

Scottish Gas Scottish National Age Group Championships 2013

Dear Colleague,

We look forward to welcoming you all to the Scottish Gas Scottish National Age Group Championships in Edinburgh.

In order to ensure a smoothly run meet we have detailed below a few points which we hope you will find useful. **We would ask that you pass them on to other members of your team.**

You are requested to notify the Recorders of any **Non Residential Scots in your team.**

PLEASE NOTE CHANGE OF TIME FOR THE FINALS SESSION ON SUNDAY

Session Times

Sessions Times Wednesday - Saturday

Morning

Warm Up: 07.00
Start: 08.15

Afternoon

Warm Up: 11.45
Start: 12.45

Finals

Warm Up: 16.00
Start: 17.00

Sessions Times: Sunday only

Morning

Warm Up: 07:00
Start: 08:15

Afternoon

Warm Up: 11:45
Start: 12:45

Finals

Warm Up: 15:30
Start: 16:30

Information Pack

An envelope containing a Meet Programme, Warm Up Schedule, Presentation Schedule, Team Lines and Meal Tickets will be available from the information desk for each club on arrival.

A team managers meeting will take place at 06.45am on Wednesday 10th April in Studio Room 3. The Studio is situated behind the timing suite under the spectator seating area.

Withdrawals

All withdrawals must be made on the official forms provided.

Late withdrawals and withdrawals from Finals must be made at the recorders desk as normal. In the interests of all competitors a rigorous approach will be taken to ensure compliance with the withdrawals procedures

Relays - HDW

The withdrawal conditions for Heats apply to relays.

Heats

Any withdrawals from heats on day one must be notified by email to jbruce2160@aol.com no later than **6.00 pm on Tuesday 9th April**. Withdrawals from days two, three, four and five not previously notified, must be posted at the Recorders Desk, **not later than 6.00 pm** on the day prior to the event. For afternoon events these must be posted at the Recorders Desk no later than **10.00 am** on the morning of the event.

Finals

Withdrawals must be notified to the Recorders Desk within **thirty minutes** of the final's list being posted and announced.

NB: Reserves must marshal for the finals unless they are officially withdrawn and the recorders desk has been notified.

800 & 1500

Please ensure that you are familiar with the procedures for these events - **if in doubt please speak to either of the Meet Directors or the Recorders.**

In the case of a competitor, not previously withdrawn, who fails to appear for heats or finals or who has withdrawn outwith the designated time frame, the competitor shall pay, without excuse (except in the case of genuine illness or proven emergency) a fine of £10.00 per incident. Any competitor withdrawing from a final in such a manner as to prevent a reserve taking part (except as stated above) shall be suspended immediately from all further events at the Championships.

Please Note: Any late withdrawals from Heats and Finals on medical grounds should be discussed with the Meet Director prior to submission to the Recorders.

Information and Recorders Desk

Information Desk:

This is located at the entrance foyer of the RCP.

Recorders Desk:

This is located at the starting end of the pool next to the timing suite.

Warm Up/Swim Down

Guidelines for the effective running of warm-ups will be enclosed in your information pack. Please note that there may be split warm-ups and we would ask that you co-operate with the marshals, especially in respect of lingering at the lane ends. There must be no diving other than in Sprint Lanes as notified.

The diving pool will be available for additional warm-ups and for swim downs throughout the Competition. We would ask you to ensure that your swimmers respect this facility and keep noise to an absolute minimum so as not to disturb those about to compete. Should this facility be misused it will be withdrawn.

Start Sheets and Results

Start Sheets (for clubs) – These will be available from the Desk next to the recorders on the pool deck or from the Information Desk in the foyer.

Results – Will be available as above.

Marshalling

Marshalling: Competitors, **including reserves**, are requested to report to the call room in time for their event as per the time lines issued. Times lines will be issued for each session. The call room is situated at the turn end of the pool. **It is essential that swimmers marshal at the call room. Swimmers who fail to do so will be deemed to have withdrawn from the event.**

Seating: For teams/competitors will be available as follows:

Teams and Spectators will be allocated seating as directed by Stewards.

Extreme care should be taken when entering and leaving this area as the stairs will inevitably become wet and slippery. Appropriate footwear must be worn at all times.

Starts/Finishes

Over the top starts will be used in heats, where appropriate.

All starts will take place from the scoreboard end of the pool, apart from the 50m which will start from the turn end of the pool, unless otherwise advised.

When the instruction from the Referee is given to 'leave the water', competitors should exit from either side of the pool to retrieve their belongings but are asked to wait until the next race is underway before leaving the starting area.

In the finals sessions all swimmers should exit the pool by the far side.

Personal Belongings

Competitors are strongly advised not to leave personal belongings in the changing rooms unless secured in a locker. Valuable items should be deposited with the team staff and not taken to the marshalling or start areas.

Clothes baskets will be available at each lane end and competitors are recommended to make use of them.

Presentations

Presentations will take place according to the presentation schedule. Competitors are requested to comply with the schedule and any alterations (announced/published) to it.

The assembly point for medallists will be at the teaching pool area of the pool.

Should a competitor be unavailable to attend the presentation ceremony a representative may be sent in their place. This should be notified to the marshal.

It is the responsibility of the Coach/Team Manager to ensure that medallists or a deputy be available for presentation as per the presentation schedule, a copy of which will be included in you information pack and posted around the pool.

Failure of a swimmer or deputy to attend the appropriate presentation will result in the swimmer forfeiting his/her medal.

Drug Testing

Please note that drug testing may be in operation at this event. All competitors not registered with the SASA, WASA or the ASA will require to sign an agreement to undergo tests in accordance with FINA Rules. Completed forms (copies enclosed) must be submitted to the Information Desk on arrival.

Reserves for Finals

A maximum of **TWO** reserves will be nominated for the final. **All reserves must inform the recorders of their intention to swim or withdraw.** In the case of the nominated reserves withdrawing, no further competitors will be nominated.

Training Times

It may be possible to arrange some training times directly with the pool on Tuesday 9th April. This would be subject to availability.

Please contact: The Duty Manager, Royal Commonwealth Pool. Tel: 0131 270 9300.

Emergency Phone Number

In the event of an emergency, Jane Robinson can be contacted on the number below:
07767 081275

Miscellaneous

The pool management has requested that no outdoor shoes be worn on the poolside and that only coaches/team managers with a pass be allowed on the poolside to avoid congestion. To allow for the smooth running of the Meet we ask that these requests are complied with.

The pool staff also request that feet are dry before using the balcony stairs.

A small questionnaire is enclosed in your pack and we hope that you will find time to complete it and return it to the Association or Meet Information Desk. Scottish Swimming wishes you a successful Championships and a pleasant stay in Edinburgh.

Yours sincerely

Elizabeth Stewart

Meet Director