



CLUB CHAMPIONSHIPS 2017

Level 4 Meet (License applied for)



Parkside Pools, Gonville Place, Cambridge

Saturday 18th November
Sunday 19th November
Saturday 25th November
Sunday 26th November



City of Cambridge Swimming Club is pleased to announce the dates and programme for the Club Championships for 2017.

We are very pleased to include 800m and 1500m freestyle distance events in this year's programme as well as mixed racing events.

We will be awarding trophies for the best overall swimmer in each age group – more details of this follow in the information and rules.

Spot prizes will be awarded to heat winners. Spot prize heats will be random and will be signalled by the ringing of a bell before the heat.

Please remember that all swimming galas are run by volunteers – officials, helpers and organisers.

We can't provide opportunities for swimmers to compete without them and it is much easier if everyone takes a turn which then allows all parents a break to watch their swimmer(s).

Please let us know how you could help by completing the form on the last page of this entry pack. Anyone wishing to start training as an official for the new season, please contact Louise Dexter on officials@cocsc.org.uk.

CLOSING DATE FOR ENTRIES IS Friday 27th October

NO ENTRIES WILL BE ACCEPTED AFTER THE CLOSING DATE

Conditions of Entry

1. The competition will be held under ASA Law and Technical Rules and will be a Level 4 Licensed Meet.
2. All events will be Timed Finals. There will be no Finals. Electronic timing will be used where possible. 'One Start' procedures will apply.
3. The pool length is 25 metres, 8 lanes with anti-wave ropes and electronic timing and the depth of the pool is 1.2m at the shallow end and 1.8m at the deep end.
4. All entrants must be members of City of Cambridge Swimming Club and Category 1 or Category 2 ASA members.
5. AGE for the entire competition will be as at **26th November 2017**.
6. ENTRY FEES – The fee is £3.00 per event.
7. ADMISSION AND PROGRAMMES – Admission price: £3.00 Adults, OAPs and U16 Free. Programmes: will be distributed by email so they are available for you to print.
8. ENTRY TIMES – All times will be taken from the Club's Ranking List (www.cocsc.org.uk/rankings.html). If you do not have an ASA licensed time for an event, ask your coach to advise on an appropriate entry time and include this on the entry form.
9. Swimmers must withdraw from events that they no longer wish to swim.
 - a. All swimmers informed of having accepted entries will be deemed as competing unless they have informed the promoter that they do not wish to swim.
 - b. Withdrawals should be made via e-mail to meets@cocsc.org.uk by midnight on Thursday 16th November 2017 stating the event number, full name, date of birth, and entry time.
 - c. Any on the day withdrawals must be made by coaches one hour prior to the start of the first event in each session on the withdrawal forms supplied, and completed forms should be given to the meet promoter or volunteer co-ordinator via the computer desk.
 - d. Swimmers failing to attend the start of a heat without withdrawing will incur a £10 penalty, which must be paid by the swimmer before they are allowed to participate further in the meet.
 - e. Refunds are not available for withdrawals, other than for medical reasons.
10. AWARDS – Medals will be awarded for the first three places for all Age Groups for both male and female swimmers. Individual Age Groups will be from 7 to 15, and then 16 & over.

11. FINA points competition will be awarded to the overall top male/female swimmers in all age groups as per rule 10, based on the highest accumulated number of FINA points scored.
12. DISTANCE EVENTS – The men's 1500m freestyle and women's 800m freestyle events will be limited to three heats each. Swimmers wishing to enter these events MUST get approval from their coach regarding their suitability to compete before entering. If the event is oversubscribed, the slowest swimmers will be rejected.
13. £5 prize money will be given to each swimmer who sets a new Club Championship record where there is an existing record to be broken. Existing Club Championship Records are downloadable from the Club Website along with this Entry Pack.
14. The competition format will be based on disability inclusion within the able-bodied programme. Swimmers will be integrated on a time-banded basis in all events.
15. The Club reserves the right to change the programme in the event of unforeseen circumstances.
16. The closing date for entries is Friday 27th October. Entries can be returned via your coach. **No entries will be accepted after the closing date.**
17. City of Cambridge Swimming Club 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.
18. In accordance with the ASA Child Safety Procedures and Policies all 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., particularly if those images are being shared with family and friends through social media platforms. Should you have any concerns about photography or filming at this event then please bring them to the attention of the Meet Promoter.
19. Over the top starts may be used at the referee's discretion.
20. Results will be emailed to British Swimming for inclusion in the National Rankings database.
21. The Promoter is Catherine Pearson. Contact details meets@cocsc.org.uk.
22. **A list of received entries will be circulated after the closing date; you MUST check this and advise immediately if your entry is incorrect.**

Disability Swimming Conditions

The conditions outlined above shall apply to the Disability Swimming events except where varied by any of the following conditions.

Eligibility

1. Swimmers with S1–S15 classifications will be accepted.
2. All swimmers must have an internationally authorised classification.
3. Competitors must be registered members of the ASA.

Personal Care Attendants

1. Personal care attendants will be permitted for swimmers in all disability classes.
2. A swimmer may have both a coach and a personal care attendant present.

Competition Format

1. The competition format will be based on disability inclusion within the able-bodied programme. Swimmers will be integrated on a time-banded basis in all events.
2. Positions will be determined by each swimmer's times relative to the world record in their own classification.
3. Winners of all events will be heat declared.
4. Competition to be run under IPC Swimming swim rules.
5. An official who holds the qualification of ASA Disability Official will act as a technical advisor in each of the sessions where disability athletes are entered, if available.

Medals

1. Medals shall be awarded on a multi-disability basis to 1st, 2nd and 3rd place in each event. Medals shall be awarded following the posting of the results after the relevant event has taken place.
2. Placing shall be determined by achieving a time better than, or closest to, the equivalent World record relevant to their own classification.

PROGRAMME OF EVENTS

SESSION 1: Saturday 18th November – Warm up 17:30 – Start 18:00

Event number	Gender	Distance	Event	Age
1	Mixed (M&F)	200	Freestyle	9 and over
2	Mixed (M&F)	100	Backstroke	10 and over
3	Mixed (M&F)	200	Butterfly	9 and over
4	Mixed (M&F)	100	Individual medley	All

SESSION 2: Sunday 19th November – Warm up 17:30 – Start 18:00

5	Mixed (M&F)	400	Freestyle	10 and over
6	Mixed (M&F)	100	Butterfly	10 and over
7	Mixed (M&F)	200	Breaststroke	9 and over
8	Mixed (M&F)	200	Individual medley	9 and over

SESSION 3: Saturday 25th November – Warm up 17:30 – Start 18:00

9	Mixed (M&F)	400	Individual medley	10 and over
10	Mixed (M&F)	100	Breaststroke	10 and over
11	Mixed (M&F)	200	Backstroke	9 and over
12	Mixed (M&F)	100	Freestyle	10 and over

SESSION 4: Sunday 26th November – Warm up 14:00 – Start 14:30

13	Men	1500	Freestyle	All
14	Mixed (M&F)	50	Butterfly	All
15	Mixed (M&F)	50	Backstroke	All

SESSION 4: Sunday 26th November – Warm up 17:30 – Start 18:00

16	Women	800	Freestyle	All
17	Mixed (M&F)	50	Breaststroke	All
18	Mixed (M&F)	50	Freestyle	All

Club Championships 2017 Entry Form

18th, 19th, 25th & 26th November 2017

Closing date: Friday 27th October

IMPORTANT – PLEASE READ THE ENTRY CONDITIONS CAREFULLY as incorrect entries will not be processed:

- Only electronic (email) entries will be accepted.
- Please DO NOT send attachments – send the information specified below in the body of the email – feel free to copy and paste the example below.
- No paper entries will be accepted.

What to include in your entry email:

1. Swimmer's full name.
2. Swimmer's ASA number.
3. Disability classification (if applicable).
4. A list of events the swimmer wishes to enter.
 - Please list events in the following order:
Freestyle
Backstroke
Breaststroke
Butterfly
IM
and NOT in event order – this is the order specified in the gala entry software and therefore makes our entry manager's job easier.
5. Time – not needed if they have an ASA licensed time, see below.
 - If the swimmer has an ASA licensed time for that event, there is no need to list this on your entry – the software will automatically use current ASA time.
 - Only list times in the email if the swimmer DOES NOT have an ASA licensed time for that event, for example if they have not swum that event at a gala before. In such cases a 'coach estimated' time MUST be obtained from the swimmer's coach and stated on the entry form, e.g. '200m breaststroke: 1:23.45 (coach estimated time)'
 - Stating 'no time' (NT) is not acceptable and your entry for that event will not be processed.
6. Summary: Confirmation of number of races, entry amount and payment method – **payment MUST be made with your entry.**

**Please email your entry to galaentry@cocsc.org.uk
by Friday 27th October.**

Example entry – please feel free to copy and paste into your email

Name: Sally Swimmer

ASA number: XXXXXXXX

Disability classification: If applicable

List of events:

In your email, only list events that you wish to enter.

State the 'coach estimated time' if you do not have an ASA time, e.g. '200m breaststroke: 1:23.45 (coach estimated time)'.

Freestyle

Backstroke

Breaststroke

Butterfly

IM

Summary:

Total XX races

Total payment £XX

Payment by BACS/cheque on [date].

Payment:

- **Cheques** – made payable to *City of Cambridge SC* with the swimmer's name on the back.
- **BACS details** are stated in the email including the entry pack. Please include the date of BACS payment in your email.



Volunteer Form

Did you know **ALL** our meets are run by volunteers, both officials and helpers?

It is impossible to run meets without them.

If all parents offered to help at one session that would mean we would all get a chance to watch the races! If you can help, please sign-up below.

Name of Volunteer

Email address

I can help at the following sessions: (please tick)

Session 1: Saturday 18th November

Session 2: Sunday 19th November

Session 3: Saturday 25th November

Session 4: Sunday 26th November

Session 5: Sunday 26th November

Without volunteers, we can't run events!

**Please return this form with your entry to your Coach
or pass to Joanne Wilson (volunteers@cocsc.org.uk)**