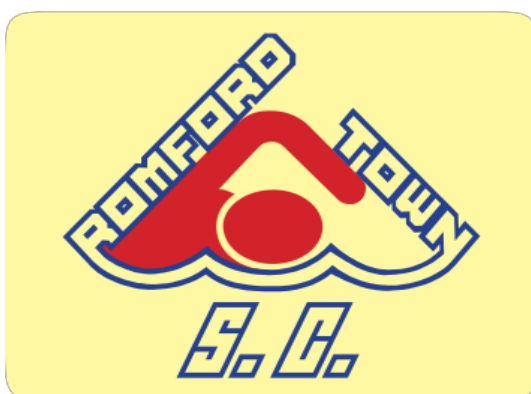


# ***Romford Town Swimming Club***

***Welcome you to our***

## ***Non- County Qualifiers Meet 2019***

***Licence 3LR190320***



**Saturday 9<sup>th</sup> February 2019**

Sapphire Ice & Leisure,  
24 Western Road,  
Romford.  
RM1 3JT

**CLOSING DATE FOR ENTRIES Sunday 6<sup>th</sup> January 2019**  
<http://www.romfordtownswimmingclub.co.uk>



(Affiliated to the Essex ASA and London Region)

### **PROMOTER'S CONDITIONS**

1. The competition will be held under ASA laws and ASA Technical Rules of Swimming, these promoter's conditions. The meet is licensed at level 3 and held under license number 3LR190320
2. The competition is open to ASA registered Category 2 swimmers who:
  - a. Are registered with an ASA affiliated swimming club
  - b. Did not qualify to attend the Essex County Championships 2019 for any event that they wish to enter for this competition e.g. swimmer achieved 50m freestyle qualifying time for Essex would be unable to enter 50m freestyle at this meet.
  - c. Is 10 years old on by **31<sup>st</sup> December 2019**
3. There are no qualifying times, but there are upper limit times which are set as the Essex County Qualifying times for 2019 championship. We will not be accepting NT but will take times as indicated by the swimmer. **PLEASE NOTE NO TIME = NO SWIM**
4. Heats will be swum with all age groups combined and swimmers seeded by entry times. All heats will be spearheaded and swum on a **heat declared winner basis**
5. The venue is the Sapphire Ice & Leisure, 24 Western Road, Romford. RM1 3JT.
6. The pool is 25metres in length, 8 lanes with anti wave lane ropes, electronic timing and secondary strobe lights with limited spectator seating. There are several public car parks in the area, including Liberty Shopping Centre car park which is directly opposite the pool.
7. The entry fees are £5.50 per event.
8. All entries must be entered electronically, using SPORTSYSTEMS software. If clubs choose to use an entry form they will incur a £25 administration charge. Entries must be sent by the club with either payment online or single club cheque please.
9. There will be no refunds of entry fee unless the entries are rejected by the organisers.
10. Once your entry has been accepted it is assumed that you will be swimming. Withdrawals must be made by the start of each warm-up session to the recorders using the withdrawal sheets which will be included in the coach's pack.
11. 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. The personal information supplied with your entry will be retained securely and will only be used for the legitimate purposes of running the event. This data will be shared by form of results with Swim England (Rankings) and the clubs who have entered the meet. A full copy of the results will be published on the website after the meet. Please be aware that links from our website may take you to external websites that are not covered by our policies. Please ensure that you review their privacy policies before any data is submitted. If any persons want to exercise their right to erasure or processing of their personal data they will need to make a written request to the promoter. We will only hold competition data for 12 months after which it will be destroyed and erased from our systems.
12. Male and female age groups will be 10, 11,12,13,14 and 15 years and over. Ages as at midnight **31<sup>st</sup> December 2019**. The first three for each age group in each event will receive medals which can be collected from the medal table after the results have been published. No medals will be posted. All results will be sent to the ASA for inclusion on the rankings.
13. Over-the-top starts will be at the promoter's discretion.
14. Spectator entry will be by colour-coded wristbands. Entry fees are £8.00 per day. Children under the age of 10 will gain entry free of charge.
15. All swimmers and other personnel must abide by the Health & Safety rules as laid down by the venue management. Any person contravening these rules may be excluded from taking any further part in the proceedings.
16. Coaches or team managers are responsible for the swimmers' conduct at all times.
17. No cameras, video or digital capturing devices (including mobile phones) may be used in the changing area. This policy will be vigorously enforced and any person found to be contravening this policy will be asked to leave the gala without refund.
18. It is requested that all mobile phones are switched off or turned to silent during the competition and that there is no flash photography at the start of each event.



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19. Coaches and Team Managers' passes are available in advance for £15. This entitles the holder to a programme; meal between session, (Food is provided by the in-house catering service only), poolside drinks and result sheets posted or sent electronically. Coaches and Team Managers' Passes should be ordered using the Club Entry Form. Coaches and Team Managers will not be allowed on poolside without a Pass. The Promoter has the right to ask any unauthorised persons to leave the poolside. For insurance purpose's all applicants should be registered members of the ASA and hold a current DBS (CRB) check.
20. Visiting clubs bringing a team of 5 or more swimmers are requested to provide one qualified official per session and their details (together with their qualification) are to be forwarded with the entry information. Meals and refreshments will be provided.
21. **Entries per club will be processed on a first come first served basis**, however if the gala is nearing capacity the promoter reserves the right to restrict entries from the last clubs entries received to ensure compliance with licensing guidelines and the restrictions will be made from the longest distance events first then in reducing distance by individual age groups. Full reimbursement of entry fee(s) shall be made to unsuccessful applicants.
22. It is the responsibility of coaches and parents to ensure the safety of their swimmers. All swimmers should meet the requirements of the ASA competitive start award and should obey all safety notices and announcements. The organisers and pool management reserve the right to remove any spectator or swimmer whose behaviour is against the rules of the pool or the efficient running of the meet. Stewards will be patrolling the centre and anyone found causing damage or seriously misbehaving, will be banned from the meet and refused entry to the building. For health and safety reasons only, small drawstring bags will be allowed poolside. Lockers are available with the use of a refundable £1 coin.
23. Any changes to the stated warm-up times will be notified with accepted swims and be published on our website. No entries will be accepted after the closing date or during the meet, unless the promoter has made an error or omission.
24. A photographer may be present taking live shots throughout the day, displaying pictures on the screens during the break. If a swimmer does not wish to have their photo taken, they must inform the Meet Promoter.
25. Coaches and Team Managers are expected to wear their wristbands at all times. Only competing swimmers, coaches, officials and Team Managers are allowed on poolside. This is a security request from the pool operator.
26. As the permitted use of devices which capture still or moving images is no longer dependent upon pre-registration, we request that all persons attending this meet have a clear understanding of their responsibilities and obligations as detailed in the "ASA Photography Guidance" section of Wavepower 2016-19 (the current ASA Child Safeguarding Policies and Procedures publication).
27. Please ensure you clear up after yourself by placing all litter in the receptacles provided, do not leave it for others to clear up for you.
28. Payment can be made either via Cheques made payable to RTSC (one cheque per club) or BACS (details on summary sheet) and sent together with the entry summary sheet to: Angela Eguakhide, 38 Chadville Gardens, Chadwell Heath. Romford. RM6 5UA.
29. 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, preferably via BACS transfer, to cover all swimmers and coach passes. If an entry has been submitted electronically only the summary sheet is required, do not send entry forms.
30. Closing date for this meet is **Sunday 6<sup>th</sup> January 2019**. RTSC reserves the right to refuse or close entries before this time to facilitate the smooth running of the competition
31. The promoter reserves the right to refuse admission to any competitor or other personnel.
32. Anything not covered within these rules will be at the discretion of the promoters of the competition.



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## Programme of Events

Session 1 Warm Up 1.00pm – 1.50pm Start 2.00pm		Session 2 Warm Up TBC Start TBC	
1.	Boys 200m Individual Medley	11.	Girls 200m Individual Medley
2.	Girls 50 Freestyle	12.	Boys 50m Freestyle
3.	Boys 50 Breaststroke	13.	Girls 50m Breaststroke
4.	Girls 100m Backstroke	14.	Boys 100m Backstroke
5.	Boys 100m Butterfly	15.	Girls 100m Butterfly
6.	Girls 50m Butterfly	16.	Boys 50m Butterfly
7.	Boys 50m Backstroke	17.	Girls 50m Backstroke
8.	Girls 100m Breaststroke	18.	Boys 100 Breaststroke
9.	Boys 100m Freestyle	19.	Girls 100 Freestyle
10.	Girls 200m Freestyle	20.	Boys 200m Freestyle



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### UPPER LIMIT QUALIFYING TIMES

BOYS					Short Course Times	GIRLS				
10 - 11	12	13	14	15+	Events	10 - 11	12	13	14	15+
00.36.00	00.35.00	00.33.00	00.31.00	00.29.00	50 Freestyle	00.36.00	00.34.00	00.32.00	00.31.70	00.31.50
01.20.00	01.15.00	01.11.90	01.05.50	01.02.60	100 Freestyle	01.21.00	01.16.00	01.10.00	01.09.90	01.08.20
02.52.00	02.41.00	02.31.00	02.21.00	02.17.50	200 Freestyle	02.50.00	02.43.00	02.30.00	02.25.00	02.24.00
00.51.00	00.48.00	00.46.00	00.42.00	00.40.60	50 Breaststroke	00.50.00	00.47.00	00.44.00	00.43.50	00.42.90
01.47.00	01.41.00	01.32.00	01.29.00	01.25.40	100 Breaststroke	01.45.00	01.40.70	01.34.40	01.32.00	01.28.10
00.44.00	00.41.00	00.39.00	00.36.30	00.34.50	50 Butterfly	00.43.00	00.40.90	00.38.00	00.36.90	00.36.00
01.33.00	01.28.00	01.22.00	01.17.20	01.13.30	100 Butterfly	01.31.00	01.25.90	01.23.00	01.20.00	01.16.80
00.43.00	00.42.00	00.40.00	00.38.50	00.36.00	50 Backstroke	00.43.50	00.42.10	00.38.10	00.38.00	00.37.90
01.33.00	01.28.00	01.22.00	01.17.20	01.13.20	100 Backstroke	01.32.00	01.25.20	01.21.00	01.20.00	01.18.90
03.17.00	03.04.50	02.52.60	02.43.40	02.34.70	200 Ind. Medley	03.16.00	03.02.00	02.50.00	02.44.90	02.40.70



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## ENTRY SUMMARY FORM

One of these forms must accompany ALL entries. The club contact named below will receive ALL pre-meet information VIA e-mail regarding entries and rejections for distribution to their swimmers.

<b>CLUB</b>			
<b>CONTACT NAME</b>			
<b>ADDRESS</b>			
<b>POST CODE</b>			
<b>TELEPHONE</b>			
<b>MOBILE</b>			
<b>E-MAIL</b>			
Total Number of Entries @ £5.50 <sup>1</sup>		Entries	£
Admin Fee @£25 <sup>2</sup>			
Coach Pass @ £15.00 <sup>3</sup>			£
Total Remittance = 1 + 2 + 3		CHEQUE / BACS * Delete as necessary	£
Total Number of submitted entry forms or			
Sportsystems entry files emailed on			

Make cheques payable to:

Payment by BACS to:

Sort Code

Account No.

Reference

Closing date for entries:

Post your entries to

Any queries Phone:

E-mail queries to

RTSC (Romford Town Swimming Club)

RTSC (Romford Town Swimming Club)

08-92-99

65046300

XXXX300918 – XXXX club short code

6<sup>th</sup> January 2019

Mrs Angela Eguakhide, 38 Chadville Gardens.

Romford. RM6 5UA

07946899710

[romfordtownsc@aol.com](mailto:romfordtownsc@aol.com)

SIGNED BY CLUB OFFICIAL

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## INDIVIDUAL ENTRY FORM

Please complete all details requested below in **full**\*

Name				Male / Female
Address		SE No.		
Telephone No* (We require a contact No)*		E-mail		
Date of Birth		Age as at 31 <sup>st</sup> Dec 2019		
Club				

### PLEASE REFER TO QUALIFYING TIMES INFORMATION

EVENT	ENTRY TIME	EVENT	ENTRY TIME
50m Freestyle		50m Breaststroke	
100m Freestyle		100m Breaststroke	
200m Freestyle		50m Butterfly	
50m Backstroke		100m Butterfly	
100m Backstroke		200m Individual Medley	
Total No. of Entries		@ £5.50 per event <sup>1</sup>	£
	IE Admin Fee	@ £5 <sup>2</sup>	£
	TOTAL	1 + 2	£

Please accept my entries for the events indicated above. I declare that the details entered on this form are correct, that I am an eligible competitor in accordance with the ASA Laws and that I agree to abide by the promoter's conditions.

Signature .....



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## COACHES/CHAPERONE/TEAM MANAGER INDIVIDUAL APPLICATION FORM

Name of Club:		CLUB CODE
Full Name		
Position in Club		
Postal Address		
Telephone No		
Pass Required		
Email Address		
ASA Affiliation No		
Dietary Requirement		

**Club Secretary:**.....**Signed:**.....

The above named person is authorised to hold a pass for this club and their details are visible on the ASA Members Check.

There will be no access to the poolside without a coach's pass and passes will need to be purchased in advance and the cost included the summary total for your club entries. Coach Passes are non-transferable.





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## REQUEST FOR OFFICIALS

Name			CLUB CODE
Qualification (Judge Level)			
Licence Number			
Swimming Club			
Sessions Available	Session 1	Session 2	
Contact Phone no			
Contact Address			
Contact email			
Swimmer's name			
Mentor request	<i>If you are in the middle of training to become an official and require mentoring, please indicate the session are available and use this box to detail the tasks you require mentoring for and we will our best to accommodate requests</i>		
Dietary requirements	<i>Officials working a full day will be provided with lunch. Let us know if you have any special requirements</i>		

All completed forms to be emailed to [romfordtownsc@aol.com](mailto:romfordtownsc@aol.com)