



City of Cardiff swimming club  
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City of Cardiff Swimming Club

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CITY OF CARDIFF SWIMMING CLUB

**KEITH BEWLEY MEMORIAL OPEN 20**  
**LONG COURSE LEVEL 3 MEET 21**



**Saturday & Sunday**  
**20/21 November 2021**

**VENUE**

**CARDIFF**  
**INTERNATIONAL**  
**POOL & GYM**

**event information | session times to be confirmed**



NOFIO CYMRU  
SWIM WALES

**Licence Number: WL210959**

(Under FINA Technical Rules & Swim Wales Laws)

**REMEMBERING | KEITH BEWLEY**



**City of Cardiff Swimming Club**  
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# **CITY OF CARDIFF SWIMMING CLUB**

## **KEITH BEWLEY MEMORIAL OPEN MEET**

**LICENCE NUMBER 3WL210959**  
**(Under FINA Technical Rules and Swim Wales Laws)**

### **Saturday & Sunday 20 & 21 November 2021**

**This is a Level 3 Long Course Licenced Meet**  
**Times will be valid for Swim Wales Winter 2021**

**Only electronic entries will be accepted for this meet.**

<b>VENUE</b>	<b>Cardiff International Pool, Olympian Drive, Cardiff, CF11 0JS</b>	
<b>POOL</b>	<b>10 Lane 50m pool   Omega electronic timing   anti-turbulence lane ropes</b>	
<b>AGE GROUPS</b>	Boys	9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs & Over
	Girls	9yrs, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs & Over
	OPEN	Para Swimmers
<b>AGE UP DATE</b>	<b>21 November 2021</b>	<b>Minimum age for entry is 9 years</b>

**EVENTS:** **All events will be Heat Declared Winner | All age groups**

50m	Freestyle, Backstroke, Breaststroke, Butterfly
100m	Freestyle, Backstroke, Breaststroke, Butterfly
200m	Freestyle, Backstroke, Breaststroke, Butterfly
400m	Freestyle
800m 1500m	Freestyle (10yrs+)
200m	Individual Medley

### **Officials & Poolside Volunteering**

In order to be able to use all 10 lanes CoCardiff require parents from all participating clubs to volunteer to be timekeepers and qualified officials at this gala. Please contact Jim McCulloch, our Officials co-ordinator.

**ACCESS SWIM MEET:** <https://www.swim-meet.com/Availability/>

### **SELECT THIS MEET TO REGISTER YOUR AVAILABILITY**

The meet will be delivered in line with local and current Government restrictions along with Swim Wales & Legacy Leisure guidance and risk assessment. Including any limitations on capacity and entry allocations. This means that races may be limited, moved to different sessions or spaces capped. Additional protocols on the day may be implemented in line with those used at the Festival of Swimming held in August.



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### PROMOTER'S CONDITIONS

#### AWARDS

No medals will be awarded at the gala, instead we are able to offer prizes for the top placed male & female swimmer in each age group based upon accumulated points over the weekend.

There will be the award of the Keith Bewley Trophy to the Top Club.

#### ENTRIES

Entry Times must have been obtained at a licenced meet, and random checks will be made against the ASA Online Rankings Database. City of Cardiff Swimming Club may request validation of any stated entry time.

Para swimmer entry will only be accepted from classified swimmers with British/IPC classification. Swimmers without a classification will not be able to compete. Para swimmers will be integrated into events in accordance with their entry time. Para swimmers are allocated Exception Codes, which prevent them from being disqualified for rule infringement due to the nature of their impairment.

The promoter will be responsible for having up to date information about each swimmer at entry and will provide this to the meet referee prior to the commencement of the meet. In order to comply with this, we will confirm the information to para swimmers and request that they/clubs confirm it is correct and up to date.

If swimmers are found to have entered the meet with any false or made-up times, they will be disqualified from all events that they have entered and their entry fees will be forfeited.

Entry times may be submitted as short course or long course times using the Hy-Tek entry file but will be converted to long course times using Hy-Tek's Meet Manager software. Estimated times are not permitted.

The electronic event entry file can be obtained from the Keith Bewley Memorial Open Meet page on our website: [www.cardiffswimming.co.uk](http://www.cardiffswimming.co.uk)

Email electronic entries/enquiries to [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com)

Electronic entries must be produced from Hy-Tek's Team Manager or Team Manager Lite software. Team Manager Lite application and instructions can be downloaded free of charge from [www.hy-tek ltd.com/downloads](http://www.hy-tek ltd.com/downloads)

Clubs are requested to send all entries with an entry report, completed summary sheet and any poolside applications at the same time with one payment via BACS transfer, (BACS details available upon request) to cover all swimmers and coach passes.

Electronic entries will be acknowledged with receipt confirmation. No entries will be processed until full and complete payment is received.

Entry forms are to be retained by the club. There will be no entry cards for this event. Please ensure that you put adequate postage on posted entries. Envelopes with insufficient postage will not be collected from the Royal Mail depot.



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Entries will be rejected for the following reasons:

- ❖ Incorrectly completed or received without the relevant fee
- ❖ Improved entries
- ❖ Received after the closing date 3 November 2021 at 20:00

### **NO LATE ENTRIES WILL BE ACCEPTED | NO ENTRIES ON THE DAY**

The Promoter reserves the right to limit entries. In the event that entries are rejected the entry fee will be refunded to club in question.

City of Cardiff Swimming Club reserves the right to return entries if the meet is oversubscribed. In this case, the slowest entry times in each age group will be rejected and swimmers will be scratched at the promoter's discretion.

City of Cardiff Swimming Club reserves the right to cancel the event if the meet is under subscribed.

City of Cardiff Swimming Club reserves the right to move events (as a last resort) if the meet is oversubscribed in order to comply with timing requirements set out by Meet Licensing.

On receipt of all entries City of Cardiff Swimming Club will run a competition entry check to ensure all entrants are current members of their club and their details exactly match with the records held on Rankings. Clubs will be notified of any "non-matches" or other issues detected. They must provide updated swimmer information. There is a chance that non-matched swimmers will not have their results added to Rankings who no longer will add any failed results.

#### **ENTRY PRICING CLOSING DATE**

£8.25 per event.  
WEDNESDAY 3 November 2021 at 20:00 (No late entries will be accepted)

#### **SPECTATORS**

Subject to Swim Wales & Legacy Leisure Guidance, spectators may be permitted. The spectator fee and further details will be circulated with the confirmed entries.

The meet programme will be available to be downloaded.

#### **SEEDING**

All events will be spearheaded and swum slow to fast, based on entry times.

#### **WITHDRAWALS**

All withdrawals must be notified via email [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com) before the commencement of the meet. During the gala all withdrawals must be notified in writing to the meet office by no later than 5:00pm on the day before competition.

No refunds will be made for withdrawals after the entry deadline other than on medical grounds. A medical note must be provided on or before 21 Dec 2021.

#### **SESSION TIMES**

Session timings will be finalised once all entries have been processed and swimmers/clubs will be notified accordingly. Please note that it is the swimmers' responsibility to present themselves ready to swim, to the Marshalling Area prior to the start of their event.

#### **POOLSIDE PASSES**

Only members affiliated to Swim Wales/Scottish Swimming/Swim England or a member of a FINA affiliated country will be eligible for a coach's pass. Passes must be purchased in advance of the Meet for all coaches, chaperones, personal care attendants and team managers who require poolside access, who must



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conform to the Swim England child protection procedures.

£10.00 per poolside pass - to be worn at all times to gain access to and whilst on poolside. Para swimmers' personal care attendants will be entitled to one free Pass. A maximum of 5 "Club Staff" will be permitted poolside.

Swim Wales passes may be used for identification; however, a poolside pass must be purchased. Passes will only be issued on receipt of Swim Wales/Swim England registration number, a DBS number and a passport photo.

**THERE IS NO ACCESS TO POOLSIDE FOR ANYONE WITHOUT A POOL PASS. PASSES MUST BE PURCHASED IN ADVANCE, NOT ON THE DAY.**

### STARTS ELECTRONICS

Over the top starts will be used wherever possible.

Omega electronic timing system with electronic display provided by Swiss Timing.

### PROGRAMME OF EVENTS

SESSION 1 SATURDAY WARM UP tbc START tbc			SESSION 2 SATURDAY WARM UP tbc START tbc			SESSION 3 SATURDAY WARM UP tbc START tbc		
101	Boys	400m Freestyle	201	Girls	1500m Freestyle	301	Girls	200m Freestyle
102	Girls	200m Butterfly	202	Boys	800m Freestyle	302	Boys	100m Butterfly
103	Boys	200m Backstroke	WARM UP 30 mins			303	Girls	100m Breaststroke
104	Girls	100m Backstroke	203	Girls	50m Freestyle	304	Boys	200m Breaststroke
105	Boys	100m Freestyle	204	Boys	50m Butterfly	305	Girls	200m IM
			205	Girls	50m Backstroke			
			206	Boys	50m Breaststroke			
SESSION 4 SUNDAY WARM UP tbc START tbc			SESSION 5 SUNDAY WARM UP tbc START tbc			SESSION 6 SUNDAY WARM UP tbc START tbc		
401	Girls	400m Freestyle	501	Boys	1500m Freestyle	601	Boys	200m Freestyle
402	Boys	200m Butterfly	502	Girls	800m Freestyle	602	Girls	100m Butterfly
403	Girls	200m Backstroke	WARM UP 30 mins			603	Boys	100m Breaststroke
404	Boys	100m Backstroke	503	Boys	50m Freestyle	604	Girls	200m Breaststroke
405	Girls	100m Freestyle	504	Girls	50m Butterfly	605	Boys	200m IM
			505	Boys	50m Backstroke			
			506	Girls	50m Breaststroke			

The order of events may change if there are still restrictions on numbers permitted in competition pool.

A warm down period may also be inserted into the schedule subject to final entries & session timing.

### MEET RESULTS

The Meet results will be posted on the City of Cardiff Swimming Club website within 72 hours of the Meet closing. Results will also be passed to Swim Wales for their reference and inclusion in rankings.

For clubs using Hy-Tek, a complete electronic copy of the Meet results can be obtained following the Meet. For all other clubs a PDF copy of the Meet results can be obtained following the Meet. Any Clubs wishing to use this service should provide their e-mail details to the Meet Office during or prior to the Meet.





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### CAR PARKING

Car parking places are provided close to the Cardiff International Pool.

### HEALTH & SAFETY

All swimmers, officials, volunteers, are required, at all times, to abide by the rules set out in the Pool Operating Procedures and Normal Operating Procedures & Emergency Action Plan for Cardiff International Pool.

No outdoors shoes to be worn on the poolside. Suitable footwear must be worn outside the pool area (including the balcony area) and particularly when moving around and climbing the steps in the competitors' area.

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).

City of Cardiff Swimming Club will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

**If you are unable to execute a competent racing dive do not use the starting blocks at any time during this swim meet.** A competent racing dive is defined as in the ASA Competitive start award; each swimmer is required to hold one of these. It is the Coach and/or Team Managers responsibility to ensure that this is the case for all swimmers intending to execute a racing dive.

No swimmer should topple into the water in the event of a false or faulty start - a proper shallow dive must be performed. It is the responsibility of the swimmer and/or parent to declare to the referee any disability or medical condition that could present a health or safety risk.

If such a disability or medical condition exists swimmers must produce a medical certificate confirming that their participation presents no health or safety problems.

### COVID 19 PROTOCOLS

Additional requirements as detailed by Welsh Government; Swim Wales & Legacy Leisure may be operated during the gala.

These may include:

- requesting all swimmers, coaches, officials, volunteers and spectators to provide a negative lateral flow test before entering the competition pool accessed via the car park end fire escape.
- Masks still to be worn inside.
- Swimmers to sit in designated seating & arrive "beach ready".

Full details to be supplied with the confirmed entries.

### CONDUCT

Behavior 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 behavior, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute.*

Unacceptable behavior will not be tolerated in any circumstances. All such occurrences will be referred to the Meet Director and Referee and could result in removal from the competition.



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### **CAMERA USE & MOBILE PHONES**

The use of all photographic equipment and mobile phones is controlled at this Meet. NO FLASH photography is permitted. This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones that have a camera facility/hardware are recognised as a camera or photographic device).

City of Cardiff Swimming Club follow Swim Wales guidance which does not support the banning of phones but does support the requirement that phones should emit a 'noticeable sound' if the camera facility is used. Any photos taken should fall within the Swim Wales guidelines which are contained in the General Meet Conditions under "Events" at [www.swimwales.org/key-documents](http://www.swimwales.org/key-documents).

The publishing of a photograph of a swimmer under 18, either on a notice board or in a published article or video recording (including video streaming) of the Meet should only be done with parental consent and in line with Swim Wales guidelines

### **DATA PROTECTION**

Submission of entries implies consent to the holding of any personal data collected and used by City of Cardiff Swimming Club in accordance with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) May 2018.

These details may be made public before, during or after the Meet. All data will be recorded privately, securely stored and disposed of when no longer needed. You have the right to view your personal data & request its deletion under GDPR.

### **GENERAL**

Any point not covered by these rules will be at the discretion of the organisers. Depending upon the situation, the Referee's decision will be final.

### **APPEALS**

Any appeals must be submitted in accordance with FINA procedures and will be handled appropriately by the Meet Director and Referees.

### **EMERGENCY PROCEDURE**

Any evacuation of the Cardiff International Pool will be led by the Legacy Leisure staff over the gala event with no action required other than to follow the instructions of the centre staff.

**Suspicious Items** If you suspect a suspicious item:

- Do not touch. Try and identify an owner in the immediate area
- If you still think it is suspicious do not feel embarrassed or assume someone has already reported it
- Report it to a member of the centre staff, or if they are not available dial 999 (do not use your mobile phone in the immediate vicinity)
- Move away to a safe distance - Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out.
- Report anyone entering an area they shouldn't be in
- Remain vigilant to any suspicious activity and report to a member of the Centre staff immediately

**REMEMBER - IF YOU THINK IT IS SUSPICIOUS SAY SOMETHING**



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# KEITH BEWLEY MEMORIAL OPEN MEET 2021

Cardiff International Pool, Cardiff  
20 & 21 NOVEMBER 2021 | LICENCE NUMBER 3WL210959  
(Under FINA Technical Rules and Swim Wales Laws)

## Coaches/Team Managers/ Chaperone/Pass - Application Form

PLEASE FULLY COMPLETE EACH SECTION EITHER ENCLOSE OR EMAIL JPEG PHOTOGRAPH FOR EACH PERSON		
CLUB: Full Name & Position	Swim Wales/Swim England/Scottish Swimming Affiliation No.	DBS Number
1		
2		
3		
4		
5		

### Meet Entry Summary Sheet

It is requested that a single payment via BACS is made for the complete club entry

Name of Club		Club Code
Contact Name/email		<b>CLUB BANK info for refund</b>
Address		Bank
		Sort Code
		Account No.
TEAM SIZE		
No. Of Individual Entries	@ £8.25 per event	£
No. Of Coaches Passes	@ £10.00 each	£
Total payment made payable to City of Cardiff Swimming Club		£

I declare that only our team members who have reached the standard of the Swim England 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 Signature .....Date: .....

This Form must be completed. Entries, payments, supporting reports, and poolside pass applications to be emailed with the Hy-Tek Meet Entry Fee Report and Entry File to [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com) or [stephen.jones@westernretail.co.uk](mailto:stephen.jones@westernretail.co.uk) or can be posted to:

Stephen Jones 18 Nasturtium Way, CARDIFF CF23 8SF  
**CLOSING DATE: WEDNESDAY 3 NOVEMBER 2021 at 20:00**