



City of Cardiff Swimming Club
Clwb Nofio Dinas Caerdydd

WELSH · CAPITAL · OPEN · MEET

SHORT COURSE | LEVEL 3 MEET



Saturday 23 Sunday 24 November 2024

Venue



event information | session times to be confirmed



Licence Number: 3WL24***
(Under FINA Technical Rules & Swim Wales Laws)

REMEMBERING | KEITH BEWLEY

CO CARDIFF celebrating 50 years



City of Cardiff Swimming Club
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CITY OF CARDIFF SWIMMING CLUB

15th WELSH CAPITAL OPEN MEET 2024

LICENCE NUMBER 3WL24****
(Under World Aquatics Technical Rules and Swim Wales Laws)

Saturday 23rd Sunday 24th November 2024

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 9yrs, 10yrs, 11yrs/12yrs, 13yrs/14yrs, 15yrs & over OPEN MC/Para Swimmers

Female athletes with a birth sex of female.
 Open/Male athletes with a birth sex of male, trans or non-binary competitors and any competitor not eligible for the female category

AGE AT DATE **24 November 2024 | 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.

OFFICIALS REGISTRATION via: <https://swim-meet.com/availability/?m=2571>

SELECT Welsh Capital Open Meet 2024 TO REGISTER YOUR AVAILABILITY

Remembering | KEITH BEWLEY



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PROGRAMME OF EVENTS

SATURDAY SESSION ONE

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

SUNDAY SESSION FOUR

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

SATURDAY SESSION TWO

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

SUNDAY SESSION FIVE

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

SATURDAY SESSION THREE

301 HDW	Male 13+	400m IM
302 HDW	Female 9-12	100m IM
303 HDW	Male	50m Butterfly
304 HDW	Female	200m Breaststroke
305 HDW	Male	100m Freestyle

SUNDAY SESSION SIX

601 HDW	Female 13+	400m IM
602 HDW	Male 9-12	100m IM
603 HDW	Female	50m Butterfly
604 HDW	Male	200m Breaststroke
605 HDW	Female	100m Freestyle

Warm Down pool will be available during the meet.

PROMOTER'S CONDITIONS

CLOSING DATE **WEDNESDAY 30 OCTOBER 2024 Time: 20:00** (No late entries will be accepted)

ENTRY PRICING £9.00 per event

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

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.

ENTRIES Upper Cut Off Times will be applied to all events with all entry times being slower than 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. 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.



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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

Email electronic entries/enquiries to ccsc.homemeets@gmail.com

Hytek Team Manager Lite application and instructions can be downloaded free of charge from www.hy-tek ltd.com/downloads

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 £12.50/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 30 OCTOBER 2024** 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.

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.



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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)

Coach and Team Manager's packs are available £30 for the weekend. They include heat sheets, food and refreshments. Only swimmers, team managers and coaches with passes will be allowed on poolside.

Swim Wales passes may be used for identification; however, a pool pass must be purchased. Passes for Coaches will only be issued on receipt of Swim Wales/Swim England registration number, a DBS number and a passport photo.

Team Managers need to be registered with Swim Wales (or equivalent national swimming organisation), hold a valid DBS check and have the relevant safeguarding and team management qualifications.

Para swimmers' personal care attendants will be entitled to one free Pass.

THERE IS NO ACCESS TO POOLSIDE FOR ANYONE WITHOUT A POOL PASS. PASSES MUST BE PURCHASED IN ADVANCE & ARE NON TRANSFERABLE

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. Seating maybe limited subject to the number of swimmers entered. 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 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 2024.

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).

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



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the Swim Wales guidelines which are contained in the General Meet Conditions under "Events" at 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 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.



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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



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Welsh Capital Open Meet 2024

Cardiff International Pool, Cardiff

23 24 November 2024 | LICENCE NUMBER 3WL24

(Under World Aquatics Technical Rules & 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		CLUB BANK info for refund
Address		Bank Sort Code Account No.
TEAM SIZE		
No. Of Individual Entries	@ £9.00 per event	£
No. Of Pool Passes	@ £30.00 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

CLOSING DATE: WEDNESDAY 30 OCTOBER 2024



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Cardiff International Pool, Cardiff

23 24 November 2024 | LICENCE NUMBER 3WL24

(Under World Aquatics Technical Rules & Swim Wales Laws)

SHORT COURSE UPPER CUT OFF TIMES

	MALE								
	AGE	9	10	11	12	13	14	15	16yrs+
50m Freestyle	UCT	34.90	32.40	30.80	29.10	27.70	26.60	25.80	25.30
100m Freestyle	UCT	1:18.90	1:10.60	1:06.60	1:02.50	59.20	57.00	55.60	54.40
200m Freestyle	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
400m Freestyle	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
50m Breaststroke	UCT	46.00	42.50	40.00	37.50	35.10	33.70	32.60	31.70
100m Breaststroke	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
200m Breaststroke	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
50m Butterfly	UCT	39.70	36.40	34.10	32.30	30.50	29.20	28.10	27.60
100m Butterfly	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
200m Butterfly	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
50m Backstroke	UCT	40.60	37.40	35.50	33.60	31.60	30.50	29.40	28.50
100m Backstroke	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
200m Backstroke	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
100m I/M	UCT	1:29.50	1:22.40	1:18.20	1:13.90				
200m I/M	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
400m I/M	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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Cardiff International Pool, Cardiff

23 24 November 2024 | LICENCE NUMBER 3WL24

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SHORT COURSE UPPER CUT OFF TIMES

	FEMALE								
	AGE	9	10	11	12	13	14	15	16yrs+
50m Freestyle	UCT	35.30	32.80	31.30	29.90	29.00	28.50	28.10	27.90
100m Freestyle	UCT	1:20.00	1:12.10	1:07.20	1:03.70	1:02.00	1:00.90	1:00.20	59.50
200m Freestyle	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
400m Freestyle	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
50m Breaststroke	UCT	46.80	42.70	40.10	38.00	36.60	35.80	35.20	35.00
100m Breaststroke	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
200m Breaststroke	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
50m Butterfly	UCT	40.20	36.30	34.50	32.70	31.70	31.00	30.40	30.30
100m Butterfly	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
200m Butterfly	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
50m Backstroke	UCT	40.70	37.40	35.50	33.90	32.80	32.10	31.80	31.40
100m Backstroke	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
200m Backstroke	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
100m I/M	UCT	1:30.70	1:20.80	1:18.00	1:14.30				
200m I/M	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
400m I/M	UCT					5:15.30	5:09.70	5:06.00	5:03.40

UCT = Upper Cut Off Time

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The organisers reserve the right to return Entries.**