

PRE-EVENT

1.1 VENUE SELECTION

When selecting a venue for your competition, you will need to consider the following:

- Does the venue need to be long course (50m pool) or short course (25m)?
- Do you require additional pool space for warm up or cool downs?
- How many lanes do you need (this will impact your event capacity for entries, more lanes = more spaces available)?
- How much seating space is needed for spectators?
- Do you need space for a merchandise supplier?
- Does the facility have electronic timing kit?
- Are there suitable changing facilities (this includes para swimmers, are there accessible changing rooms?)
- Will the facility be open to the public during your event (including changing room access)?
- Is there a café onsite?
- Is there an accessible car park area?

This is not an exhaustive list; each event will have different requirements and needs, but is important to ensure your venue is suitable and safe.

1.2 SELECTING A DATE

Once you have confirmed your venue you will need to decide on a date for your competition. To ensure a healthy number of swimmers and officials are available to attend your event, clubs are encouraged to check the Swim Wales Calendar (available on the Swim Wales Website). You can also use the Swim Wales 4 year calendar as a guide to help find a suitable date for your competition. This can be found on the website. The calendar displays all licensed events in Wales including club, Regional and National competitions. Typically licensing will not be granted for events which clash within the same region of Wales; the

licensing team are here to help advise and support clubs with date selections. This date will also need to be checked with your venue.

1.3 APPOINTING YOUR TEAM

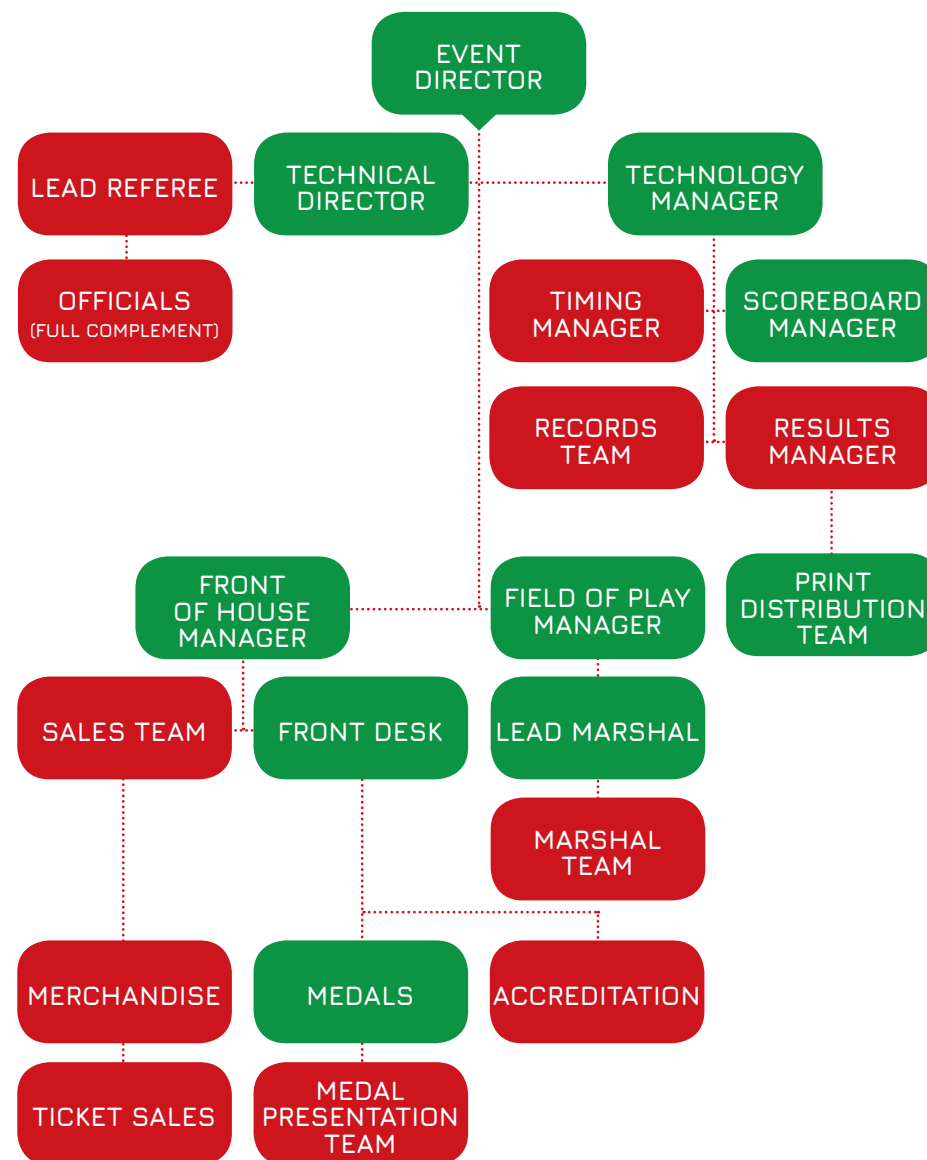
An event management committee are appointed to help you create, manage and deliver the competition. They can also provide a sounding board for ideas and challenges you may face. This committee should include (as a minimum):

- **Meet Director**
 - Main point of contact for event and competition queries
 - Ensure all roles and positions are covered
 - Responsible for general event management
 - This individual should have good project management skills, be able to cope under pressure, good leadership and interpersonal skills and have effective delegation skills
- **Technical Director**
 - Ensure Swim Wales technical policies and procedures are complied with
 - Recruit officials for the competition
 - Create a rota that meets the event and licensing requirements
- **Technology Manager**
 - Manage the IT needs of the meet including entries, timing and results
 - Ensure timing kit is tested and suitable for the competition
 - This individual should be knowledgeable about the entry and timing system used at the facility

Other roles you may choose to include:

- Front of House Manager
- Chief Recorder
- Sports Presentation Manager
- Field of Play manager
- Hospitality manager
- Media Manager

A smaller competition could run with the roles highlighted green; a larger event such as National competitions would require a more developed team, with the additional roles highlighted red.



Each of the identified roles above play an important part in your event delivery. Try not to over complicate your roles, as many of them can be doubled up, and carried out by the same people.

For example:

- The field of play team can set the deck before distributing the results
- The front desk can evolve to be your medal desk
- The technical director can be your lead referee

It is important to ensure you have covered the roles required for the event to run smoothly.



PRE-EVENT

1.4 MEET PACK AND ENTRY CONDITIONS

Now your team is in place, you can start to put together your event entry information pack (meet pack) and your event entry conditions. This information outlines the structure of your event, identifies your target swimmers, provides information on prices and outlines the conditions of the competition.

1.4.1 Event introduction

This should include a summary of the competition, for example:

'The Swim Wales Easter Meet is the Welsh Long Course Championships, open to Swim Wales Members only. This competition recognises the talent of Welsh swimmers, aged 11 to 17+, and showcases the potential here in our own clubs.'
Ensure the event license number and any facility information (a link to the facility website) is also published.

1.4.2 Entry Criteria

- Who can enter the competition, is it closed for members only or open
- How many spaces will be made available for entries, is the event capped (limited number of spaces) or open (with potential scratches)
- What is the qualification window? When must swimmers have achieved their times in order to enter

1.4.3 Entry Information

- What is the event date
- Where will the event take place
- How much will it cost to enter races, spectate, and buy a poolside pass
- When do entries open and close (date and time)
- How do swimmers enter
- Will swimmers be able to enter on short or long course times, or both

- Late entries can be used to top up the event; once entries close and the events are seeded, look at the empty lanes to see how many swims are still available. These can be opened for manual entry, swimmers who do not meet the qualifying times may enter as an exhibition swimmer; they swim and times are ranked but they do not medal

1.4.4 Event Summary

- What are the age groups for the competition and when is this age taken (31st of December)
- Are age groups combined (11/12) or split (11 and 12)
- MC events (all Welsh licensed events are Para inclusive, providing separate para-specific qualifying times)

1.4.5 Qualifying and Consideration times

Qualifying and consideration times can be used to set a standard of competition, but it is important to balance high standards with accessible times. If the times are too high, you may have a poor entry rate. If the standards are too low you may be oversubscribed and have to issue scratches. The British Swimming ranking system can be used to determine the standard of swimmers that may enter your event, and therefore how the qualification times might impact your entries:

www.swimmingresults.org/12months

For events that are not capped and may require scratches, consideration times allows swimmers to enter without guaranteeing their entry. Swimmers must wait until a confirmed entry list is published by the event promoter, after entries close, to confirm their entries.

For development events, upper cut off times can be used to ensure swimmers of a development standard gain entry. Instead of hitting a time, swimmers must have swam slower than a published time.

1.4.6 Event Schedule

Publish a full list of events, for example:

	DAY 1
Session 1 Heats	1. 50 free girls 11-12 2. 50 free boys 11-12 3. 200 back girls 11-13 4. 200 back boys 11-13
Session 2 Heats	1. 50 free girls 13-14 2. 50 free boys 13-14 3. 200 back girls 13-14 4. 200 back boys 13-14
Session 3 Finals	1. 50 free girls 11-12 2. 50 free girls 13-14 3. 50 free boys 11-12 4. 50 free boys 13-14 5. 200 back girls 11-13 6. 200 back girls 13-14 7. 200 back boys 11-13 8. 200 back boys 13-14

When scheduling your events, try to ensure the events are spread evenly over the competition days, to allow swimmers rest. Try and avoid having a session of just 50's or multiple distance events, as swimmers will usually compete a multiple 50m or distance events; you are likely to have higher entry if this is spread out. For guidance and support in creating a swimmer friendly programme, talk to the club coaches.

1.4.7 Entry Conditions

Entry conditions are the place to set your competition rules, this can cover entries to behaviour, scratches to late entries, medals to withdrawals and much more. It is important to ensure these conditions are finalised before your meet pack is published, as changing your conditions after entries are open could lead to a protest:

- Qualifying window for swimmers to achieve times
- Over subscription clause; 'in the event of over subscription, the event promoter has the right to scratch entries, at the discretion of event management'
- Time verification clause; 'the promoter has the right to request evidence of times achieved and reject entries if false information is provided'

- Medals and Awards; specify the age groups for medalling, recognition awards, best team, best performance etc.
- Withdrawal process and refunds (explain how and under what circumstances individuals can gain a refund)
- Behaviour; 'behaviour deemed unacceptable and/or inappropriate may result in your or your swimmers removal from the competition/event'
- Jewellery – what can swimmers wear? Usually rules allow athletes to wear stud earrings and wedding band rings only
- Photography policy – always check with your venue to ensure your photography policy is appropriate and viable
- Social media – are you using hashtags for the event? Are you running any competitions? Social media is a great platform to promote your event and grow interest

1.4.8 Recruiting officials and volunteers

Your meet pack provides a good platform to recruit support for your competition. Promote the benefits to supporting the event, such as free entry, parking, mileage, event t-shirts, catering and refreshments; benefits such as these may encourage those attending to get involved.

1.4.9 Duty of Care and Welfare

As event management, you will need to ensure the event is a safe and fun environment for all in attendance. It is everyone's responsibility to ensure the wellbeing and safeguarding of participants. All concerns or incidents, related to yourself or others, should be reported to the event organiser

Your meet pack should outline how these concerns should be raised; e.g. who is the event safeguarding lead? How can they be contacted?

Further information on child safeguarding can be found in the Swim Wales Child Safeguarding Policy (SWCSP), available on the Swim Wales website.

PRE-EVENT

1.5 MEET LICENSE APPLICATION

Once your Meet date and entry criteria have been set the next step will be to fill out a Meet License Application form.

The purpose of the meet license is so that events throughout Wales offer a fair and safe environment for swimmers to compete. Furthermore, the Meet license allows local meets to be recognised by British Swimming and times achieved at the competition to go on to British Rankings.

All Licensed meets shall be subject to FINA rules and Swim Wales Laws.

There are three levels of licensed meets that you can apply for:

1. Level One

- Meets at this level include long course National and Regional championships.
- These are to enable athletes to achieve qualifying times suitable for entry into British, Swim England, and Welsh National Championships.
- Pool Length – Long Course (50 Metres only).

2. Level Two

- Meets at this level include short course National and Regional Championships.
- These events are to enable athletes to achieve qualifying times suitable for entry into British, Swim England, and Welsh National Championships.
- Pool length – Short Course (25 metres) only.

3. Level Three

- Meets at this level include Development Meets, Swimming Leagues, and Club competitions.
- These level events are aimed at the development of inexperienced athletes, and those who are looking to compete outside their own club environment.

- Times recorded are suitable for entry into Sub Regional, or Regional Championships.
- Pool Length – 50 metres or 25 metres can be used.

For additional information on Meet license levels please see Key documents on the Swim Wales Website.

After the meet level has been decided you will need to fill out the application form which can be found at: www.swimwales.org/key-documents

Key Information for Application form:

- Date of Meet
- Club holding the event
- Name of the event – with a small brief about the event.
- Age categories for meet
- Events included in the Competition
- Venue for Meet
- Sessions Times

Once the application has been made the license application must be sent to the National Licensing officer and Swim Wales events Team.

Then when Application has been accepted, a License fee must be paid:

- Level 1 License Fee: £25.00
- Level 2 License Fee: £20.00
- Level 3 License Fee: £15.00

For other applications such as League licenses and Master Competitions the License Fees are as follows:

- League License Fee: £25.00
- Masters License Fee: £10.00

To make the payment, you can either pay via BACS Transfer, Cheque or pay via card over the phone. Please be aware that payments must reference the CLUB/ NAME OF MEET/ DATE OF MEET.

Failure to do so will result in the delay of the license number release and the addition of a £10.00 administration fee.

The next step after payment has been received and the license number released will be to forward the following files to Swim Wales to be uploaded on to the website:

- Meet Pack
- Session Schedule
- Qualification times
- Post event – Results.

1.5.1 Post-event Report

When the competition has taken place, the final aspect that will need to be complete is the Meet Report.

The meet report is for Swim Wales to monitor and track the progress of swimmers taking part in licensed events across Wales.

1.6 PUBLISHING YOUR MEET PACK

Publish your event information including your meet pack, qualifying times, event schedule and entry conditions. It is important to make sure this information is accessible. If your event is licensed, it will be published on the Swim Wales event calendar on the Swim Wales website; it should also be published on your club webpage.

1.7 ENTRIES

Entries for your competition can be managed:

- **Manually**

This does not require online set up and can be managed manually with entries posted or submitted via email. This can incur a large amount of administration. The decision will also need to be made if entries are taken first come first served, or whether scratches will be made once all entries are submitted.

- **With HyTek**

HyTek can be used to create a submit team entries for competitions, managed by a competitions officer or secretary at the club. These are submitted as a file to the event manager. This alleviates some of the administration work. Again however the decision will need to be made if entries are taken first come first served, or whether scratches will be made once all entries are submitted.

1.7.1 Event Capacity

Familiarising your event management group with the event capacity is important, as this can help you avoid scratches and ensure the event is full.

Once your schedule of events has been confirmed and your target swimmers decided, use the event qualification times to estimate the length of each event and each session; this will produce a session report (this can also be produced in hytek). If you have 6 age groups, allow 6 heats of each event (1 per age group to start) then add or remove heats until the session is a suitable length; national events aim for a 9 hour event day, with a maximum of 3 hours a session, 3 sessions a day.

Once your entries have closed allow competitors a short window (up to a week) to check their entries and inform your event management team of any errors; allow enough time for these to be amended before the entries are seeded and the programme goes to print.

1.8 POOLSIDE PASS APPLICATIONS

For each Swim Wales Competition, both National and Regional, coaches are required to have a valid poolside pass that will allow them access to the pool deck. Without a valid Poolside Pass, coaches are unable to go poolside.

Swim Wales events offer two Poolside Passes:

- **Poolside Pass:** These are for coaches or team managers that will attend with the club at the event. For Swim Wales National and regional events these passes are covered by the annual coaches pass which is available from mid – August. The prices for these depend on the level of competition and also the length of competition.
- **Chaperone Passes:** These are usually free of charge and are for members of the club that must accompany any para-swimmer that requires extra help around the pool deck. Usually categories ranging from S1-S4 / S11.

A template Poolside Pass application form can be found in the appendix (4.2).



PRE-EVENT

1.9 OFFICIALS AND VOLUNTEERS

An essential part of your event are your volunteer workforce. Without this team of dedicated individuals, the majority of grass roots sports, including competition across Wales, would not take place. It is important to volunteers are encouraged, supported and developed; as an event organiser you have the opportunity to provide this.

1.9.1 Recruitment

You will find a template of an application form for officials and volunteers in the appendix of this document, this form can be edited as required for your event. You can recruit volunteers through your meet pack, by contacting local clubs or by contacting your regional official coordinator, they can be contacted through the team at events@swimming.org

When recruiting volunteers, remember it is not just officials to run a smooth event, there are a variety of roles and ways volunteers can be involved, refer to the diagram in section 1.3 (Appointing your team) for more information;

- Front desk (this may include selling tickets and programmes)
- Medal presentations
- Runners (delivering results around the facility)
- Field of play
- Marshalls

A template rota can be found in the appendix of this document, this will help you to fill the roles you need covered per session of your competition. This also helps identify sessions where you might need to find more support. Remember that the same individuals can cover multiple roles, as not all roles are required at the same time.

1.10 ORDERING MEDALS

Now you have your event schedule and entry conditions, do not forget to order your medals! Medals and awards are a great way to recognise athlete's achievements, depending on your timeframe you may be able to order bespoke designed medals for your competition (typically this takes 12 weeks).

If using Hytek Meet Manager to run your meet, you can run a report to give you an accurate number of medals required after entries for the event have closed. This number is based on actual entries, not possible entries, and can save you cost when ordering medals (though this will be dependant the timescale of your medal order). Select "Reports", "Administrative" and "Award Counts". You can then select the number of medals to be awarded eg Bronze, Silver & Gold = 3, or top 8 finishers.

Your medal order can be calculated as follows:

- (Number of age categories x number of events)
- x number of competing groups i.e. male and female)
- this number of bronze, silver, gold

For example:
 (3 age groups (11/12, 13/14, 15/16) x 4 events (50 free, fly, breast and back) x 2 (male and female) X bronze, silver, gold
 Total number of medals = 24 bronze, 24 silver, 24 gold.

We also advise ordering slightly more than required, this allows for joint placings.

1.11 RISK ASSESSMENT

A template risk assessment can be found in the meet licensing support documentation. This is used to ensure your event is managed safely for those attending and participating. It is advisable to share this assessment with the facility prior to your event.

1.12 OTHER PRE-EVENT CONSIDERATIONS

1.12.1 Security

When meeting your facility, ask about security requirements onsite, as you may need to employ security support for your event. This will be influenced by the size of the facility and the number of people attending and/or competing. This cost should be factored into your event budget

1.12.2 Set up and Pack down

Depending on the size of your competition, a set up and pack down support crew may be required. This team will ensure your volunteers are not moving and lifting heavy and large equipment.

1.12.3 VIP's and special guests

You may want to invite some special guests to your event, maybe even have a hospitality area for them. Guests can also be invited to present medals and awards at the event.

1.12.4 Float and petty cash

If you are selling anything on site (including tickets and programmes) you will need to acquire a cash float for your event to make sure you have plenty of change for the door. Petty cash may also be required for last minute purchases (faulty tea urn etc.) and an event refreshment shop (keep your volunteers happy with a few sweet treats on the deck and plenty of water).

1.12.5 Catering

If your event includes more than one session you should look to provide catering and refreshments for your volunteers and event team. Usually this can be arranged through your facility, ask them for a catering contact. Alternatively if you do decide to arrange for an external vendor to provide your refreshment, always check the facilities policy or consult them first.

