CYMRU

EVENTS (All Events are HDW)

Ages are as at 30th of September 2023

8 & Under: 25m Freestyle, 25m Backstroke, 25m Breaststroke, 25m Butterfly, 50m Freestyle, 50m Backstroke, 50m Breaststroke, 50m Butterfly

9 & Over: 100m Freestyle, 100m Backstroke, 100m Breaststroke, 100m Butterfly, 200m Freestyle, 200m Backstroke, 200m Breaststroke, 200m Butterfly, 200m I.M, 400m Freestyle, 400m I.M, 800m Freestyle, 1500m Freestyle.

All Ages: 50m Freestyle, 50m Backstroke, 50m Breaststroke, 50m Butterfly, 100m I.M

Entry fees:

£5.00 per event or £20.00 for 5 events, £40.00 for 10 events, additional events £5.00 each.

All entries must be completed in full and returned before closing the date.

The relevant entry fee should be submitted after you receive confirmation of entries and before the meet.

BACS payment is preferred, details to follow on confirmation of entries. If you are paying by cheque, one entry cheque per club only - Cheques made payable to City of Newport Swimming Club

ENTRIES

Entries are to be submitted, where possible, electronically.

Qualifying (QT) and Consideration times (CT) or Upper Cut Off times (UCT) will not be applied to this meet. Times are purely for seeding purposes only. Entry times may be submitted as short course or long course times, using the Hy-Tek entry file, but will be converted to short course times using Hy-Tek's Meet Manager software. Please do not convert long course times yourself.

All entries must be completed in full and returned together with the relevant entry fee and summary sheet through your club to Chris Jones, preferably by email to christopher.jones@ntlworld.com, or by post to 16 The Moorings, Newport, NP19 7JB.

The promoter reserves the right to reject entries for the following reasons:

- The relevant fee was not received before the meet.
- Incorrectly completed.
- Received after the closing date of **16th September 2023**
- Current Registration number not included.
- Entry times outside the qualifying criteria. **SIGNING IN**

SHEETS

Sign-in sheets will be used for all 400m events. Swimmers must sign in to confirm that they are swimming in these events before the start of the warmup for each session in which the event takes place. Failure to do so will result in the swimmer being removed from the event, and the entry fee being forfeited. The 400m events will be seeded in the programme, however if several swimmers fail to sign in then these events may be reseeded subject to approval by the Lead Referee.

MARSHALLING

Swimmers must make themselves available for marshalling at least 2 events prior to their event. Please do not rely on the public address system for announcements.

COACHES, TEAM MANAGERS & CHAPERONES

Coaches/Team managers passes **£20.00** per weekend, **£10.00** per nominated day, Chaperones passes **Free** (Chaperone passes are only for persons accompanying a Para Swimmer)

(Coaches passes will include refreshments and lunch)

Coaches, please check with the medals table for unclaimed medals before leaving at the end of the meet.



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SPECTATORS

Spectator entry will be by ticket only. Tickets will go on sale on the 17th September, and will be available through a link on the homepage of our website <http://www.newportswimmingclub.co.uk/> They will be limited to 2 per family for the first week, after the 23rd September they will not be restricted. Ticket sales will close midnight 29th September.

Admission charges

- £5.00 a day
 - Child (under 4): Free, but tickets still need to be ordered.
- Programmes will be available to purchase for £2.00.

CAR PARKING

There is on-site parking available at the Pool.

REFRESHMENTS

There is a cafeteria selling snacks and drinks etc. Vending machines are also available. We have no control over these facilities. The Newport Cricket Club also offers refreshments.

MOBILE PHONES

Mobile phones **must not** be used in the building.

MEET OFFICE

A Meet Office will be open for the duration of the Meet and can be contacted on 07890010631 (Text Messages only)

SESSION TIMES

To be confirmed by email following receipt of entries.



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Autumn Closed Invitational Meet.

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ENTRY FORM

(NOT to be used by City of Newport Swimming Club members).

Last Name:.....First Name.....Middle Initial.....
(PLEASE PRINT CLEARLY)

Preferred Name:.....Age:..... Date of Birth:...../...../.....
(As at 30/09/23)

Male/Female:.....W.A.S.A. Number:.....

Club Name:.....

EVENT	EVENT NO:	ENTRY TIME*	LC √	SC √	EVENT	EVENT NO:	ENTRY TIME*	LC √	SC √
25m Back (8 & Under)					25m Breast (8 & Under)				
50m Back					50m Breast				
100m Back (9 & Over)					100m Breast (9 & Over)				
200m Back (9 & Over)					200m Breast (9 & Over)				
25m Free (8 & Under)					25m Fly (8 & Under)				
50m Free					50m Fly				
100m Free (9 & Over)					100m Fly (9 & Over)				
200m Free (9 & Over)					200m Fly (9 & Over)				
400m Free (9 & Over)					100m IM				
800m Free (9 & Over)					200m IM (9 & Over)				
1500m Free (9 & Over)					400m IM (9 & Over)				

* Please indicate Short Course or Long Course times.

Any 5 swims (or multiples of) for £20.00, Individual or additional swims@ £5.00 each

Total Payable £.....

(Payment should be made to your Club. Preferred club payment method BACS)

To be completed by the competitor:

I declare that the above information is correct and agree to abide by the Meet conditions.

I accept there will be no refund of entry fees, unless the Meet is oversubscribed.

Signature of Competitor/Parent:..... Date:.....

Completed forms to be returned through your club to:

Mr Chris Jones at christopher.jones@ntlworld.com



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Autumn Closed Invitational Meet.

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PROGRAMME OF EVENTS

Saturday 30th of September		Sunday 1st of October	
Session 1 - Warm up TBC		Session 4 - Warm up TBC	
Event		Event	
1	9 & Over 400m I.M. Girls	23	9 & Over 400m Front Crawl Girls
2	9 & Over 400m I.M. Boys	24	9 & Over 400m Front Crawl Boys
3	9 & Over 100m Fly Girls	25	9 & Over 100m Breast Girls
4	9 & Over 100m Fly Boys	26	9 & Over 100m Breast Boys
5	50m Front Crawl Girls	27	50m Fly Girls
6	50m Front Crawl Boys	28	50m Fly Boys
7	9 & Over 100m Back Girls	29	9 & Over 200m Back Girls
8	9 & Over 100m Back Boys	30	9 & Over 200m Back Boys
Session 2		Session 5	
9	8 years & under 25m Front Crawl Girls	31	8 years & under 25m Back Girls
10	8 years & under 25m Front Crawl Boys	32	8 years & under 25m Back Boys
11	9 & Over 1500m Front Crawl Boys	33	9 & Over 800m Front Crawl Girls
12	8 years & under 25m Breast Girls	34	8 years & under 25m Fly Girls
13	8 years & under 25m Breast Boys	35	8 years & under 25m Fly Boys
14	9 & Over 1500m Front Crawl Girls	36	9 & Over 800m Front Crawl Boys
Session 3		Session 6	
15	9 & Over 200m Breast Girls	37	10 & Over 200m IM Girls
16	9 & Over 200m Breast Boys	38	10 & Over 200m IM Boys
17	100m I.M. Girls	39	50m Breast Girls
18	100m I.M. Boys	40	50m Breast Boys
19	50m Back Girls	41	9 & Over 200m Fly Girls
20	50m Back Boys	42	9 & Over 200m Fly Boys
21	9 & Over 200m Front Crawl Girls	43	9 & Over 100m Front Crawl Girls
22	9 & Over 200m Front Crawl Boys	44	9 & Over 100m Front Crawl Boys



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Autumn Closed Invitational Meet.

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Entry Summary Sheet

Please return this form with:

1. Coach/Chaperone Pass applications
2. Hytek entry file

BACS payment (preferred) or Cheque made payable to City of Newport Swimming Club
to follow on receipt of Confirmed entry list.

Club	
Name	
Email	
Position in Club	

Summary

	Number		Number
Individual Female Swimmers		Individual Male Swimmers	
			Cost
Individual Entries		@ £5.00	£
5 Entries		@ £20.00	£
10 Entries		@ £40.00	£
Coach/Team Manager Passes per weekend		@ £20.00	£
Coach/Team Manager Passes per day		@ £10.00	£
		Total	£
Please indicate which payment method you will be using			
Preferred payment method is BACS. / Cheque payable to: City of Newport Swimming Club			

I confirm all swimmers are current members of Swim Wales (etc) and have paid the appropriate membership fee.

I declare that only our team members who have reached the standard of the British Swimming Competitive Start Award will be permitted to start from the poolside. Those who have not will start in the water.

I confirm all the Meet Conditions have been brought to the attention of swimmers, parents/guardians and coaches including the rules regarding photography.

I agree to abide by the conditions laid down by the Meet Management for this event. Club

Secretary SignatureDate:

Please return to: - Chris Jones, preferably at christopher.jones@ntlworld.com

16 The Moorings, Newport, NP19 7JB (for postal entries)

(Cheques to be made payable to City of Newport Swimming Club)

It is requested that a single cheque for the complete club entry is submitted (if paying by cheque).



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Autumn Closed Invitational Meet.

30th of September & 1st of October.



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COACH/TEAM MANAGER/CHAPERONE PASS

APPLICATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

FULL NAME	
NAME OF CLUB	
POSITION e.g. CLUB COACH	
SWIM WALES (etc) REGISTRATION NUMBER	
DBS NUMBER	DATE ISSUED
DAY/DAYS (Weekend/Sat Only/Sun Only) REQUIRED	
Dietary requirements (lactose free/gluten free/vegetarian/vegan/etc)	

PLEASE NOTE: ONLY MEMBERS REGISTERED WITH SWIM WALES/SWIM ENGLAND/SWIM SCOTLAND etc. AND HAVING A CURRENT DBS ARE ELIGIBLE FOR COACH/TEAM MANAGER PASSES

COACHES /TEAM MANAGER PASSES: £20.00 per weekend or £10.00 per nominated day.

CHAPERONE PASSES Free

(Refreshments and Lunch are included for Coaches/Team Managers.)

(Payment should be made through your Club)

PASSES ARE NOT TRANSFERABLE

PASSES WILL BE AVAILABLE FOR COLLECTION ON THE DAY (on the table in front of the control room)
BUT THEY MUST BE PURCHASED BEFOREHAND.

THERE WILL BE NO ACCESS TO THE POOLSIDE WITHOUT A COACH/TEAM MANAGER PASS.

All completed forms to be returned to:
Chris Jones at christopher.jones@ntlworld.com

PLEASE ENSURE YOU INCLUDE A PHOTOGRAPH

(Don't assume your photo is on file with promoters)

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Autumn Closed Invitational Meet.

30th of September & 1st of October.



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GENERAL CONDITIONS and MEET PROCEDURE

1. THE PROMOTERS.

- a) The Promoter of this event is City of Newport Swimming Club.
- b) The promoter can be contacted by email at christopher.jones@ntlworld.com.
- c) The Meet will be swum under World Aquatics Technical Rules and Swim Wales Laws and Disciplinary Code.
- d) No alcohol or tobacco advertising is permitted on any clothing.
- e) All decisions made by the Lead Referee will be final and binding.

2. EVENTS

- a) Events will take place as shown on the attached programme of events.
- b) The Promoters reserve the right to amend the programme of events, to restrict/reject entries if the Meet is oversubscribed. Should these changes be necessary, prior notice will be given and information will be sent to the clubs by e-mail.
- c) Time trials will not be permitted.
- d) 400m Freestyle maybe limited to 3 heats each boys/girls if the meet is oversubscribed.

3. ENTRIES

- a) All entries shall be returned electronically, where possible, to christopher.jones@ntlworld.com or by post to Chris Jones, 16 The Moorings, Newport, NP19 7JB. by the relevant closing date.
- b) Entry fee to be paid after receipt of confirmed entry list, and before meet.
- c) A TM file will be available on our club website, the Swim Wales Web Site or from Chris Jones.
- d) The promoters may request validation of any stated entry time.
- e) Long Course Entry Times will be converted to Short Course by Hy-Tek. (Please do not convert times yourself).
- f) Hy-Tek is not capable of showing discounts or limiting swimmers to just one level for entries. Please check entries carefully before submission

4. WITHDRAWALS

- a) Competitors who wish to withdraw from an event must do so by notifying either Chris Jones by e-mail at christopher.jones@ntlworld.com by 5 pm on the evening before the event, or during the meet by phone on 07890010631 (text only) or by your coach at the Meet Office.

5. TROPHIES AND MEDALS

- a) The placing of competitors shall be determined from performances following all HDW events.
- b) Medals will be awarded for 1st – 3rd places in all age group categories. (No medals will be awarded to swimmers who do not achieve the event qualifying time).
- c) Entrants finishing in positions 4th to 8th will receive a placement medal.
- d) There will be additional club specific awards: City of Newport Swimming Club will award Top Male and Top Female over the weekend based on FINA points (Best 3 results to count), (Awards to be presented at the presentation evening).

6. PRESENTATIONS

- a) There will be no formal awards presentations.
- b) Awards can be collected throughout the sessions, please try and collect awards as soon as they are announced.

7. OFFICIALS and VOLUNTEER HELPERS

- a) Visiting clubs entering more than 5 swimmers must provide at least one British Swimming official per session. Visiting clubs entering 15 or more swimmers must provide at least two British Swimming officials per session and their details, together with their qualification, should be forwarded with the entry information. Meals and refreshments will be provided. Clubs who are unable to meet this requirement must contact the Meet Manager prior to entering their swimmers. Officials on workbooks are welcome to attend and will be mentored if possible. The City of Newport Swimming Club may offer travelling expenses to officials who attend without a swimmer competing. Expenses will be capped at a maximum of £50.00 per family. Attending officials' details to be sent to competitionsnewport@gmail.com.
- b) Officials will be required to follow the protocol which can be downloaded from the Swim Wales website.



City of Newport Swimming & Water Polo Club

Autumn Closed Invitational Meet.

30th of September & 1st of October.



SWIM WALES
NOFIO CYMRU

8. HEATS

- a) Events will be swum in heats, slowest to fastest, with every heat spearheaded.
- b) A Meet Programme will be available at the start of the Meet to Coaches and Team Managers on production of their poolside pass.
- c) Coaches should ensure swimmers make themselves available for marshalling at least 2 events prior to the event in which they are competing. Please do not rely on the public-address system.

9. STARTS

- a) Over the top starts will, where necessary or appropriate, be used during the Meet.

10. PASSES

- a) All Coaches and Chaperones must provide relevant individual accreditation. No coaches' information is currently stored by the promoter.
- b) Applications for Coaches/Chaperones Passes must be made on the official form enclosed in this Information Pack, accompanied with a passport size photograph (preferably sent by e-mail to: christopher.jones@ntlworld.com).
- c) Please provide as much info as is available for a Chaperone pass especially a photo (to enable easy identification).
- d) Passes must be person specific and will not be interchangeable/transferable.
- e) Passes will need to be visible and worn at all times.
- f) Anyone without a pass will be asked to leave poolside/changing village.
- g) The closing date for passes will be the same as the closing date for entries. Applications will not be accepted on the day.
- h) Passes are required for Health & Safety Reasons and Insurance Purposes.

11. HEALTH & SAFETY

- a) All competitors are required to ensure that they observe all safety announcements and conduct themselves with safety in mind at all times.
- b) It is the responsibility of the swimmer and/or parent/guardian/coach to declare to the referee any disability or medical condition that could present a health or safety risk.
- c) If such a disability or medical condition exists, swimmers must produce a medical note confirming that their participation presents no health or safety problems.
- d) Footwear MUST be worn on poolside, on the Balcony and throughout the building.
- e) The front 4 rows of seats in the spectator's area will be for swimmers – spectators are not allowed in this area.
- f) Swimmers are advised not to use the elevators without an adult.
- g) Stairways in the spectator's area are to be kept CLEAR at ALL TIMES and should not be used to sit on. Anyone sitting on, standing on or leaving bags on the stairways will be asked to move.
- h) An anticlockwise one-way system will be in force on the poolside.
- i) The health, safety and wellbeing of all swimmers, officials, volunteers, spectators and visitors is paramount – all Health and Safety rules / regulations/ requirements must be complied with at all times.
- j) A full risk assessment must be carried out in accordance with the Swim Wales Meet License Report Pack.
- k) A copy of the Pool Operating Procedures and / or the Normal Operating Procedures & Emergency Action Plan for the facility being hired for a meet is available from the duty manager throughout the duration of the Meet.
- l) All swimmers, officials, volunteers, spectators, and visitors are required, at all times, to abide by the rules set out in the Pool Operating Procedures and / or the Normal Operating Procedures & Emergency Action Plan for the facility hired for the meet.
- m) Unacceptable Behaviour: behaviour becomes “unacceptable” when it is considered “Offensive” to others; this includes, but is not limited to, the following:
 - Theft, willful damage to property and / or equipment, acts of vandalism, abuse of alcohol and / or drugs, bullying, offensive language, aggressive / violent acts, threatening behaviour, all breaches of safety practices, failure to comply with instructions / directions, actions that bring the sport of swimming into disrepute.
- n) Competitive Start Award:
 - Swimmers must have attained the standard of the Competitive Start Award in order to start from the blocks; (this is the responsibility of the club coach).
 - Swimmers who have not attained the standard of the Competitive Start Award must lower themselves into over the side into the water, on the long whistle of the Referee before starting at an appropriate place.
- o) Jewellery:
 - For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups / swim-downs and / or competition. This includes watches, necklaces, chains, bangles, wrist bands, earrings (except studs), and rings (except wedding bands).
 - The organisers will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.



City of Newport Swimming & Water Polo Club

Autumn Closed Invitational Meet.

30th of September & 1st of October.



SWIM WALES
NOFIO CYMRU

- p) Sufficient Pool Accreditation must be available for clubs to maintain adequate supervision of their athletes (As a guide, a ratio of 1:10 should be considered as the minimum required where athletes are 9 years and over)

12. DATA PROTECTION

- a) The Promoters, along with the Governing Body, may use computers to record entry times and results.
b) By submitting entries, you are accepting the conditions and consent is hereby given for holding personal information relating to the sport of Swimming as required by the current Data Protection Act.

13. THE ORGANISERS

- a) reserves the right to return entries in the event of the competition being oversubscribed.
b) reserves the right to remove any person or club found to be in contravention of 11 (l) above.
c) reserves the right to amend these conditions later, if necessary, without notice,
d) reserves the right to cancel the event if the meet is undersubscribed.

14. CAMERA USE

Swim Wales Photography Guidance

Following consultation and to ensure consistency across the ASA and Swim Wales events, Swim Wales have made the decision to adopt the same 'photography at events' guidelines as the ASA Wave Power.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones). It applies to all training sessions, activities and events run by a Swim Wales affiliated organisation. It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused, and children can be put at risk if common sense procedures are not observed.

Aims

The Swim Wales Photography Guidance aims to help organisations avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Recommended best practice.

- The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim Wales guidelines.
- A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to the press or on a noticeboard, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing.

A suggested template allowing parents to indicate refusal of consent is provided on the ASA Wave power document p. 117.

- In the case of any event or competition where the host organisation has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The Swim Wales guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume, though full-length tracksuit shots are approved.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or the school attended. Swim Wales does not wish to stop parents photographing their child if they wish, but all organisations must ensure they do all they can to safeguard each child's wellbeing.

The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases, they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.



City of Newport Swimming & Water Polo Club

Autumn Closed Invitational Meet.

30th of September & 1st of October.



- Represent the broad range of youngsters participating in swimming – boys and girls, children with disabilities, members of minority ethnic communities, etc.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organization's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.