



TEAM CONFIRMATION PACK

BRITISH GAS

ASA NATIONAL CHAMPIONSHIPS (YOUTH, OPEN & MC) (50M) 2013

30TH JULY – 4TH AUGUST 2013

Ponds Forge International Sports Centre, Sheffield



COMPETITION INFORMATION

CONTACT

ASA Events Officer: Hannah Gregory
 Phone Number: 01509 640240 / 07825290407
 Email: hannah.gregory@swimming.org

VENUE

Ponds Forge ISC
 Sheaf Street
 Sheffield
 S1 2BP

There are a small amount of spaces available at Ponds Forge for minibuses and coaches. The charge is £5.00 per minibus and £7.50 per coach per day.

TRAINING, WARM UP AND COMPETITION TIMES

The diving pit will be available for warm up / swim down during session times ONLY.

Training is available on Monday 29th July in the competition pool.

A full schedule of events can be found [here](#).

DATES	WARM UP	SESSION TIMES	TRAINING TIMES
Tuesday 30 th July	Heats 07.30am Finals 15.30pm	Heats 09.00am Finals 17.00pm	Competition Pool (All 10 lanes) Open between heats and finals
Wednesday 31 st July	Heats 07.30am Heats (800m Free)12noon Finals 15.30pm	Heats 09.00am Heats (800 Free) 13.45pm Finals 17.00pm	Competition Pool (All 10 lanes) Open between heats and finals
Thursday 1 st August	Heats 07.30am Finals 15.30pm	Heats 09.00am Finals 17.00pm	Competition Pool (All 10 lanes) Open between heats and finals
Friday 2 nd August	Heats 07.30am Finals 15.30pm	Heats 09.00am Finals 17.00pm	Competition Pool (All 10 lanes) Open between heats and finals
Saturday 3 rd August	Heats 07.30am Heats (1500m Free)12noon Finals 16.00pm	Heats 09.00am Heats (1500m Free) 13.30pm Finals 17.30pm	Competition Pool (All 10 lanes) Open between heats and finals
Sunday 4 th August	Heats 07.30am Finals 12.30pm	Heats 09.00am Finals 2.00pm	Competition Pool (All 10 lanes) Open between heats and finals

TEAM LEADER MEETING

The Team Leader Meeting will take place in the Skyline Suite at Ponds Forge International Sports Centre at 6pm on Monday 29th July 2013. Timelines for the Finals Sessions will be issued at this meeting.

Coaches & Team Managers are encouraged to attend this meeting to receive the latest information from the Meet Management Team regarding the running of the event.

Please be aware that in extraordinary circumstances timings may be altered. Swimmers and coaches must be aware of all announcements and any notices will be available in the coaches room.

FINALS

20 swimmers and 2 reserves will be declared for each semi-final and 10 swimmers and 2 reserves for each final. Only 2 foreign competitors will be allowed to progress to the final.

STARTING BLOCKS

There will be a full set of 20 OSB12 starting blocks in the competition pool. These are the new “track-start” design.

TEAM DECLARATION

Relay teams MUST be declared using the appropriate form to the chief recorder at least 60 minutes prior to the start of the session in which the declared team are to compete.

Declaration forms will be available from the team leader meeting. Withdrawals must be declared using the appropriate form for heats, semi-finals and finals to the chief recorder in the timing suite.

WITHDRAWALS FROM HEATS

Withdrawals from the first day's heats must be notified to the recorders, on the appropriate form, before the close of the Team leader meeting on the evening before the start of the competition. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

WITHDRAWALS FROM FINALS

Finalists and reserve finalists (individual & teams) shall declare to the Chief Recorder, within 30 minutes of the last individual event in the session in which they have qualified for the next round, if they intend to withdraw from a Semi-Final or Final. The withdrawal shall be made on the official withdrawal form. Reserves not required for the Finals will be released after this deadline.

Competitors or teams withdrawing on medical grounds after the expiry of the imposed deadline shall have their withdrawal endorsed by the Executive Director or such person as he/she shall nominate.

An individual competitor shall be fined the sum of £50 if they fail to notify the Chief Recorder of a withdrawal within the stipulated time. If a team fails to notify the Chief Recorder of a withdrawal within the stipulated time, the Club they represent shall be fined the sum of £100.. Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.

MARSHALLING AREA – HEATS AND FINALS

Swimmers must report to the call room on the timing suite side of the pool no later than 20 minutes prior to the start of your event.

GENERAL INFORMATION

PRESENTATIONS

Presentations are pre scheduled for each event, times will be provided at the team leader meeting. Athletes will be informed at the end of their final if they are required for a presentation and will be advised of the report time.

COACHES KIOSK

There will be a coach's kiosk in the Female Group change, accessed from the vanity area before entering poolside. Start sheets will be available here prior to the start of each session, along with results sheets and team leader timesheets.

COACH & COMPETITOR ACCREDITATION

Accreditation must be collected at the event and will be available at the accreditation desk in the foyer area from Tuesday 23rd July from 14.00 and from 7.00am on all other days thereafter.

Coaches will be required to use their coaches' accreditation to collect their club packs of accreditation from the desk. Swimmers accreditation passes will not be allocated to the coach without their coaches' pass as proof of identification

Team Relay athletes will receive day passes that allow them access to the pool on the day before their event and the day of their event. These athletes will not be allowed access to the pool or training facilities outside of their accredited days.

Accreditation must be visible at all times to allow movement around the building. Admission to the poolside and leisure pool will only be allowed with a valid accreditation. All entrances will be manned and admission will be refused to anyone not producing their accreditation. If you lose your accreditation you should report to the accreditation desk. If a further full accreditation needs to be issued then a £10.00 charge will be applicable for lost/mislaid/forgotten passes. This is non negotiable.

There will be NO other coaches passes issued during the Championship.

DOPING CONTROL

Swimmers are warned that random doping control may take place during these championships.

ATHLETE SEATING

Please note there is a clear deck policy on the timing suite side of the pool, limited swimmer and coaches seating is available on the opposite side of the pool.

MEDICAL

There will be no doctor present at these championships. Please note that clubs are not permitted to bring ice baths to the event.



TEAM DECLARATION FORM 2013

Clubs must complete a team declaration form, which must be handed to the Recorders at least **60 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not complying with this instruction will lose their automatic right to compete.

Where a club has more than one team in an event, a swimmer who has been declared for one team may not compete for another team in the same event

CLUB				
TYPE OF TEAM (Tick as appropriate)	MALE		FEMALE	

4 x 100 Free Team		4 x 200 Free Team		4 x 100 Medley Team	
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Heats () Finals () (Please Tick as appropriate)

Day of Team Event: Tuesday , Thursday, Friday, Saturday and Sunday (Please circle as appropriate) NAMES OF SWIMMERS IN SWIM ORDER

Name	ASA Member No.	Date of Birth DD/MM/YEAR

NAME (PLEASE PRINT):

SIGNATURE:

DATE:

TIME.....



HEATS WITHDRAWAL FORM

Withdrawals from the 1st day's heats must be notified to the recorders, on the appropriate form, before the close of the Team Manager's Meeting on the evening before the start of the Championships. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

CLUB:

FIRST NAME:	SURNAME:
ASA NO:	

EVENT NO:	DISTANCE & STROKE:

NAME (PLEASE PRINT): SIGNED: DATE: TIME OF DELIVERY :

RECEIVED BY: DATE: TIME:



FINALS AND SEMI FINALS WITHDRAWAL FORM

CLUB:

FIRST NAME:	SURNAME:
ASA NO:	

EVENT NO:	DISTANCE & STROKE:

NAME (PLEASE PRINT):	SIGNED:
DATE:	TIME OF DELIVERY :

RECEIVED BY: DATE: TIME: