



The City of Liverpool Swimming Club

Present the

Liverpool Spring Open Meet 2018

Saturday 7th April &
Sunday 8th April

Licensed at Level 1

License Number: 1NW180280

Meet Conditions



Liverpool Spring Open Meet 2018

ASA Licensed Level 1

Meet Information

- This Competition is promoted and ran by the City of Liverpool Swimming Club Event Team. The gala will be held Under A.S.A. Law & FINA Technical Rules of Swimming, Licensed Meet by the A.S.A. and can therefore be used for entry into County, District and National Competitions.
- Any points not covered by these conditions will be at the discretion of the Meet Manager and Event Team. The team have the right to amend the programme, warm-up and start times, depending upon the volume of entries received.

Entry to the Meet

Meet Manager	Simon Deeley
Meet Promoter	Neil White
Entries Secretary	Neil White

- All entries must be made via the Sportsystems Electronic File (No editing facility will be available) and teams must email their entry file to Neil White ONLY using: colscgalasecretary@gmail.com.
- Paper copies of entries must also be submitted and posted alongside one team cheque, to Neil White, by the closing date:
7 Moss gate grove, Liverpool, L14 0JT. (07944101483).
- Entries will be seeded on a fastest-slowest basis and will be accepted on a maximum number per single age group basis, 10, 11, 12, not 10-12, in order to ensure that the meet and sessions remain within the ASA Guidelines. Any entries which are scratched will be sent back to the Gala Secretary and a list of scratched entries will be displayed on the City of Liverpool Swimming Club Website: www.colsc.weebly.com. It is the responsibility of the individual club's gala secretary to inform their swimmers and parents of the accepted and rejected entries.
- Late entries will not be accepted and once an entry file has been submitted, improved times will not be accepted.
- In order for an entry to be accepted, swimmers must have achieved the qualifying time set out in Appendix 1, within the 12 months prior to the competition. Please read these times carefully; the entry time must be faster than the qualifying time and any short course times must be converted to long course times. Please note that it is the responsibility of each club's Gala Secretary, to ensure that all entered times are accurate and true.
- For individual entries entry form is displayed in Appendix 2, Disability Entry form Appendix 3. When completing the entry paperwork on behalf of a number of swimmers, please use the team entry forms (Appendix 4a & 4b) and ensure that you enter a different swimmer's name and times in each column on one page, until it is full, girls and boys on separate forms.

- Swimmers are allowed to enter the meet under one club only and all swimmers must be registered with the ASA as 'Category 2' in order to compete at this event.
- All competitors must be registered as members of a swimming club affiliated to the Amateur Swimming Association (ASA) Scottish ASA (SASA) or Welsh ASA (WASA) or competitors from one of the countries affiliated to FINA.
- The City of Liverpool Swimming Club reserve the right to enter their own members into any empty lanes throughout the gala.
- All information regarding the meet, such as the specific start times will be published on the City of Liverpool Swimming Club Website during the week prior to the gala.
www.colsc.weebly.com
- 50m, 100m, 200m and 400m Events will cost £7 each. 800m & 1500m Events will cost £11.00 each.
- Coaches passes will cost £20 per pass, for the weekend. This entitles the coach or team manager to access to the poolside, and a start sheet. Application form in Appendix 5.
- Please make cheques payable to 'The City of Liverpool Swimming Club'.
- **THE CLOSING DATE FOR ENTRIES IS 12 NOON, 3rd March 2018.**

Swimmers with Disabilities

- All competitors must be registered as members of a swimming club affiliated to the Amateur Swimming Association (ASA) Scottish ASA (SASA) or Welsh ASA (WASA) or competitors from one of the countries affiliated to FINA.
- All classes of swimmers will swim together in inclusive events and not separate events. Competitors must be of the right age group as of 31st December 2018.
- Entry form Appendix 3.
- The competition shall take place under the relevant IPC Swimming, Swimming Rules.
- It is the responsibility of the competitor or competitor's representative to ensure that the entry form is completed correctly for your disability. The COLSC and the promoter cannot be held responsible for any discrepancies after the competition cut off date.
- All coaches and personal care attendants must have accreditation. Personal care attendants will only be permitted for swimmers in the following classes: S1, S2, S3, S4 and S11. Such attendants will be excluded from any restrictions and will be given the same accreditation as all the coaches and they must apply for this accreditation at the same time as sending in swimmers entry form. Entry form displayed in Appendix 2).

Competition and Facilities

- The event will be held at Liverpool Aquatics Centre, Wavetree Sports Park, Wellington Road, L15 4LE (0151 233 8850).
- LAC boasts a 50m 8 lane, fast deck level racing pool with Daktronics Electronic Timing System, and a 20m 4 lane deck level warm-up/swim-down pool.
- The competition will host a cafeteria, SRS Leisure Swim Shop and LD Photo in the main entrance.
- There is a large balcony which seats 350 spectators, a large free car park with excellent CCTV and lighting.
- Programmes will be provided, draft programmes will be available to download from the website during the week prior to the competition from www.colsc.weebly.com

Swimmers Age Groups

- Age Groups: 10/11, 12, 13, 14, 15, 16 & Over - Age as on 31st December 2018.
- All events will be 'Heat Declared Winners'.

Running of the Gala

	Saturday 7th April	Sunday 8th April
Session 1 / 4	Girls: 7:30-7:55 START: 8:05	Boys: 7:30-7:55 START: 8:05
Session 2 / 5	Warm Up TBC (Boys, Girls) START TBC	Warm Up TBC (Girls, Boys) START TBC
Session 3 / 6	Warm Up TBC (Girls, Boys) START TBC	Warm Up TBC (Boys, Girls) START TBC

- Over-the-top starts will be used where possible during each event; swimmers must keep hold of the lane rope and remain still and close to the wall for the start of the next race.
- Heat start lists will be produced and one-per-coach or team manager will be provided on the poolside.
- Swimmers must wear footwear if leaving poolside, any swimmer found to have no footwear on will be re-directed back to the pool.
- Swimmers are NOT permitted on the balcony and will be asked to leave immediately, due to the limited seating available. Seating is available in the foyer for swimmers and families to rest and eat.
- The Event Team and Liverpool Aquatics Centre Supervisors reserve the right to refuse access to any competitor or spectator.
- There may be guests of the City of Liverpool Swimming Club present at the gala, such as counselors and students from local universities present at the gala observing. These individuals will be identifiable by their 'City of Liverpool SC Guest' badges which must be on display at all times.

Results and Prizes

- Results will be available on the City of Liverpool Website www.colsc.weebly.com and will become available throughout the competition.

- Results will also be on display on the spectator balcony, and at the changing room end of the pool.
- Medals will be awarded for the first 3 placed in each age group, for each event. These will be available from the Medals table once the results have been announced.

Poolside Passes

- A swimmer in any of the classes as specified above may have both a coach and a personal care attendant present. The accreditation will be at a charge of £20. The second accreditation will be free of charge. All applications for both coaches and careers must be made on the official form supplied (Appendix 4). All coaches, chaperones and personal care attendants must conform with the ASA Child Protection Procedures and hold a current CRB and be a member of the swimming club.
- Each club is entitled to a ratio of 1 coach to 10 swimmers but if your team consists of both male and female competitors then the ratio will be 1 male and 1 female coach to 10 swimmers. If your club enters more than 20 swimmers then you are entitled to additional passes. A club is not limited to a maximum number of passes for the weekend, but please be mindful of the limited space available on poolside.
- In accordance with child protection rules and guidelines, we request each club submits the name(s) of all the team staff who will be accompanying your team on the poolside at the same time as submitting their swimmers entries. Along with this, we ask your club secretary to sign the accompanying letter to declare at the point of submitting the entries all the named staff have been CRB/DBS checked and are registered as a member of your club.
- All team staff must be CRB/DBS checked to gain a coaches pass and access onto the poolside.
- Any parent wishing to act as a coach must also be CRB/DBS checked and registered as a member of the club they are representing.
- Parents must also ask the club secretary to sign the appropriate letter on their behalf and submit it along with the swimmers entries.
- Without the letter / application form being signed by the club/gala secretary, no coaches' passes will be issued.
- Each club and team staff will be allocated a specific number on their coaches' pass for the period of the gala each coach must sign in each day they attend the meet when collecting their pass to signify they are on the poolside.
- We ask that Teams return all Poolside Passes when they leave poolside each day.

Withdrawal from Events

- In order to withdraw a swimmer prior to the day, contact must be made by a parent or team manager/coach/swimmer via the phone (07944101483), text (07944101483) and

email (colscgalasecretary@gmail.com). Please ensure that the swimmer's name, date of birth, club and events are clearly stated.

- On the day of the competition, withdrawals must be made via completion of a withdrawal form (Appendix 5), which will also be available from the control suite. The latest that a swimmer can withdraw from an event, is the point at which the warm-up starts for the session in which the race is situated, after this point, clubs will be fined for withdrawals.
- If a swimmer fails to attend their race without withdrawing using the appropriate methods outlined above, then a fine of £5 per race will be issued to their club. It is the responsibility of the Club to ensure that fines are paid and that swimmers are present for their races.
- If a swimmer is required to withdraw on medical grounds, provided that the withdrawal has been completed via the methods above if possible, and a medical certificate is provided to the Event Team, the entries for that individual will be refunded to the club's gala secretary.

ASA Officials

- In order to run an ASA Licensed Meet at Level 1, a lot of help is required. We would be extremely grateful if your club have any licensed officials, timekeepers or volunteers who would be prepared to help during the competition. If you have any timekeepers or officials, level J1 or J2, please complete the documentation (Appendix 6), and return to Rachel Lawton (Officials Secretary), alongside your entry file, or contact Rachel on colscswimofficial@btinternet.com
- Any volunteers, timekeepers or officials will be provided with refreshments during the day as well as a free meal/snacks during the break between each session. In accordance with the NWR policies and rules, we offer travel expenses at a rate of 45p per mile, for the whole day, or 25p per mile for a half-day (Half day consists of Session 1+2, 3, 4+5, or 6).

Spectators

- In accordance with Liverpool City Council and City of Liverpool Swimming Club policy, this event will be run under a no photographic policy from anywhere inside the Liverpool Aquatic Centre, this includes all forms of photographic equipment from still, video, mobile phone, computer and any other formats. We have arranged for DE Photo to be in attendance to take action shots of the swimmers during the weekend and they will have a stand in the foyer, for viewing and purchasing of the photographs by swimmers and families. Any swimmers who do NOT wish to have their photograph taken must complete the refusal of consent form (Appendix 7) and return it to the meet manager along with your entries, otherwise all swimmers will be photographed as able.
- Please be aware that any person caught using any kind of equipment to photograph or video inside the building will be asked to leave immediately on the first occasion, and will be refused entrance to the centre following this. No refunds will be made in this situation.
- Entrance to the balcony will cost £6 per session, or £10 per day (Concessions (over 60 and 4-15) will cost £5 per session or £8 per day (age 3 and under free)
- All spectators will be provided with a colored wristband relating to the sessions to be viewed. Specific colours of wristbands will correspond to sessions. The wristband must be displayed on the spectator at all times. The balcony will be staffed and failure to display

**Consideration Times for Level 1 Meet for Long Course (50m) Pool
BOYS**

Event	10/11	12	13	14	15	16/Over
50M Freestyle	37.0	34.9	33.0	31.3	29.7	28.7
100M Freestyle	1.18.8	1.13.7	1.09.8	1.06.9	1.04.4	1.02.6
200M Freestyle	2.51.3	2.40.8	2.32.6	2.25.6	2.20.7	2.16.3
400M Freestyle	5.56.0	5.38.1	5.21.8	5.07.0	4.57.6	4.49.1
800M Freestyle	N/A	N/A	N/A	N/A	N/A	N/A
1500M Freestyle	24.44.7	22.20.5	21.16.6	20.19.0	19.37.1	19.07.7
50M Breaststroke	48.2	44.6	41.8	39.7	37.8	36.8
100M Breaststroke	1.41.5	1.34.7	1.28.8	1.24.6	1.21.4	1.18.9
200M Breaststroke	3.39.1	3.25.2	3.12.5	3.02.5	2.55.4	2.51.6
50M Butterfly	40.8	38.1	35.9	34.0	32.2	31.4
100M Butterfly	1.27.7	1.21.5	1.16.8	1.12.8	1.09.8	1.07.8
200M Butterfly	3.12.5	2.59.9	2.49.9	2.40.9	2.34.4	2.30.4
50M Backstroke	43.2	40.5	38.2	36.1	34.5	33.5
100M Backstroke	1.29.8	1.24.1	1.19.2	1.15.0	1.12.2	1.10.3
200M Backstroke	3.12.0	3.00.7	2.50.3	2.42.3	2.36.0	2.31.4
200M I.M.	3.14.3	3.02.8	2.52.7	2.44.8	2.38.4	2.33.9
400M I.M.	6.50.8	6.26.7	6.06.4	5.49.3	5.36.2	5.27.6

Consideration Times for Level 1 Meet for Long Course (50m) Pool

GIRLS

EVENT	10/11	12	13	14	15	16/Over
50M Freestyle	37.3	35.4	34.0	32.9	32.2	31.9
100M Freestyle	1.19.3	1.15.2	1.12.7	1.10.7	1.09.6	1.08.8
200M Freestyle	2.51.3	2.42.5	2.36.2	2.32.1	2.29.1	2.27.5
400M Freestyle	5.56.4	5.38.8	5.26.3	5.18.0	5.12.8	5.09.2
800M Freestyle	12.19.6	11.39.0	11.10.8	10.56.0	10.45.5	10.36.0
1500M Freestyle						
50M Breaststroke	47.8	45.0	43.1	41.5	40.6	40.1
100M Breaststroke	1.41.6	1.35.2	1.30.8	1.28.5	1.27.5	1.26.1
200M Breaststroke	3.36.6	3.24.9	3.15.5	3.09.5	3.06.7	3.05.8
50M Butterfly	40.7	38.6	36.7	35.7	34.8	34.2
100M Butterfly	1.27.9	1.22.6	1.19.1	1.17.2	1.15.5	1.14.8
200M Butterfly	3.12.6	3.01.7	2.53.5	2.48.0	2.45.7	2.43.3
50M Backstroke	43.1	40.9	39.4	38.0	37.0	36.6
100M Backstroke	1.29.9	1.24.5	1.21.7	1.19.6	1.17.9	1.17.1
200M Backstroke	3.11.0	3.00.6	2.54.3	2.49.8	2.45.8	2.43.9
200 I.M.	3.14.3	3.03.3	2.56.8	2.52.3	2.48.9	2.46.9
400 I.M	6.47.3	6.24.9	6.10.6	6.02.00	5.55.2	5.50.8

PLEASE ENTER LONG COURSE (50m Pool) TIMES.

Times can be converted from a 25m Pool using the A.S.A. Tables or Sportsys time converter.
Submitted times will be checked against the A.S.A. National Database

Disability Qualifying Times

Times may be achieved in either a long course or a short course pool.

Classification	Sex	Freestyle			
		100m	200m	400m	
S1	Boys	3:52.25	12:22.2		
	Girls	4:48.02	13:43.2		
S2	Boys	3:35.29	08:09.5		
	Girls	4:30.06	10:40.1		
S3	Boys	2:37.10	05:32.5		
	Girls	3:22.12	07:41.3		
S4	Boys	2:16.57	04:55.3		
	Girls	2:06.47	06:20.2		
S5	Boys	1:57.23	04:21.9		
	Girls	2:07.76	04:35.9		
S6	Boys	1:48.82	03:07.1		08:32.0
	Girls	1:58.16	03:54.1		09:17.9
S7	Boys	1:39.56	03:02.6		07:59.1
	Girls	1:50.24	03:22.7		08:43.4
S8	Boys	1:35.27	02:56.0	07:17.3	
	Girls	1:53.69	03:22.3	07:55.5	
S9	Boys	1:31.24	02:48.4	06:56.4	
	Girls	1:40.78	02:50.9	07:35.3	
S10	Boys	1:24.78	02:32.3	06:43.4	
	Girls	1:41.59	03:05.6	07:27.1	
S11	Boys	1:33.51	02:42.0	07:33.2	
	Girls	1:53.78	03:27.6	09:19.0	
S12	Boys	1:25.68	02:35.3	06:55.1	
	Girls	1:39.02	03:01.1	07:58.7	
S13	Boys	1:28.06	02:42.1	07:01.7	
	Girls	1:37.14	02:55.2	07:24.0	
S14	Boys	1:11.00	02:39.4	07:08.1	
	Girls	1:29.00	02:55.5	08:13.2	

Classification	Sex	IM		
		200m	400m	
SM5	Boys	04:50.5		
	Girls	06:25.8		
SM6	Boys	04:29.5		
	Girls	05:12.3		
SM7	Boys	04:32.2		
	Girls	05:00.7		
SM8	Boys	03:59.5		07:31.8
	Girls	04:37.0		08:47.9
SM9	Boys	03:44.4		06:41.3
	Girls	04:16.5		07:40.2
SM10	Boys	03:35.3		06:34.5
	Girls	04:16.6		07:22.5
SM11	Boys	04:02.8		06:35.9
	Girls	05:08.1		08:15.3
SM12	Boys	03:34.5	06:39.1	
	Girls	04:07.2	07:08.8	
SM13	Boys	03:39.4	06:37.0	
	Girls	03:58.8	07:26.8	
SM14	Boys	03:54.5	06:37.1	
	Girls	04:31.6	07:15.4	

Name of Swim Club

Club Contact Email Address

Closing Date For Entries
Noon Friday 3rd March 2018

Swimmer	Swimmer 1
First Name(s)	
Surname	
Sex:	Male / Female
Date of Birth	/ /
ASA Number	
Age @ 31/12/2018	
Contact Number	
Email Address	
50m Fly	
50m Bk	
50m Br/s	
50 Fr/s	
100m Fly	
100m Bk	
100m Br/s	
100m Fr/s	
200m Fly	
200m Bk	
200m Br/s	
200m Fr/s	
200m I.M.	
400m Fr/s	
400m I.M.	
800m Fr/s (Girls ONLY)	
1500m Fr/s (Boys ONLY)	
Total Entry Fees @ £7 each	£
Total Entry Fees @ £11 each	£
Total Entry Fees	£

Appendix 3 – Entry form for Swimmers with Disabilities

(SWIMMERS WITH DISABILITIES ENTRY FORM ONLY)

Name of Swim Club

Club Contact Email Address

Closing Date For Entries
Noon Friday 3rd March 2018

Swimmer	Swimmer 1
First Name(s)	
Surname	
Sex:	Male / Female
Date of Birth	/ /
ASA Number	
Disability Classification	S: SM:
Age @ 31/12/2018	
Contact Number	
Email Address	
50m Fly	
50m Bk	
50m Br/s	
50 Fr/s	
100m Fly	
100m Bk	
100m Br/s	
100m Fr/s	
200m Fr/s	
200m I.M.	
400m Fr/s	
Total Individual Entry Fees @ £7 each	£

Appendix 4b – Team Entry Form Boys

Name of Swim Club

Club Contact Email Address

Closing Date For Entries
Noon Friday 3rd March 2018

Swimmer	Swimmer 1	Swimmer 2	Swimmer 3	Swimmer 4
First Name(s)				
Surname				
Date of Birth	/ /	/ /	/ /	/ /
ASA Number				
Age – 31/12/2018				
Contact Number				
Email Address				
50 Fly				
50 Bk				
50 Br/s				
50 Fr/s				
100 Fly				
100 Bk				
100 Br/s				
100 Fr/s				
200 Fly				
200 Bk				
200 Br/s				
200 FR/S				
200 I.M.				
400 Fr/s				
400 I.M.				
800m Fr/s				
Total Entries @ £6.50 each	£	£	£	£
Total Entries & £10.50 each	£	£	£	£
Total Individual Fees	£	£	£	£

Appendix 5 – Poolside Pass Application Form

Name of Swim Club

Club Contact Email Address

Closing Date For Entries
Noon Friday 3rd March 2018

Swimmer	Swimmer 1	Swimmer 2	Swimmer 3	Swimmer 4
First Name(s)				
Surname				
Date of Birth	/ /	/ /	/ /	/ /
ASA Number				
Age – 31/12/2018				
Contact Number				
Email Address				
50 Fly				
50 Bk				
50 Br/s				
50 Fr/s				
100 Fly				
100 Bk				
100 Br/s				
100 Fr/s				
200 Fly				
200 Bk				
200 Br/s				
200 FR/S				
200 I.M.				
400 Fr/s				
400 I.M.				
1500m Fr/s				
Total Entries @ £7.00 each	£	£	£	£
Total Entries & £10.50 each	£	£	£	£
Total Individual Fees	£	£	£	£

Liverpool Spring Open Meet 2018

Application for Poolside Pass

Please note: This letter / application form must be completed and returned along with your club's entries in order for poolside passes to be provided for your Team.

Swimming Club	
Name	
Total Number of Poolside Passes @ £20 per pass	
Number of Free Additional Passes for Disabled swimmers	
Total Fee enclosed for Poolside Passes	£

Name (Please list names of all possible Poolside Staff)	Position (Coach, Team Manager, team Staff, Chaperone, Personal Care Attendant)

I confirm that I have checked, and understand that it is my responsibility as the Club/Gala Secretary, to ensure that all those named above are current members of
(Swimming Club)

and have a current DBS/CRB check through the ASA.

Signed

Printed

Date

Liverpool Spring Open Meet 2018

HEAT / EVENT / GALA WITHDRAWAL FORM

Swimmers, Parents, Coaches and Clubs, to ensure we run a smooth event, we require you to let us know if any of your swimmers wish to withdraw from an event or the whole gala in plenty of time so we can delete them off the computer system and to stop races taking place with empty lanes.

Any competitor wishing to withdraw from an event or the gala must inform a gala official via one of the options below:

1. Complete the form below and send / post it to Neil White (Details on Page 1) in advance of the gala and guaranteed to arrive before the 25th March 2018.
2. Complete the form below and pass it into the Competition Control Room based at the start end of the pool on the balcony, before the session warm up starts.
3. Text, stating the swimmers name, club and the event you want them to withdraw from on **07944101483**
4. Leave an answer machine message stating name, club and event you want to withdraw them from on **07944101483**
5. Email this form to colscgalasecretary@gmail.com

Swimming First Name:	
Swimmers Last Name:	
Sex:	
Swimmers Club:	
Swimmers Age Group:	
Disability Classification:	

Session No:	Event No:	Competitor No:	Race Distance:	Stroke:

Name(Print)		Signed	
Date		Time of Delivery	
Received By		Time Received	

CITY OF LIVERPOOL S.C. URGENT APPEAL

Appeal for A.S.A. Licensed Officials (J1 & J2 Level)

Dear Club's, Coaches' & Parents,

To organise a licensed meet especially a Level 1 Meet takes a lot of help, co-operation and organisation. We would be extremely grateful if your club have any parents or club members who are qualified A.S.A. Licensed Officials or Timekeepers, level 1 or 2 who will be attending the meet with their children or the team and who may be willing to volunteer and join our team of officials. In return for this help, the officials will be entitled to free drinks during the gala and a free meal / snacks during the breaks. In accordance with the North West Region policies and rules, the City of Liverpool Swimming Club will offer expenses at a rate of 45p per mile, per day. If you are only available to assist for half a day, then you will be offered a rate of 25p per mile per day. Please complete the following form and return it with your entries to Rachel Lawton, City of Liverpool SC Officials Secretary or email it to COLSCSWIMOFFICIAL@BTINTERNET.COM.

In addition, if you would be able to help in another way such as carrying drinks to officials, marshalling, or sticking up results sheets etc, please also provide your details.

Many thanks for your assistance.

Yours sincerely

Rachel Lawton

Name of ASA Official	Home Address	Home Telephone Number	Home Email	A.S.A. Qualification Level (J1 / J2)

PARENT / GUARDIAN REFUSAL OF CONSENT FORM FOR PHOTOGRAPHY

The City of Liverpool SC have appointed an official photographer(s) from LD Photo who will be taking and selling action shots / photographs of swimmers whilst they take part in the 2018 Liverpool Spring Open Meet at the Liverpool Aquatics Centre over the weekend of Saturday 7th and Sunday 8th April.

Swimmers Name	
Swimmers Surname	
Date of Birth	
Swim Club	
ASA Number	

Events / Races – Please complete the table below

Event / Race	Event Number	Distance	Stroke	Date	Session Number
Race 1					
Race 2					
Race 3					
Race 4					
Race 5					
Race 6					
Race 7					
Race 8					

I, the parent / guardian of the named swimmer above refuse permission for the officially appointed photographer to take and/or publish any images of my child at the 2018 Liverpool Spring Open Meet during the races stated above, at presentations or afterwards on any publications / websites etc.

Parents Signature	
Print Name	
Date	