

Hemel Hempstead Swimming Club

Affiliated to ASA East Region and Hertfordshire ASA

104th Birthday Open 7th and 8th October 2017

(Under ASA Laws & Regulations and ASA Technical Rules of Racing)

Level 3 License 3ER170859

At SportSpace, Park Road, Hemel Hempstead, Hertfordshire, HP1 1JS

All the information you need about entering our 104th Birthday Open Meet is now on the club website. This two day Level 3 Licenced meet provides an opportunity to qualify for County & Regional Championships and will include:

- No Faster Than (NFT) times (see Conditions)
- One Year age bands – 9, 10, 11, 12, 13, 14, 15, 16 and 17+
- Top 6 Girls & Boys 50m Free Skins event with cash prizes!

This is one of the most important dates in our Open Meet calendar when we invite local clubs from across the region to compete at Hemel Hempstead. All members of HHSC who qualify for the event (ie who are 9 or older as at the last day of the competition and who meet the minimum qualifying times) are encouraged to enter. This entry pack includes:

- Programme of events
- Meet conditions & NFT times
- Individual Boys & Girls entry forms
- Volunteers reply form

Things to note:

- Individual entry form – check the times database on the Club website www.hhsc.org.uk for your entry times or talk to your coach. Entry times must comply with the qualifying times for the meet.
- **Closing date = Sunday 9th July** - Complete the entry form and return it with your cheque payment via the club postbox by the noticeboard in an envelope marked 'Birthday Open 2017' no later than the end of training on Sunday 9th July (see note below).
- Volunteer reply form – we can't run these events without you so please offer your help by returning the form, emailing openmeets@hhsc.org.uk or signing on the sheet on the noticeboard. Don't wait to be asked!

Note: We've asked for HHSC entry forms to be returned by 9th July this year to allow time for the Hemel entry file to be created well before the meet closing date of 10th September. Entries will be accepted on a first come, first served basis with priority given to HHSC swimmers but this meet always fills up long before the September deadline, so please try to get your entry in before the holidays!

Closing date for HHSC entries: Sunday 9th July 2017



Hemel Hempstead Swimming Club

Affiliated to ASA East Region and Hertfordshire ASA

104th Birthday Open 7th and 8th October 2017

(Under ASA Laws & Regulations and ASA Technical Rules of Racing)

Level 3 License 3ER170859

At SportSpace, Park Road, Hemel Hempstead, Hertfordshire, HP1 1JS

Closing date for entries: 10th September 2017
(HHSC entry deadline: Sunday 9th July)

PROGRAMME OF EVENTS

Saturday, 7 th October					Sunday, 8 th October					
Session 1	Active withdrawal to meet recorders at least 45 mins before Session starts.					Session 3	Active withdrawal to meet recorders at least 45 mins before Session starts.			
	Warm up			12:45		Warm up			12:45	
	Start			13:45		Start			13:45	
1	Girls 9+	200m	IM		15	Boys 9+	200m	Breaststroke		
2	Boys 9+	200m	Freestyle		16	Girls 9+	200m	Backstroke		
3	Girls 9+	50m	Freestyle		17	Boys 9+	50m	Butterfly		
4	Boys 9+	50m	Backstroke		18	Girls 9+	50m	Breaststroke		
5	Girls 9+	100m	Butterfly		19	Boys 9+	100m	IM		
6	Boys 9+	100m	Breaststroke		20	Girls 9+	100m	Freestyle		
7	Girls 9+	100m	Backstroke		21	Boys 9+	100m	Backstroke		
8	Boys 9+	200m	Butterfly							
Session 2	Active withdrawal to meet recorders at least 45 mins before Session starts.					Session 4	Active withdrawal to meet recorders at least 45 mins before Session starts.			
	Warm up			c. 17:00		Warm up			c. 17:00	
	Start			c. 18:00		Start			c. 18:00	
9	Boys 9+	200m	IM		22	Girls 9+	200m	Breaststroke		
10	Girls 9+	200m	Freestyle		23	Boys 9+	200m	Backstroke		
11	Boys 9+	50m	Freestyle		24	Girls 9+	50m	Butterfly		
12	Girls 9+	50m	Backstroke		25	Boys 9+	50m	Breaststroke		
13	Boys 9+	100m	Butterfly		26	Girls 9+	100m	IM		
14	Girls 9+	100m	Breaststroke		27	Boys 9+	100m	Freestyle		
	Boys top 6	50m	Skins		28	Girls 9+	200m	Butterfly		
	Girls top 6	50m	Skins							



Hemel Hempstead Swimming Club

Affiliated to ASA East Region and Hertfordshire ASA

104th Birthday Open 7th & 8th October 2017

(Under ASA Laws & Regulations and ASA Technical Rules of Racing)

Level 3 License 3ER170859

Closing date for entries: 10th September 2017

Venue: SportSpace, Park Road, Hemel Hempstead, Hertfordshire, HP1 1JS

MEET CONDITIONS

A) General conditions

1. The event is run under ASA Laws and Regulations and ASA Technical Rules of Racing.
2. Any matter not covered by these conditions will be determined by the Promoter and Referee, subject to ASA Laws, Regulations and the ASA Technical Rules of Racing.
3. The Meet Promoter is Andrew Farrow on behalf of Hemel Hempstead Swimming Club (the "Club") (chair@hhsc.org.uk).

B) Eligibility

4. All swimmers must be Category 2 ASA registered or members of SASA or WASA.
5. Entries are subject to No Faster Than Times (see table below). Any swimmer who has a time faster than the No Faster Than Times is not eligible to swim.

C) The events

6. All events will be swum as heat declared winner.
Male/Female - 50m, 100m and 200m freestyle, backstroke, breaststroke and butterfly
Male/Female - 100m and 200m individual medley

D) Age groups

7. Male/Female – 9, 10, 11, 12, 13, 14, 15, 16, 17+
8. Age as at 8th October 2017.

E) Entries

9. The closing date for entries is **midnight on 10th September 2017**.
10. Entry times need not be from licenced meets and entries with No Time will be accepted.
11. The Promoter reserves the right to limit the number of entries to comply with time limits. Priority will be given to entries from members of the Club, thereafter entries will be accepted from other clubs in order of receipt: that is, first come, first served. If it is



necessary to reject entries, swimmers whose entry times are slowest in relation to the No Faster Than Times will be rejected first. The Club will continue to accept entries after the closing date if the event is under-subscribed and this will be advertised on the Club's website.

12. By submitting entries competitors and clubs accept the rules of this competition.
13. All entries must be made using Hy-Tek's Meet Manager or Meet Manager Lite. The events file is available from the Club website, or by email from entries@hpsc.org.uk. Completed electronic entry files should be submitted to entries@hpsc.org.uk. The completed Summary Sheet should either be emailed to entries@hpsc.org.uk or posted to Andrew Farrow, 52 Cross Oak Road, Berkhamsted, Herts HP4 3HZ.
14. The entry fee is **£5.50** per individual event.
15. Payment may be by cheque payable to Hemel Hempstead Swimming Club or direct to our bank account: Hemel Hempstead Swimming Club, Sort Code 80-11-60, Account Number: 06025702 quoting a reference of BOpen [club name].
16. Confirmation of accepted entries will be posted on the Club website at www.hpsc.org.uk.
17. There will be no refunds for late arrivals or cancellations after the closing date other than for medical conditions or injuries sustained after the closing date subject to the production of a doctor's certificate or for any other reason at the Promoter's discretion.
18. All enquiries concerning entry requirements should be made via entries@hpsc.org.uk.
19. Entries to this meet will be held on a computer and consent, as required by Data Protection Act 1984, to the holding of personal information on computer will be deemed to have been given by the submission of the entry. Personal data will be available for inspection during the Meet on application to the Meet Promoter.

F) Administration

20. Coaches passes including mid-session refreshments at £10 per pass, per day must be requested at the same time as entries are submitted up to a maximum of 4 passes per club.
21. Coaches should supervise their swimmers during warm up sessions and are responsible for their behaviour whilst poolside at all times.
22. Swimmers will not be allowed into the viewing gallery or cafeteria area in swimming costumes and must wear suitable footwear around the centre.
23. The pool has 6 lanes and is 25m long. The shallow end is 1.2m deep and the deep end is 1.9m deep. The height of the starting platforms is 700mm above water level at the deep end.
24. AOE timing will be in operation.
25. Hy-Tek computerised meet administration will be used and results will appear on the ASA Rankings database and the Club's website.

G) Meet procedure

26. Once an entry has been accepted a competitor shall swim or give notice of withdrawal either in person or via a designated representative. Notice of withdrawals shall be reported to the meet recorders at least 45 minutes before the start of each session. **Any swimmer not present when required to swim will incur a £10 penalty.** In the event of a competitor not



paying the penalty, the club in whose name the competitor has entered the competition shall be responsible for payment.

27. All events are seeded on submitted times. Each event will be spearheaded, i.e. fastest swimmer in lane 3, next fastest in lane 4, then lanes 2, 5, 1 and 6.
28. At the Referees' discretion races may be started "over the top".

H) Awards

29. Medals will be awarded to the top three swimmers in each age group.
30. A shield will be awarded to the top visiting club. This award will be determined by excluding all swimmers from the Club and then awarding points to all other swimmers based on their performance, with 1st receiving 6 points, 2nd receiving 5 points, 3rd receiving 4 points, 4th receiving 3 points, 5th receiving 2 points, and 6th receiving 1 point. The club with the highest aggregate points total will receive the shield.
31. The fastest six female and six male swimmers (+2 reserves) in events 3 & 11 respectively will qualify to compete in the 50m Freestyle Skins event at the end of Session 2.

I) Other matters

32. Entry to the spectator gallery may be restricted.
33. Any person wishing to engage in video or still photography must conform to the recommendations of the ASA Child Protection Policy. The rules on photography apply to swimmers, coaches, team managers, officials and volunteers as well as spectators, and to the use of mobile phones, tablets or other image-capturing electronic devices as well as cameras. Photography in the changing rooms is absolutely forbidden by both the Club and the swimming pool management.
34. All participants must observe the safety precautions in operation at Hemel SportSpace. Neither the Meet Promoter nor Hemel Hempstead Swimming Club will be responsible for any loss or damage occurring during this meet.

J) No Faster Than Times

Boys		Girls	
50FR	00:20.00	50FR	00:25.00
100FR	00:45.00	100FR	00:50.00
200FR	01:45.00	200FR	02:00.00
50BA	00:25.00	50BA	00:30.00
100BA	00:55.00	100BA	01:00.00
200BA	02:00.00	200BA	02:15.00
50BR	00:30.00	50BR	00:35.00
100BR	00:55.00	100BR	01:10.00
200BR	02:20.00	200BR	02:30.00
50FL	00:25.00	50FL	00:28.00
100FL	00:55.00	100FL	01:00.00
200FL	02:10.00	200FL	02:20.00
100IM	00:50.00	100IM	01:00.00
200IM	02:00.00	200IM	02:20.00



Hemel Hempstead Swimming Club 104th Birthday Open

Level 3 License 3ER170859

INDIVIDUAL ENTRY FORM: BOYS

ASA number									
------------	--	--	--	--	--	--	--	--	--

COMPLETE IN BLOCK CAPITALS PLEASE

Full Name _____ D.O.B: _ / _ / _

Age as at 8th October 2017 _____ Club _____

Address _____

_____ Telephone No _____

	EVENT NO.	Girls/ Boys	Age	EVENT	ENTRY TIME
Session 1	2	Boys	9+	200m Freestyle	
"	4	Boys	9+	50m Backstroke	
"	6	Boys	9+	100m Breaststroke	
"	8	Boys	9+	200m Butterfly	
Session 2	9	Boys	9+	200m IM	
"	11	Boys	9+	50m Freestyle	
"	13	Boys	9+	100m Butterfly	
Session 3	15	Boys	9+	200m Breaststroke	
"	17	Boys	9+	50m Butterfly	
"	19	Boys	9+	100m IM	
"	21	Boys	9+	100m Backstroke	
Session 4	23	Boys	9+	200m Backstroke	
"	25	Boys	9+	50m Breaststroke	
"	27	Boys	9+	100m Freestyle	
	TOTAL ENTRY FEE			£ _____	

TOTAL NUMBER OF SWIMS £5.50 each = £.....

I ENCLOSE A CHEQUE FOR £..... MADE PAYABLE TOSwimming Club.

Closing date for entries: Sunday 9th July 2017



Hemel Hempstead Swimming Club 104th Birthday Open Level 3 License 3ER170859

INDIVIDUAL ENTRY FORM: GIRLS

ASA number										
------------	--	--	--	--	--	--	--	--	--	--

COMPLETE IN BLOCK CAPITALS PLEASE

Full Name _____ D.O.B: / /

Age as at 8th October 2017 _____ Club _____

Address _____

_____ Telephone No _____

	EVENT NO.	Girls/ Boys	Age	EVENT	ENTRY TIME
Session 1	1	Girls	9+	200m IM	
"	3	Girls	9+	50m Freestyle	
"	5	Girls	9+	100m Butterfly	
"	7	Girls	9+	100m Backstroke	
Session 2	10	Girls	9+	200m Freestyle	
	12	Girls	9+	50m Backstroke	
"	14	Girls	9+	100m Breaststroke	
Session 3	16	Girls	9+	200m Backstroke	
"	18	Girls	9+	50m Breaststroke	
"	20	Girls	9+	100m Freestyle	
Session 4	22	Girls	9+	200m Breaststroke	
"	24	Girls	9+	50m Butterfly	
"	26	Girls	9+	100m IM	
	28	Girls	9+	200m Butterfly	
	TOTAL ENTRY FEE			£ _____	

TOTAL NUMBER OF SWIMS £5.50 each = £.....

I ENCLOSE A CHEQUE FOR £..... MADE PAYABLE TOSwimming Club.

Closing date for entries: Sunday 9th July 2017



Your help is needed – please fill in & return this form!

Thankyou for helping to run the Birthday Open, your support is always appreciated. If you don't know what each job involves, please ask! You can volunteer by either

- completing this form & returning it via the white club postbox by the noticeboard, or
- filling in the sheet on the club noticeboard, or
- sending Louise Farrow an email to openmeets@hhsc.org.uk

Name.....

I'd be interested in attending a 'New Helpers Q&A' in the Sportspace café to find out more (tick)

<u>Job: Poolside helpers</u>	<u>Session 1: 12.45</u>	<u>Session 2: 17.00</u>	<u>Session 3: 12.45</u>	<u>Session 4: 17.00</u>
Spectator entrance desk/raffle (from 12.00)				
Medal Table				
Competitor Stewards				
Pool Set up (from 12.00)				
AOE/Recorder/Results				
Runner				
Announcer				
Refreshments				
Anything!				
<u>Job: Officials</u>	<u>Please add (M)</u>	<u>If you'd like to</u>	<u>be mentored at</u>	<u>any session</u>
Qualified Refs/JS2				
Qualified J2				
Qualified J1				
Qualified Timekeeper				
Trainee official for mentoring: (please give details of training needed)				
Timekeeper (not yet qualified)				

CHECK THE LIST ON THE NOTICEBOARD TO SEE WHAT YOU'VE BEEN 'VOLUNTEERED' FOR!

- Please donate a prize to the Birthday Open raffle – see separate announcements nearer the time

I can donate raffle prizes (give details if possible):.....

I would like to know more about advertising & sponsorship (please provide a contact email address):

..... **Thankyou!**