



# City of Newport Swimming & Water Polo Club

## Christmas Cracker 2022



On

**11<sup>th</sup> of December 2022**

Licence Number: 3WL222358

(Under FINA Technical Rules & Swim Wales Laws)

**A Level 3 Pentathlon Competition**

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

Velodrome Way

NEWPORT

NP19 4RA

**ENTRIES WILL BE ON A FIRST COME FIRST SERVED BASIS**

**Closing Date**

**27<sup>th</sup> of November 2022**



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### Meet Information

**Ages are as at 11th December 2022**

### **PENTATHLON EVENTS**

(All Events are HDW)

#### **Girls & Boys 8 years:**

25 metres - Butterfly, Backstroke, Breaststroke,  
Freestyle (Front-crawl), 100 metres - Individual Medley

#### **Girls & Boys 9 years:**

50 metres - Butterfly, Backstroke, Breaststroke,  
Freestyle (Front-crawl), 100 metres - Individual Medley

#### **Girls: 10-11, 12-13, 14-15, 16 & over**

#### **Boys: 10, 11-12, 13-14, 15 & over**

50 metres - Butterfly, Backstroke, Breaststroke,  
Freestyle (Front-crawl), 200 metres - Individual Medley

### **ENTRY FEES**

£7.00 per event or £28.00 to enter all 5 events

All entries must be completed in full and returned together with the relevant entry fee.

Preferred method of payment is BACS, but if paying by cheque - One entry cheque per club only - Cheques made payable to *City of Newport Swimming Club*

### **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.

### **SPECTATORS**

Spectator entry will be by ticket only. Tickets will go on sale on the 1<sup>st</sup> December, 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 8<sup>th</sup> December they will not be restricted. Ticket sales will close midnight 10<sup>th</sup> December.

#### **Admission Charges**

- £10 for all day

Programmes will also be available to purchase.

Please Note: The Spectator Area must be cleared at the end of each session.

### **CAR PARKING**

There is free on-site car parking plus there are several overflow car parks.

### **REFRESHMENTS**

There is a coffee shop on site. There are also vending machines, and the local Cricket Club is also available for food and refreshments.



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### **MOBILE PHONES**

Mobile phones **must not** be used in the pool hall and changing rooms

### **COACHES & TEAM MANAGERS POOLSIDE PASSES**

Passes **£10.00**

(Coaches passes will include refreshments and lunch)

### **ENTRIES**

Entries to be submitted, where possible, electronically.

Upper Cut Off times (UCT) will be applied to all events (except 8 Year Olds). All entry times must be Slower than the UCT. Entry times outside these limits will not be accepted. Entry Times must have been obtained at a licensed meet, and random checks will be made against the ASA Online Rankings Database. City of Newport Swimming Club may request validation of any stated entry time.

If swimmers are found to have entered the meet with any false or made up times; the promoter reserves the right to reject the entries and not allow the swimmer to compete, their entry fees will be forfeit.

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 manually.

Estimated times are not permitted.

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](mailto:christopher.jones@ntlworld.com), alternatively by post to 16 The Moorings, Newport, NP19 7JB.

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

- They are received without the relevant fee
- Incorrectly completed
- Received after the closing date of **27<sup>th</sup> November 2022**
- Current Registration number not included
- Entry times outside the qualifying criteria.

This is a Level 3 competition and only swimmers who have NOT achieved a Swim Wales Age Group or ASA Qualifying Time are allowed to participate.

### **SESSION TIMES**

To be confirmed by email following receipt of entries.

### **MEET OFFICE**

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



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### Programme of Events

Session 1		
Event No	Age Groups	Stroke
1	Girls 9-11	50m Back
2	Boys 9-12	50m Fly
3	Girls 8	25m Fly
4	Boys 8	25m Fly
5	Girls 12+	50m Breast
6	Boys 13+	50m Free
7	Girls 9-11	50m Breast
8	Boys 9-12	50m Free
9	Girls 8	25m Back
10	Boys 8	25m Back
11	Girls 12+	50m Back
12	Boys 13+	50m Fly
Session 2		
Event No	Age Groups	Stroke
13	Girls 9-11	50m Fly
14	Boys 9-12	50m Back
15	Girls 8	25m Breast
16	Boys 8	25m Breast
17	Girls 12+	50m Free
18	Boys 13+	50m Breast
19	Girls 9-11	50m Free
20	Boys 9-12	50m Breast
21	Girls 8	25m Free
22	Boys 8	25m Free
23	Girls 12+	50m Fly
24	Boys 13+	50m Back
Session 3		
Event No	Age Groups	Stroke
25	Girls 8-9	100m Ind Medley
26	Boys 8-9	100m Ind Medley
27	Girls 10-13	200m Ind Medley
28	Boys 10-12	200m Ind Medley
29	Girls 14-15, 16 & Over	200m Ind Medley
30	Boys 13-14, 15 & Over	200m Ind Medley



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### Short Course Upper Cut Off Times-25m Short Course Pool

**Upper Cut Off Times – Entry times equal to or faster than the Upper Cut Off times are not allowed**

Stroke	Girls			
	10/11 years	12/13 years	14/15 years	16+
Upper Cut Off Times				
50m Freestyle	33.60	31.00	29.70	29.50
50m Backstroke	38.10	35.00	33.70	33.00
50m Breaststroke	43.00	39.10	37.30	36.90
50m Fly	36.90	33.80	32.20	31.90
200m IM	2:55.60	2:41.10	2:34.70	2:32.30
Stroke	Boys			
	10 years	11/12 years	13/14 years	15+
Upper Cut Off Times				
50m Freestyle	34.70	31.10	28.30	26.30
50m Backstroke	40.10	36.00	32.50	29.80
50m Breaststroke	45.50	40.20	35.90	33.10
50m Fly	38.90	34.60	31.10	28.50
200m IM	3:07.80	2:45.60	2:29.20	2:19.30

Girls		Stroke	Boys	
8 years	9 years		8 years	9 years
	37.80	50m Freestyle		37.30
Not applicable		25m Backstroke	Not applicable	
	43.60	50m Backstroke		43.30
Not applicable		25m Breaststroke	Not applicable	
	50.00	50m Breaststroke		49.10
Not applicable		25m Fly	Not applicable	
	42.90	50m Fly		42.30
Not applicable	1:36.90	100m IM	Not applicable	1:35.60



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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 e mail at [christopher.jones@ntlworld.com](mailto:christopher.jones@ntlworld.com)
- c) The Meet will be swum under FINA 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.

#### 3. ENTRIES

- a) All entries shall be returned electronically (where possible) to [christopher.jones@ntlworld.com](mailto:christopher.jones@ntlworld.com) or by post to Chris Jones, 16 The Moorings, Newport, NP19 7JB. by the relevant closing date, accompanied by the appropriate entry fee.
- b) A TM file will be available on our club website, the Swim Wales Web Site or from Chris Jones.
- c) The promoters may request validation of any stated entry time.
- d) Long course entry times will be converted to short course by Hy-Tek (Please do not convert times yourself).

#### 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](mailto: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) Placing of competitors shall be determined from performances following all HDW events.
- b) Medals will be awarded for first three places in each age group for all individual events.
- c) For swimmers competing in the pentathlon, the times will be totalled up for all 5 events and ranked from fastest to slowest. Trophies will then be awarded to the first three places in each age group.
- d) Swimmers will medal in their assigned age group (as listed in the UCT chart), but for the purpose of running the competition efficiently the following age groups will be used when swimming the events:

Girls: (Individual Strokes) 8, 9-11, 12+ (I.M.) 8-9, 10-13, 14+

Boys: (Individual Strokes) 8, 9-12, 13+ (I.M.) 8-9, 10-12, 13+

- e) Medals will be available for collection from the medal table as soon as they are announced.



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### **6. 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 **not** be provided due to Covid restrictions. **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. 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 £40.00 per family.
- b) Officials will be required to follow the protocol which can be downloaded from the Swim Wales web site

### **7. 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.

### **8. STARTS**

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

### **9. 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](mailto:christopher.jones@ntlworld.com) )
- c) Passes must be person specific and will not be interchangeable/transferable.
- d) Passes will need to be visible and worn at all times.
- e) Anyone without a pass will be asked to leave poolside/changing village.
- f) The closing date for passes will be the same as the closing date for entries. Applications will not be accepted on the day.
- g) Passes are required for health & safety reasons and insurance purposes.

### **10. 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 the poolside, stairways, 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 **ALWAYS** kept **CLEAR** and should not be used to sit on. Anyone sitting or leaving bags in the stairways will be asked to move.





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- 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, wilful 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).
  - Swim Wales will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.
- 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).

### **11. 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.

### **12. 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





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### **13. 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 press or on a notice board, 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 sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.



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- 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 school attended. The 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.
- 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 organisation'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.



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### Pentathlon Entry Form For swimmers aged 10 years and over

Last Name			First Name		
Middle Name			Club		
WASA No		D.O.B.		M/F	
Address					
Email Address				Post Code	
Age (on 11 <sup>th</sup> Dec 2022)			Tel		

Event	Event Number	Time	SC/LC
50m Freestyle			
50m Backstroke			
50m Breaststroke			
50m Fly			
200m IM			

Please check your entry times carefully as you are not eligible to enter if you have already achieved a time equal to or faster than the upper cut off time.

.....events at £7.00 (max £28.00) total payable £.....

Electronic entries are required where possible, but this entry form can be used for all Open Events.

#### TO BE COMPLETED BY THE COMPETITOR:

I declare that the above particulars are correct and agree to abide by the conditions laid down. I accept that there will be no refunds for incorrectly submitted entries.

**SIGNATURE OF COMPETITOR:**.....

Closing Date : **27<sup>th</sup> November 2022**



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### Pentathlon Entry Form For swimmers aged 8 or 9 years

Last Name			First Name		
Middle Name			Club		
WASA No		D.O.B.		M/F	
Address					
Email Address				Post Code	
Age (on 11 <sup>th</sup> Dec 2022)			Tel		

Event	Event No	Time	SC/LC
25m (aged 8) or 50m (aged 9) Freestyle			
25m (aged 8) or 50m (aged 9) Backstroke			
25m (aged 8) or 50m (aged 9) Breaststroke			
25m (aged 8) or 50m (aged 9) Fly			
100m IM			

.....events at £7.00 (max £28.00) total payable £.....

Electronic entries are required where possible, but this entry form can be used for all Pentathlon events only.

#### TO BE COMPLETED BY THE COMPETITOR:

I declare that the above particulars are correct and agree to abide by the conditions laid down. I accept that

There will be no refunds for incorrectly submitted entries.

**SIGNATURE OF COMPETITOR:**.....

Closing Date: **27<sup>th</sup> November 2022**



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### ***COACH/TEAM MANAGER/CHAPERONE PASS***

*Please complete in block capitals.*

<b>Full Name</b> .....
<b>Name of Club</b> .....
<b>Position (e.g Club Coach)</b> .....
<b>Address</b> ..... .....
<b>Postcode</b> .....
<b>Telephone Number</b> .....
<b>Swim Wales/ASA Affiliation Number</b> .....
<b>DBS Number</b> .....
<b>Dietary requirements</b> .....

Please enclose a cheque for £10.00 made payable to City of Newport Swimming Club for each coaches pass required (Food is included in this charge, so if you have any dietary requirements, please let me know). Chaperone passes are free. Passes will not be available to be purchased on the day - they must be purchased beforehand. There will be no access to the changing village or poolside without a poolside pass. **(No details are kept on file of visiting coaches so please include all information)**

**Please include a passport size headshot photo for each coach/chaperone pass**

**Closing Date: : 27<sup>th</sup> November 2022**



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### Payment Summary Sheet

Please complete the following payment Summary Sheet and return with entries:

Club: .....
Contact Name: .....
Telephone Number: .....
Email address: .....

No of Coaches' Passes		x £5.00 =	£
Total Individual Entries		x £7.00 =	£
"5 Swims" Entries		x £28.00 =	£
<b>Total Amount</b>		BACS/Cheque	£

Please return entry forms to Chris Jones at [christopher.jones@ntlworld.com](mailto:christopher.jones@ntlworld.com)

Please send as much info as possible via email



# City of Newport Swimming & Water Polo Club

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### Officials Nomination Form

Full Name												
Name of Club												
Qualification (please tick)	Timekeeper	Judge 1	Judge 2	Judge 2 (S)	Referee							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<i>If you are on a workbook please put a 'W' in the respective place</i>												
Address:												
				Post Code:								
Tel. No.												
Email address:												
Swim Wales/ Scottish Swimming / ASA affiliation number:												
CRB Number:			Date:									
Sessions which you are available for (please tick)	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

PLEASE RETURN VIA EMAIL TO; [sarahmajor29@gmail.com](mailto:sarahmajor29@gmail.com)

Thank you