



City of Cardiff Swimming Club  
Clwb Nofio Dinas Caerdydd

## WELSH · CAPITAL · OPEN · MEET

SHORT COURSE | LEVEL 3 MEET



Saturday 18 Sunday 19 November 2023



event information | session times to be confirmed



**Licence Number: WL232009**  
(Under FINA Technical Rules & Swim Wales Laws)

CO CARDIFF celebrating 50 years



**City of Cardiff Swimming Club**  
**Clwb Nofio Dinas Caerdydd**

**CITY OF CARDIFF SWIMMING CLUB**  
**14<sup>th</sup> WELSH CAPITAL OPEN MEET 2023**

**LICENCE NUMBER 3WL232009**  
**(Under FINA Technical Rules and Swim Wales Laws)**

**Saturday 18<sup>th</sup> Sunday 19<sup>th</sup> November 2023**

Level 3 Licensed Meet enabling qualification to Winter Nationals

Only electronic entries will be accepted for this meet

**VENUE POOL** **Cardiff International Pool, Olympian Drive, Cardiff, CF11 0JS**  
**10 Lane 25m pool | Omega electronic timing | anti-turbulence lane ropes**

**AGE GROUPS** OPEN MC/Para Swimmers  
Male + Female 9yrs, 10yrs, 11yrs/12yrs, 13yrs/14yrs, 15yrs & over

**AGE AT DATE** **19 November 2023 | Minimum age for entry is 9 years**

**EVENTS (HDW Heat Declared Winner)**

50m	Backstroke Breaststroke Butterfly Freestyle	- All Age Groups + MC
100m	Backstroke Breaststroke Butterfly Freestyle	- All Age Groups + MC
200m	Backstroke Breaststroke Butterfly	- All Age Groups
200m	Freestyle	- All Age Groups + MC
400m	Freestyle	- All Age Groups +MC
100m	Individual Medley	- 9-12yrs + MC
200m	Individual Medley	- All Age Groups +MC
400m	Individual Medley	- 13yrs & Over

**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/?m=1978>

**SELECT THIS MEET TO REGISTER YOUR AVAILABILITY**

**Remembering | KEITH BEWLEY**



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### PROGRAMME OF EVENTS

#### SATURDAY SESSION ONE

101 HDW	Female	400m IM
102 HDW	Male	100m IM
103 HDW	Female	200m Breaststroke
104 HDW	Male	100m Backstroke
105 HDW	Female	50m Butterfly
106 HDW	Male	50m Freestyle

#### SUNDAY SESSION FOUR

401 HDW	Male	400m IM
402 HDW	Female	100m IM
403 HDW	Male	200m Breaststroke
404 HDW	Female	100m Backstroke
405 HDW	Male	50m Butterfly
406 HDW	Female	50m Freestyle

#### SATURDAY SESSION TWO

201 HDW	Male	100m Butterfly
202 HDW	Female	200m Backstroke
203 HDW	Male	100m Freestyle
204 HDW	Female	50m Breaststroke
205 HDW	Male	50m Backstroke

#### SUNDAY SESSION FIVE

501 HDW	Female	100m Butterfly
502 HDW	Male	200m Backstroke
503 HDW	Female	100m Freestyle
504 HDW	Male	50m Breaststroke
505 HDW	Female	50m Backstroke

#### SATURDAY SESSION THREE

301 HDW	Female	400m Freestyle
302 HDW	Male	100m Breaststroke
303 HDW	Female	200m Butterfly
304 HDW	Male	200m Freestyle
305 HDW	Female	200m IM

#### SUNDAY SESSION SIX

601 HDW	Male	400m Freestyle
602 HDW	Female	100m Breaststroke
603 HDW	Male	200m Butterfly
604 HDW	Female	200m Freestyle
605 HDW	Male	200m IM

**Warm Down pool will be available during the meet.**

### PROMOTER'S CONDITIONS

**CLOSING DATE** **WEDNESDAY 11 OCTOBER 2023 Time: 20:00** (No late entries will be accepted)

**ENTRY PRICING** £8.50 per event

**AWARDS** Medals will be given to the first 3 places in each age category.

An additional award will be made to the Top Visiting Club, based upon accumulated points. The top Female & top Male swimmers will receive a prize.

Competitors will only receive an award if they have achieved the qualifying standard. Swimmers must ensure that they are suitably clothed (t shirt and shorts) when receiving awards. Medals will only be available on the day and can be collected from the medal table on poolside.

**Swimmers must ensure that they are suitably clothed (t-shirt and shorts) when receiving awards.**

**ENTRIES** Upper Cut Off Times will be applied to all events with all entry times being slower than or equal to the UCT. No Times (NT) are acceptable.

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



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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 short course times using Hy-Tek's Meet Manager software. Estimated times are not permitted.

The electronic event entry file can be obtained from the Welsh Capital 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)

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)

Electronic entries must be produced from Hy-Tek's Team Manager or Team Manager Lite software.

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. Manual entries may be accepted at the promoter's discretion, incurring an administration fee of £10.00/swimmer.

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.

Entries will be rejected for the following reasons:

- ❖ Incorrectly completed or received without the relevant fee
- ❖ Faster than the upper cut off entry times
- ❖ Improved entries
- ❖ Received after the closing date WEDNESDAY 11 OCTOBER 2023 Time: 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.



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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.

### 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 be submitted to British Swimming and 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.

### POOL PASSES

#### (NOT TRANSFERABLE)

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 conform to the Swim England child protection procedures.

£25.00 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.

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.**

### SEEDING

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

### SESSION TIMES

Session timing 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.

### SPECTATORS

Tickets will be available via OrderWhizz. Further details will be circulated with the confirmed entries. The meet programme will be available to be downloaded.

### STARTS

#### ELECTRONICS

Over the top starts will be used wherever possible.

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

### WITHDRAWALS

All withdrawals must be notified via email [ccsc.homemeets@gmail.com](mailto:ccsc.homemeets@gmail.com) before the commencement of the meet.

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 30 November 2023.

### CAMERA USE

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).



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City of Cardiff Swimming Club follows 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

### CAR PARKING

Car parking places are provided close to the Cardiff International Pool and details will be confirmed in due course.

### 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, and all such occurrences will be referred to the Meet Director and Referee and could result in removal from the competition.

### HEALTH & SAFETY

All swimmers, officials, volunteers, spectators, and visitors 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.

The front four rows of the spectator area are reserved for swimmers and coaches only seated in their Clubs. **Swimmers are asked not to enter the spectators' area or balcony/foyer whilst they are competing.**

**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



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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.

### **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**



City of Cardiff Swimming Club

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# Welsh Capital Open Meet 2023

Cardiff International Pool, Cardiff  
18 19 November 2023 | LICENCE NUMBER 3WL232009  
(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:	Swim Wales/Swim England/Scottish Swimming Affiliation No.	DBS Number
Full Name & Position		
1		
2		
3		
4		
5		

## Meet Entry Summary Sheet

Payment by BACS will be requested at the entry deadline CoCardiff will provide their club bank details

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	@ £8.50 per event	£
No. Of Coaches Passes	@ £25.00 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 71 COED COCHWYN AVENUE CARDIFF CF14 5BU  
**CLOSING DATE: WEDNESDAY 11 OCTOBER 2023**





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## SHORT COURSE UPPER CUT OFF TIMES

	MALE								
	AGE	9	10	11	12	13	14	15	16yrs+
<b>50m Freestyle</b>	UCT	34.90	32.40	30.80	29.10	27.70	26.60	25.80	25.30
<b>100m Freestyle</b>	UCT	1:18.90	1:10.60	1:06.60	1:02.50	59.20	57.00	55.60	54.40
<b>200m Freestyle</b>	UCT	2:47.90	2:32.30	2:24.00	2:15.60	2:08.70	2:03.80	2:00.80	1:58.30
<b>400m Freestyle</b>	UCT	6:06.00	5:20.50	5:00.40	4:44.00	4:30.90	4:21.90	4:15.20	4:10.50
<b>50m Breaststroke</b>	UCT	46.00	42.50	40.00	37.50	35.10	33.70	32.60	31.70
<b>100m Breaststroke</b>	UCT	1:44.00	1:32.80	1:26.00	1:20.50	1:15.30	1:12.20	1:09.80	1:08.20
<b>200m Breaststroke</b>	UCT	3:35.40	3:18.10	3:04.70	2:53.60	2:43.20	2:36.10	2:31.50	2:28.70
<b>50m Butterfly</b>	UCT	39.70	36.40	34.10	32.30	30.50	29.20	28.10	27.60
<b>100m Butterfly</b>	UCT	1:36.60	1:22.60	1:15.40	1:10.40	1:06.20	1:03.20	1:00.90	1:00.00
<b>200m Butterfly</b>	UCT	3:30.10	3:00.80	2:44.70	2:35.10	2:26.30	2:19.90	2:13.80	2:12.10
<b>50m Backstroke</b>	UCT	40.60	37.40	35.50	33.60	31.60	30.50	29.40	28.50
<b>100m Backstroke</b>	UCT	1:29.60	1:21.40	1:15.30	1:10.90	1:06.70	1:03.80	1:01.70	1:00.50
<b>200m Backstroke</b>	UCT	3:06.50	2:50.80	2:40.10	2:31.20	2:22.90	2:16.90	2:16.10	2:13.70
<b>100m I/M</b>	UCT	1:29.50	1:22.40	1:18.20	1:13.90				
<b>200m I/M</b>	UCT	3:10.80	2:54.90	2:43.40	2:34.20	2:26.60	2:19.90	2:16.10	2:13.70
<b>400m I/M</b>	UCT					5:09.60	4:56.40	4:47.50	4:42.80

**UCT = Upper Cut Off Time**

**Long Course Times will be converted to Short Course by Hy-Tek Meet Manager Software.  
 The organisers reserve the right to return Entries.**



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## SHORT COURSE UPPER CUT OFF TIMES

	FEMALE								
	AGE	9	10	11	12	13	14	15	16yrs+
<b>50m Freestyle</b>	UCT	35.30	32.80	31.30	29.90	29.00	28.50	28.10	27.90
<b>100m Freestyle</b>	UCT	1:20.00	1:12.10	1:07.20	1:03.70	1:02.00	1:00.90	1:00.20	59.50
<b>200m Freestyle</b>	UCT	2:49.70	2:33.10	2:24.50	2:16.90	2:12.90	2:10.90	2:09.90	2:08.00
<b>400m Freestyle</b>	UCT	6:12.50	5:24.90	5:00.10	4:44.60	4:37.20	4:33.10	4:29.30	4:26.80
<b>50m Breaststroke</b>	UCT	46.80	42.70	40.10	38.00	36.60	35.80	35.20	35.00
<b>100m Breaststroke</b>	UCT	1:44.30	1:33.30	1:25.90	1:21.30	1:18.10	1:15.80	1:15.10	1:14.80
<b>200m Breaststroke</b>	UCT	3:37.50	3:18.30	3:04.40	2:54.30	2:47.30	2:43.70	2:41.40	2:40.60
<b>50m Butterfly</b>	UCT	40.20	36.30	34.50	32.70	31.70	31.00	30.40	30.30
<b>100m Butterfly</b>	UCT	1:37.60	1:22.50	1:15.70	1:11.00	1:08.80	1:07.00	1:06.40	1:06.00
<b>200m Butterfly</b>	UCT	3:33.10	3:03.10	2:46.50	2:35.80	2:30.20	2:26.40	2:23.90	2:23.10
<b>50m Backstroke</b>	UCT	40.70	37.40	35.50	33.90	32.80	32.10	31.80	31.40
<b>100m Backstroke</b>	UCT	1:31.10	1:21.40	1:15.40	1:11.20	1:08.80	1:07.60	1:06.40	1:06.10
<b>200m Backstroke</b>	UCT	3:08.40	2:54.80	2:43.20	2:31.30	2:27.30	2:24.60	2:22.00	2:20.80
<b>100m I/M</b>	UCT	1:30.70	1:20.80	1:18.00	1:14.30				
<b>200m I/M</b>	UCT	3:12.50	2:54.80	2:43.20	2:34.70	2:30.70	2:27.70	2:25.80	2:24.90
<b>400m I/M</b>	UCT					5:15.30	5:09.70	5:06.00	5:03.40

**UCT = Upper Cut Off Time**

**Long Course Times will be converted to Short Course by Hy-Tek Meet Manager Software.  
 The organisers reserve the right to return Entries.**