

WEST WALES REGION 'NO TIME' GALA 2017

SUNDAY, 9th April 2017

at

Carmarthen Leisure Centre

License No: WL170089

**CLOSING DATE:
WEDNESDAY, 15th MARCH 2017**

This gala is designed for swimmers who have yet to record times in the events present in this programme. Only swimmers who currently have “No Time” in an event are eligible for entry into that event.

WEST WALES REGION –‘NO TIME’ GALA 2017

Sunday, 9th April 2017

This meet will be swum under the following rules and conditions:
FINA Technical Rules, Swim Wales Laws,
West Wales ‘No Time’ Gala 2017 Meet Conditions.

Carmarthen Leisure Centre.

MEET INFORMATION

1. This competition is designed for swimmers who have yet to record times in the events present in this meet programme. Only swimmers who currently have “No Time” in an event are eligible to enter that event.

Please note that should the meet organisers become aware that a swimmer has submitted an entry for an event in which they already have a ‘ranking’ time, the competition committee reserves the right to exclude that swimmer from the whole of the competition.

2. The entry fees for the ‘No Time’ Gala will be £4.00 per event. Swimmers may enter a MAXIMUM of 5 events.
3. All events will be HDW.
4. Age shall be as on the day of the meet. i.e. 9th April 2017.
5. Entries may only be accepted from competitors registered as members of Affiliated Clubs, holding either primary or multi registration membership within the West Wales Region.
6. Entries will be accepted up to the maximum which can be accommodated in the time available. However, should the meet be oversubscribed then the Management Committee reserves the right to return entries. In this situation ‘scratching’ will begin with the youngest age group swimmers.
7. Please note that no refund of entry fees will be made for withdrawals after the closing date (Wednesday, 15th March, 2017) except with a doctor’s note. In this situation the doctor’s note will only be accepted until mid-day on the day before the start of the meet.
8. Swimmers must only swim for one club during the gala.
9. Competitors must have been registered members of the club in whose name they are entered at least 30 days prior to the day of the Meet.
10. All decisions made by the Meet Director will be final and binding.

Entries

Where possible entries should be sent electronically using Hy-Tek Team Manager. The events file for use with TM is available from the West Wales web site at:

www.westwalesswim.org.uk

Electronic entries should be emailed to:

robwilliams1145@gmail.com

Clubs that require a paper copy of the confirmation of entries should include a Stamped Addressed Envelope.

Completed forms should be sent to: Rob Williams, 12 Park Terrace, Pontarddulais, Swansea. SA4 8HS.

Entries from clubs should be accompanied by a Payment Summary Sheet and a SINGLE cheque to cover all entries and coach/chaperone poolside passes. Cheques should be payable to "West Wales Region – Swim Wales".

Please note that entries will be refused if:

- they are received without the relevant fee
- they are completed incorrectly (Membership number must be included)
- they are received after the closing date of Wednesday, 15th March 2017.

Age Groups–Individual Events

Girls: 8 Years, 9 Years

Boys: 8 Years, 9 Years

50 meters Butterfly, Backstroke, Breaststroke and Freestyle
100 meters Butterfly, Backstroke, Breaststroke and Freestyle
200 meters Freestyle
100 meters Individual Medley

Girls: 10 years, 11 years, 12 Years

Boys: 10 years, 11 years, 12 Years

50 meters Butterfly, Backstroke, Breaststroke and Freestyle
100 meters Butterfly, Backstroke, Breaststroke and Freestyle
200 meters Butterfly, Backstroke, Breaststroke and Freestyle
200 meters Individual Medley

Swimmers may enter a MAXIMUM of 5 events

Medals and Awards

The aim of this gala is to allow swimmers to record times which would then enable them to enter open meets in the future. Medals will not be awarded for individual events.

Spectators

Admission charges:

£3.00 per session
£7.00 per day

Please Note: The Spectator Area must be cleared at the end of each session.

Mobile Phones

Mobile phones must **not** be used at all in the building.

Session Times

To be confirmed following receipt of entries. Please forward SAE if you require printed copies of the documentation.

Events

Events will be held as shown on the attached programme of events.

Time trials will not be permitted.

Officials

Each Club is requested to supply at least two qualified officials per session. Officials will be required to follow the protocol which can be down loaded from the Swim Wales web site.

Meet Procedure

Heats

Coaches should ensure that swimmers make themselves available for marshalling at least 2 events prior to the event they are competing in.

Starts

Over the top starts will, where necessary or appropriate, be used during the gala.

Passes

All Coaches and Chaperones who will be on the poolside at any time during the competition, must have individual accreditation obtained by completing the official form enclosed in this Information Pack. Completed forms must be accompanied by a passport size photograph.

Each club will be permitted to purchase a **maximum of 3** poolside passes. Poolside passes will be transferrable between coaches and chaperones **from the same club** who have completed an official accreditation form.

Accredited coaches and chaperones **from the same club** may use purchased poolside passes 'on rota', although the number of coaches and/or chaperones on poolside at any one time must not exceed the number of passes that have been paid for.

Passes will need to be worn at all times. Anyone without a pass will be asked to leave poolside/changing area.

The closing date for passes will be the same as the closing date for entries. Applications will not be accepted on the day.

Health and Safety

All competitors are required to ensure that they observe all safety announcements and conduct themselves with safety in mind at all times.

It is the responsibility of the swimmer and/or parent/guardian 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 note confirming that their participation presents no health or safety problems.

In addition to the above meet conditions a number of Health and Safety rules as laid down by Swim Wales must be observed:

1. Unacceptable Behaviour – Behaviour becomes “unacceptable” when it is considered “Offensive” to others. This includes, but is not limited to the following:

Theft, wilful damage to property and/or equipment, acts of vandalism, abuse of alcohol and/or drugs, bullying, offensive language, aggressive/violent acts, threatening behaviour, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute.

2. Competitive Start Award - Swimmers must have achieved the standard of the Competitive Start Award in order that they start the events by a dive either from the side of the pool or the starting blocks. Swimmers who have not achieved the Competitive Start Award must start in the water. It is the responsibility of the coach to ensure the swimmer has reached the standard of the Competitive Start Award.
3. Jewellery – For safety and security reasons. The wearing of jewellery is not permitted while in the water during warm-up, swim down 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.

4. Video and Photography.

Please see attached Swim Wales Photography Policy

Data Protection

The Region, along with the Governing Body will use computers to record entry times and results. By submitting entries you are accepting the conditions and consent is hereby given for holding personal information relating to the sport of Swimming as required by the current Data Protection Act.

The organisers retain the right to amend these conditions if necessary, without notice.

Programme of Events

Sunday, 9th April 2017				
SESSION 1				
Event No	Ages	M/F	Distance	Stroke
1	8, 9, 10, 11, 12	F	200	Freestyle
2	8, 9, 10, 11, 12	M	50	Butterfly
3	8, 9, 10, 11, 12	F	50	Butterfly
4	8, 9, 10, 11, 12	M	100	Breaststroke
5	8, 9, 10, 11, 12	F	100	Breaststroke
6	8, 9, 10, 11, 12	M	50	Freestyle
7	8, 9, 10, 11, 12	F	50	Freestyle
8	8, 9, 10, 11, 12	M	100	Backstroke
9	8, 9, 10, 11, 12	F	100	Backstroke
10	10, 11, 12	M	200	Breaststroke
11	10, 11, 12	F	200	Breaststroke

SESSION 2				
12	8, 9, 10, 11, 12	M	200	Freestyle
13	8, 9, 10, 11, 12	F	50	Breaststroke
14	8, 9, 10, 11, 12	M	50	Breaststroke
15	10, 11, 12	F	200	Butterfly
16	10, 11, 12	M	200	Butterfly
17	8, 9, 10, 11, 12	F	50	Backstroke
18	8, 9, 10, 11, 12	M	50	Backstroke
19	8, 9, 10, 11, 12	F	100	Freestyle
20	8, 9, 10, 11, 12	M	100	Freestyle

SESSION 3				
21	8, 9, 10, 11, 12	M	100	Fly
22	8, 9, 10, 11, 12	F	100	Fly
23	10, 11, 12	M	200	Backstroke
24	10, 11, 12	F	200	Backstroke
25	8, 9	M	100	I.M.
26	8, 9	F	100	I.M.
27	10, 11, 12	M	200	I.M.
28	10, 11, 12	F	200	I.M.

Swimmers may enter a MAXIMUM of 5 events.

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ENTRY FORM

Name in full:.....

Age (9th April 2017):..... Date of Birth: DD / MM / YYYY M/F:.....

Address:

.....

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

Club Name:.....

Swim Wales Membership Number:.....

Please enter the appropriate **event numbers** in the boxes below.
Swimmers may enter a **MAXIMUM** of 5 events.

<i>Please enter EVENT numbers in the appropriate boxes.</i>	50m	100m	200m
Butterfly			10/12 Year Only
Backstroke			10/12 Year Only
Breaststroke			10/12 Year Only
Freestyle			
Individual Medley		8/9 Year Only	10/12 Year Only

The entry fees for the ‘No Time’ Gala will be £4.00 per event. Swimmers may enter a **MAXIMUM** of 5 events.

I declare that the above information is correct and agree to abide by the Meet conditions. I accept there will be no refund of entry fees, unless the gala is oversubscribed.

I also confirm that the above competitor **has/has not** (please delete as appropriate) achieved the ASA Competitive Start Award

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

Signature of Coach:.....

Closing Date: Wednesday, 15th March 2017

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Affix passport style
photograph here.

COACH/CHAPERONE ACCREDITATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

FULL NAME:
NAME OF CLUB:
POSITION e.g Club Coach:
ADDRESS:
 POST CODE:
TEL NO: FAX NO:.....
EMAIL:
SWIM WALES REGISTRATION NUMBER :
CRB NUMBER:

Please note only members registered with Swim Wales or the ASA and having a current CRB check are eligible for a coach/chaperone pass.

No passes will be available on the day and must be purchased beforehand.

There will be no access to the poolside without a coach/chaperone pass.

All completed forms to be returned to Rob Williams.

Closing Date: Wednesday, 15th March 2017

WEST WALES REGION – ‘NO TIME’ GALA – 9th April 2017
Closing date for entries: Wednesday, 15th March 2017

Payment Summary Sheet

Please return this form together with:

1. Entry Forms
2. Cheque made payable to **“West Wales Region – Swim Wales”**.
3. Coach/Chaperone Accreditation Forms
4. SAE for confirmation of entries

Club			
Name			
Address			
Post Code		Tel No	
Email			
Position in Club			

Summary

	Number		
Total Individual Entries		@ £4.00	£
Total Poolside Passes (up to a max of 3)		@ £6.00	£
Total Cheque Enclosed made payable to “West Wales Region – Swim Wales” .			£

It is requested that a single cheque for the complete club entry is submitted.

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 ‘No Time’ Gala Management Committee for this event.

Signature Date:

**Return to: Rob Williams, 12 Park Terrace, Pontarddulais, Swansea. SA4 8HS.
Email: robwilliams1145@gmail.com**

Swim Wales Photography Guidance

SWIM WALES
WALES NATIONAL POOL SWANSEA
SKETTY LANE
SWANSEA
SA2 8QG



Swim Wales Photography Guidance

Following consultation and to ensure consistency across the ASA and Swim Wales events, Swim Wales have made the decision to adopt the same 'photography at events' guidelines as the ASA Wave Power.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones). It applies to all training sessions, activities and events run by a Swim Wales affiliated organisation. It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

Aims

The Swim Wales Photography Guidance aims to help organisations avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Recommended best practice

- The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim Wales guidelines.
- A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing. A suggested template allowing parents to indicate refusal of consent is provided on the ASA Wave power document p. 117.
- In the case of any event or competition where the host organisation has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent

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should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The Swim Wales guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context. • Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended. The Swim Wales does not wish to stop parents photographing their child if they wish, but all organisations must ensure they do all they can to safeguard each child's wellbeing.

The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities, etc.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organisation's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

Swim Wales Photography Guidance

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Guidance on filming children during training sessions

The filming of children during training sessions is not recommended. The requirement for any filming must be justified by the organisation, (e.g. to assist in stroke development).

Assuming filming is justified, written consent is required from the parents of each child who should then be invited to attend the filming and to subsequently view the video.

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above. Filming should cease and/ or the footage destroyed should any concerns be raised or if consent is withdrawn.

Once the footage has served its purpose, it should always be destroyed, unless the need to keep it can be justified.

Mobile phones

Mobile phones should be registered as a camera if it has that facility in order to adhere to our policy on cameras. All organisations need to make their members aware that while the Swim Wales does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, we do support the requirement that phones should emit a 'noticeable sound' if the camera facility is used.

Organisations should also remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Please refer to the ASA Wave Power Changing Room Policy (p. 65) in addition to the guidance on child abuse images on p. 67 and on the use of electronic information on p. 70.

Should photographs or footage of children be posted on an organisation's website?

It is recommended that photographs or footage of individual children should not be kept on an organisation's website, and certainly not with the child's name as this could lead to the child being identified, approached and placed in a vulnerable position. The same applies to printed materials such as an organisation's annual report or kit. Many organisations will use a child's first name, surname or nickname only, with parental consent, so as not to identify them fully.

Parental consent may be withdrawn at any time and the organisation should take all reasonable steps to respect the wishes of the parent/carer.