



SWIM WALES  
NOFIO CYMRU

# **Swim Wales Regional Development Meet – South East Region**

**Sunday 13<sup>th</sup> October 2024**

**License No: 3WL24 (TBC)**

**at**

**Newport International Sports Village, NP19 4RA**

**Meet Information Pack**

**CLOSING DATE:  
Monday, 23<sup>rd</sup> September at 17:00**

## **Meet Summary**

The Swim Wales Regional Development meet is a closed event and is aimed at developing Welsh swimmers offering an opportunity to compete regionally.

### **Event webpage:**

License number: 3WL24 (TBC)

Venue: Newport International Sports Village, NP19 4RA

Please use the following web link for all information relating to the venue:

<http://www.newportlive.co.uk/en/venues/regional-pool-and-tennis-centre/>

### **1. Meet conditions**

- 1.1 This event will be swum under the World Aquatics Rules and will all be Heat Declared Winner (HDW).
- 1.2 **Age groups** for the **individual** are **9/10, 11/12, 13/14, 15/16, 17/18**
- 1.3 **Relays Events** are **9-11, 12-14, 15-18**
- 1.4 **Heats** will be swum seeded by time regardless of age.

***N.B. Time trials/exhibition swims will not be permitted at this event. Should a competitor fail to report for their race, the lanes will remain empty as no on-the-day entries can be accepted.***

***NB2: Dependent on entry numbers for the relay events the various age groups relays may be swum merged together in a consolidated event. However, medals will still be awarded in the age groups 9/11, 12/14 & 15/18.***

### **Participation of Russian and Belarussian sportspeople**

In circumstances where swimmers have a registered World Aquatics sport nationality as Russia or Belarus, athletes will be permitted to participate provided that that, Swim Wales as the meet organiser, has written confirmation from the athlete that:

- a. They are not doing so as a representative of the Russian or Belarussian state; i.e. they are competing as a neutral, or under an alternative passport/dual nationality; and
- b. They are not in receipt of funding aligned to the Russian or Belarussian state, including sponsorship from companies operated or controlled by persons with strong links to the Russian state; and
- c. They have not, and do not intend to, express support for the invasion of Ukraine, the Russian or Belarussian regimes, or their leadership in any way as part of their participation in the event.

## 2. Entry Conditions

- 2.1 This is a closed Swim Wales event. Entries will be accepted from active Swim Wales members (club and individual) and those who are Welsh by country of representation.
- 2.2 Competitors can only compete for one club for the duration of the competition.
- 2.3 Competitors must hold either primary or multi registration Swim Wales membership within the South East Wales Region.
- 2.4 All decisions made by the regional event management will be final and binding.
- 2.5 Entries will not be taken on a first come first served basis for this event. All entries submitted will be considered and a confirmed entry list will be published after close of entry.
- 2.6 In the event of over subscription, scratches will be made at the discretion of regional event management and will be based on entry times (with the slowest swimmers being scratched first). Refunds for scratched entries and purchased spectator tickets will be processed.
- 2.7 Entries are not confirmed until published, we therefore advise attendees to book flexible/refundable travel and/or accommodation arrangements. Swim Wales are not responsible for accommodation/travel and other related costs incurred as a result of event cancellation/venue changes.
  - 2.7.1 Refunds will only be given for entry fees, spectator tickets and poolside passes.
- 2.8 **Upper cut off times are included in this meet pack. There are no upper cut off times for Para Swimmers**
  - 2.8.1 Entry times can be submitted individually or via a bulk club entry. The event management reserve the right to request validation of any submitted entry times
  - 2.8.2 Times will be considered from level 1, 2 and 3 licensed competitions.
  - 2.8.3 Times will be taken at the point of entry and will not be updated, amended or refunded (unless medical) after entry is submitted.
  - 2.8.4 We do not accept split, relay times, but will accept NT times as entries.
  - 2.8.5 **A short course (25m) time will be taken as a priority followed by long course to short course converted times if a short course 25m time is unavailable.** The time converter used in the entry process that is publicly available for use can be found here:  
<https://www.swimmingresults.org/downloads/equivalent-time/>
  - 2.8.6 All times will be accepted from the **1<sup>st</sup> September 2023.**
- 2.9 All competitors must enter a time that is "slower than" the upper cutoff time, and have been set in a designated or licensed meet (Swim Wales, Swim England, Scottish Swimming and British Swimming).
- 2.10 It is the competitors' responsibility to check the draft entry list and inform the regional event management of discrepancies or errors.
- 2.11 Entries: Please see details of entry process and method of payment on the following page.
- 2.12 **Entries will close on Monday 23<sup>rd</sup> September at 17:00.**
- 2.13 Electronic individual event entry via club cost: £9. Paper entry £10.
- 2.14 Age of competitors will be taken as 31<sup>st</sup> December 2024.
- 2.15 Swimmers must have attained the standard of the Competitive Start Award in order to start from the blocks; (this is the responsibility of the club coach). Swimmers who have not attained the standard of the Competitive Start Award must lower themselves into over the side into the water, on the long whistle of the Referee before starting at an appropriate place.
- 2.16 By entering this event, you / your child agrees to be bound by the British Swimming Anti-doping Rules for a period of 12 months from the commencement

of the event. You also agree to abide by the British Swimming & UKAD Anti-Doping Rules. For further information, See [Anti-Doping | British Swimming](#).

## 2.17 **Relay events:**

2.17.1 Clubs may enter 1xA and 1xB relay teams per event, but competitors are only allowed to compete in either team A or team B.

2.17.2 2 male and 2 female competitors per relay team.

2.17.3 Relay event entry cost: £15.

2.17.4 Relays are entered via HyTek or Swim Manager

2.17.5 Relay forms, specifying the competitor's information, must be submitted to the timing management team (control room, poolside) by the end of warm up of the session that the relay takes place. Failure to submit the relay form in time will result in disqualification. Relay forms should be submitted in the order in which the team will swim; teams who fail to swim in the submitted order face disqualification.

2.17.6 Relay forms can be accessed on the event entry page.

## Entries

Where possible, entries should be made via clubs ONLY and should be sent electronically using Hy-Tek Team Manager or Swim Manager. The events file for use with TM and SM is available from both the Swim Wales website and on the South East Wales site at:

<https://swimwales.justgo.com/workbench/public/events?ref=BCB62EB3C9B3DFFFED3C7744DE2E43FEE5AA1492>

Electronic entries, completed chaperone forms, payment summary sheets, etc should be emailed to: [sewregion@yahoo.co.uk](mailto:sewregion@yahoo.co.uk)

Entry fees may be paid by BACS:

**Name: Swim Wales, S.E.Wales Region**

**Account No: 02737608**

**Sort Code: 30-92-49**

**Reference: (Club code)1024**

Please confirm payment by email to [swimwales-finance@swimming.org](mailto:swimwales-finance@swimming.org) plus a copy to [sewregion@yahoo.co.uk](mailto:sewregion@yahoo.co.uk) using the above reference and stating amount paid and date of payment to Swim Wales

Alternatively, fees may be paid by a SINGLE club cheque to cover all entries and coach/chaperone poolside passes. Cheques should be payable to "Swim Wales Ltd – South East Wales Region" and sent to Steve Hathway, 108 Queens Drive, Llantwit Fardre, CF38 2PA

Please note that entries will be refused if:

- they are received without the relevant fee being paid
- they are completed incorrectly (Membership number must be included)
- they are received after the closing date of Monday 23<sup>rd</sup> September at 17:00
- Submitted entry times are faster than the upper cut off times. Please note that in this situation, NO entry fees will be refunded.

**A random selection of submitted times will also be checked against the Rankings Database. Entry times which cannot be confirmed in the database will be refused and NO entry fees will be refunded.**

### **3. Medals**

- 3.1 Medals will be awarded to first, second and third place in individual events (HDW) in the following age groups: **9/10, 11/12, 13/14, 15/16, 17/18**, and to the first, second and third place in relay events (HDW) in the following age groups: **9/11, 12/14, 15/18**.
- 3.2 Para Swimming medals;
  - 3.2.1 Para competitors can win medals based on outright performance.
  - 3.2.2 There will be a para swimming point's leader board published throughout the event showing all para competitor results based on British Para Swimming points.
  - 3.2.3 At the end of the meet, medals will be awarded to the para competitors with the highest British Para Swimming points scored in a single event (British para events only) in each age group band (same age group bands as above) on a multi class, multi event basis.

### **4. Withdrawals & Refunds**

- 4.1 To ensure we fill as many lane spaces as possible and provide the best opportunity to those on reserve entry lists, please inform us of **any withdrawals**, prior to the heats being seeded, **Monday 7<sup>th</sup> October**

To do this, please contact [sewregion@yahoo.co.uk](mailto:sewregion@yahoo.co.uk) stating your/the competitor's membership number, club, full name and event(s) to be withdrawn.

- 4.2 Any competitor who has been withdrawn will not be re-entered into the event(s).
- 4.3 Refunds will not be processed for withdrawals on non-medical grounds.
- 4.4 Specifically, for medical withdrawals, refunds for entry fees only will be processed on the receipt of a completed medical withdrawal application accompanied with a valid doctor's note (signed by an appropriate consultant/doctor on headed paper). Additionally, to qualify for a refund, medical withdrawals must be received the day before the event is due to take place.
- 4.5 Email [swimwales-events@swimming.org](mailto:swimwales-events@swimming.org) to receive a medical withdrawal form and apply for a refund.

### **5. Marshalling**

- 5.1 Competitors must report to the lead poolside marshals located at the turn end of the pool.
- 5.2 Competitors should follow the directions given by the marshals. It is the competitors, coaches and team managers' responsibility to ensure the competitors report in plenty of time.
- 5.3 Marshals are in place to guide competitors only, and are not responsible for ensuring competitors swim their race(s).

## **6. Poolside Passes**

- 6.1 **Cost £12 per application.**
- 6.2 Applications will be available to access on the event webpage/events portal in the Swim Wales Just Go membership system on **Friday 20<sup>th</sup> September at 10.00am.**
- 6.3 Applications must be submitted and paid in full.
- 6.4 Applicants must have a valid DBS, Approved Safeguarding qualification and an active membership.
- 6.5 Late submissions (**applications submitted by Friday 4<sup>th</sup> October**) will result in an additional £5 administration charge.
- 6.6 Passes include full event access, event accreditation, lunch and refreshments.
- 6.7 As part of Swim Wales' efforts to contribute to sustainability and a greener environment, seeded heat programmes will be available to download from the event webpage/events portal in the new Swim Wales Just Go membership system.

Seeded heat sheets will also be available for download from the Swim Wales website at:  
<https://swimwales.justgo.com/workbench/public/events?ref=BCB62EB3C9B3DFFFED3C7744DE2E43FEE5AA1492>

**Seeded sheets will NOT be available to collect with your poolside passes.**

- 6.8 Poolside passes are intended for use for the named individual only; misuse may result in removal of your pass.

## **7. Spectator Admission Tickets**

- 7.1 Access to purchase spectator tickets will be available from **Monday 23<sup>rd</sup> September** via the event webpage.
- 7.2 Ticket costs:
  - 7.2.1 Adults (aged 18+ years) - **£4 per session**
  - 7.2.2 Children (aged 5 – 17 years) & Concessions (60 years and over) - **£3 per session**
  - 7.2.3 Adults (aged 18+ years) - **£7.50 per day**
  - 7.2.4 Children (aged 5 – 17 years) & Concessions (60 years and over) - **£5 per day**
  - 7.2.5 Family package for 4 people (must be at least 2 adults with any combination of other adults/children/concessions for the other 2 tickets) - **£22.50 per day**
  - 7.2.6 Children (under 5 years): FREE**
- 7.3 Spectators may be restricted due to site capacity and safety mitigations.

## **Swim Wales Film and Photography Policy**

Please be advised that photographs may be taken at this event by a professional photographer. Additionally, the event will be live streamed via our filming partner and will be accessed through our Swim Wales Facebook page and YouTube channel.

Swim Wales are aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. Used responsibly, such devices are perfectly safe, but sharing images widely may betray a confidence or identity of an individual which may present a risk of harm to the individual concerned. The use of such equipment is difficult to control but we can all be vigilant. Swim Wales may use photographs taken at this event as promotional material and used across public forums including their website and social media accounts, and possibly the local press and television.

If you have any concerns or safeguarding queries, please bring them to the immediate attention of the event management team situated at the front of house desk on the day of the event. Should you wish to refuse photographic permission please contact the event management team on site. Post event, if at any time an individual wishes an image of themselves to be removed from the public platform, 7 days' notice must be given to Swim Wales after which the data will be removed. The full Swim Wales film and photography guidance can be found at the front of house desk or accessed by emailing [swimwales-events@swimming.org](mailto:swimwales-events@swimming.org).

## **General Information**

### **Officials and Volunteers:**

**We will continue to adopt the new method of submitting applications and registering your availability via our Swim Meet system. The link will be available prior to commencement of the competition. Please keep check of the event webpage and your emails for further information.**

Clubs who have entered more than 10 competitors into the event are expected to provide a minimum of 2 officials.

All of our volunteers and officials are provided with event kit, refreshments, meals and expenses claims. The Swim Wales volunteer expenses policy will be available on the event webpage.



**Car Park:**

The leisure centre has approximately 200 parking spaces, with additional spaces located in an overflow at the Velodrome, and football ground. Please be aware that the car park is busy and fills quickly. To avoid disappointment, please arrive early.

**Café:**

The centre has an onsite café that will be open on the day (times will be published onsite) with a selection of hot and cold food. There is seating available in the reception area.

**Seating:**

The pool has **approximately 650** seats for spectators, etc. A limited number of seats have been reserved on the balcony for access users (disabled, wheelchairs etc.). We ask competitors to remain in their team-allocated rows of seats, and that spectators remain on the higher seating on the balcony side of the pool, behind the swimmers.

**Changing rooms:**

The changing area is for competitors only. Parents are not permitted in the changing area and will be asked to leave. Competitors are politely asked not to change poolside and use the facilities available. Cameras and phones are strictly prohibited in the changing area.

**Health and Safety:**

We hope you enjoy the competition, here are some tips to ensure you have a fun and safe experience.

- Event days are long and can be tiring, please drink plenty of water, eat sensibly, and rest when possible to ensure you are fit and ready for the sessions.
- If you feel unwell at any stage, please seek medical support from the pool lifeguards
- If you see something that could cause an accident, please alert the leisure centre staff/lifeguards or an event team member immediately so that it can be dealt with.
- The lift is for individuals who have difficulties using stairs; please ensure the lift is used appropriately and safely. Children are not permitted to use the lift unaccompanied.

**Social Media:**

Swim Wales would like to share your experience with us on social media, tweet and tag us in your photos and results using #SWRDM24 @SwimWales

Photos may be used in Swim Wales communications including newsletters, website and social media.

By attending Swim Wales Meets, individuals are agreeing to adhere to the Swim Wales Media policy. This ensures that the use of social media whilst attending the meet is appropriate and safe. Clubs are responsible for the behaviour of their member, competitors and supporters. Inappropriate behaviour will be dealt with accordingly.

**Behaviour and Attitude:**

Swim Wales has a zero-tolerance policy on negative behaviour at meets. Disrespectful and poor attitude resulting in unacceptable behaviour will not be tolerated. All those on-site including competitors, parents, coaches and clubs are expected to behave in an appropriate manner, respectful of officials, volunteers,

staff and others. Swim Wales holds the right to ask those behaving inappropriately to leave the event and/or meet if deemed necessary. Refund will not be issued for dismissal from an event. The right to remove competitors and/or clubs from the meet is held by the meet manager and senior team of officials. We ask that you remind your competitors of the above policy and remain vigilant throughout the meet. Please report any inappropriate behaviour to a member of staff on site.

**Jewellery:**

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, ear-rings (except studs), and rings (except wedding bands). Swim Wales will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

**Equality:**

Swim Wales promotes inclusion and diversity, and welcomes participation from everyone. If you have any particular requirements in respect of participating, officiating or volunteering then please mention this, in confidence if required, to our Events and Volunteers Manager. Swim Wales is an equal opportunities employer and aims to provide a discrimination-free working environment. We are committed to an action plan and policy in line with the Equality Act 2010, which ensures that no job applicant or employee receives less favourable treatment because of a protected characteristic. The full equality policy can be viewed by emailing [swimwales-events@swimming.org](mailto:swimwales-events@swimming.org).

### Swim Wales Regional Development Meet 2024- Event Schedule

Event No.	Session 1	Event No.	Session 2	Event No.	Session 3
101	Girls 200 I.M	201	Boys 200 I.M	301	Boys 200m free
102	Boys 100 free	202	Girls 200 free	302	Girls 50 free
103	Girls 100 breast	203	Boys 50 back	303	Boys 100 back
104	Boys 50 fly	204	Girls 50 breast	304	Girls 100 back
105	Girls 50 back	205	Boys 50 free	305	Boys 100 fly
106	Boys 50 breast	206	Girls 100 free	306	Girls 50 fly
107	Mixed 4x50m mixed medley relay	207	Boys 100 breast	307	Mixed 4x50m mixed freestyle relay
		208	Girls 100 fly		

**N.B** - The event management reserve the right to amend the above schedule of events.

There are no UCTs for the 9 or 10 year age group.

# Swim Wales South East Regional Development Meet

## Upper Cut-Off Times

Age as of 31st December in year of competition

MALE								FEMALE						
11	12	13	14	15	16	17/18	EVENT	11	12	13	14	15	16	17/18
00:38.4	00:36.0	00:34.0	00:31.6	00:30.1	00:29.3	00:28.7	50m Free	00:38.7	00:37.2	00:36.0	00:33.9	00:32.7	00:32.0	00:31.3
01:23.6	01:17.9	01:12.6	01:07.9	01:04.6	01:02.8	01:01.5	100m Free	01:23.8	01:20.2	01:17.6	01:13.3	01:10.4	01:09.2	01:08.0
03:00.8	02:48.8	02:39.7	02:29.6	02:22.3	02:18.7	02:16.1	200m Free	03:00.7	02:52.3	02:46.7	02:37.5	02:31.9	02:28.2	02:25.3
							400m Free							
							800m Free							
							1500m Free							
00:50.7	00:46.8	00:44.1	00:40.5	00:38.3	00:37.3	00:36.5	50m Breast	00:50.7	00:47.8	00:46.2	00:43.7	00:42.1	00:41.1	00:40.4
01:48.2	01:39.8	01:34.3	01:26.5	01:22.2	01:19.9	01:18.3	100m Breast	01:49.3	01:43.3	01:38.7	01:33.0	01:29.9	01:27.2	01:26.1
							200m Breast							
00:43.7	00:40.6	00:38.3	00:34.8	00:33.2	00:32.1	00:31.5	50m Fly	00:43.5	00:41.5	00:39.9	00:37.0	00:35.7	00:35.1	00:34.3
01:34.7	01:27.8	01:21.3	01:15.2	01:11.9	01:09.3	01:08.1	100m Fly	01:35.6	01:31.0	01:27.1	01:21.7	01:19.0	01:16.8	01:15.3
							200m Fly							
00:45.4	00:42.0	00:39.8	00:36.4	00:34.3	00:33.5	00:33.0	50m Back	00:45.8	00:43.6	00:41.8	00:39.2	00:37.6	00:36.9	00:36.0
01:35.6	01:28.4	01:23.2	01:16.1	01:12.7	01:10.3	01:09.0	100m Back	01:34.7	01:29.9	01:26.8	01:21.8	01:19.2	01:17.4	01:16.0
							200m Back							
03:27.4	03:13.8	03:02.2	02:50.3	02:42.8	02:38.0	02:35.2	200m IM	03:26.1	03:17.3	03:10.0	03:01.8	02:55.7	02:51.5	02:48.3
							400m IM							



## ENTRY FORM FOR PAPER ENTRIES

Last Name:..... First Name:..... Club Name:.....

Age (31/12/2024): ..... Date of Birth: DD / MM / YYYY

Male/Female:.....

Address: .....

.....

Post Code:..... Tel No:.....

Swim Wales Membership

Number:.....

Email:.....

**Both short course and long course times are accepted for entry in this meet. Please tick as appropriate.**

EVENT	EVENT NO	ENTRY TIME	SC ✓	LC ✓	EVENT	EVENT NO	ENTRY TIME	SC ✓	LC ✓
50 Free					50 Breast				
100 Free					100 Breast				
200 Free									
					50 Fly				
50 Back					100 Fly				
100 Back									
					200 IM				

Total number of swims .....@ £10.00 Total Payable £.....

I declare that the above information is correct and agree to abide by the Meet conditions. I also confirm that the above competitor has achieved the ASA

Competitive Start Award

Signature of Competitor/Parent/Coach:..... Date:.....

**Closing Date: Monday 23<sup>rd</sup> September at 17:00**

## Payment Summary Sheet

Please return this form electronically to [stevehathway@yahoo.co.uk](mailto:stevehathway@yahoo.co.uk) together with:

1. Hy-Tek entry file
2. Cheque/s made payable to **“Swim Wales Ltd – South East Wales Region”** or payment made via BACS

Club			
Name			
Address			
Post Code		Tel No	
Email			
Position in Club			

### Summary

	Number		
Total Individual Electronic Entries		@ £9.00	£
Total Individual Paper Entries		@ £10.00	£
Total Relay Entries		@£15.00	
Swim Wales Head Coach Pass		Please indicate attendance	No Charge
Total Coaches Passes (per weekend)		Numbers for catering	
Total Chaperone Passes (per weekend)		Numbers for catering	
Please see Page 5 of this document for BACS payment details, etc.		<b>Total:</b>	£

I confirm all swimmers are current members of Swim Wales and have paid the appropriate membership fee.

I declare that only our team members who have reached the standard of the ASA 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 West Wales Region Meet Management Committee for this event.

Signature ..... Date: .....

**Closing Date: Monday 23<sup>rd</sup> September at 17:00**