**OPEN SWIMMING CHAMPIONSHIPS 2017**

**INVERNESS LEISURE**

**4 and 5 November 2017**

Dear Clubs and Colleagues

We look forward to welcoming you all to the SASA North District Open Swimming Championships 2017

Please read the following information and ensure that it is passed on to anyone in your team attending the meet.

**Session Times**

Please note the following times because these have been revised since entries have been accepted. Please note that the morning and evening warm ups have been extended due to the high number of swimmers expected.

Session One Warm Up 07.30 Start 09.05 End 11.40

Session Two Warm Up 12.10 Start 13.15 End 16.20

Session Three Warm Up 16.30 Start 17.35 End 19.30

Session Four Warm Up 07.30 Start 09.05 End 11.45

Session Five Warm Up 12.10 Start 13.15 End 16.20

Session Six Warm Up 16.30 Start 17.35 End 19.30

**Information and Recorders Desk**

Information Desk: This is located on the Upper Deck above the AOE room.

Recorders Desk: This is located on the poolside to the left of the AOE room and behind the glass screen.

**Information Packs**

An envelope containing a meet programme, warm up and presentation schedule, team line forms, withdrawal sheet and meal tickets, etc., will be available from the information desk for each club on arrival.

There will be no team managers meeting. Any questions should be directed to the Meet Convenor: Julia Hay or the North District Swimming Convenor: Keith Thomson.

**Withdrawals & Reserves.**

These must be carried out in accordance with the meet information using the 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.

Heats - Any withdrawals from heats on day one must be notified by email to [bhendry@btinternet.com](mailto:entries@sasanorth.org.uk) no later than 5.00 pm on Thursday 3 November. Withdrawals from remaining heats at the meet must be made on the forms provided and submitted to the Recorders Desk no later than 1 hour before the start of the relevant session.

Finals - Withdrawals from finals must be notified to the Recorders Desk within thirty minutes of the final’s list being posted and announced. Reserves must marshal for the finals unless they are officially withdrawn.

Competitors not previously withdrawn, who fail to appear for heats or finals or who have not withdrawn within the designated time frame, shall pay, without excuse (except in the case of genuine illness or proven emergency) the North District fine as appropriate. 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 Meet.

**Personal belongings**

Swimmers clothing, kit bags, etc. must be placed in the lockers provided. No money is required to operate the lockers and they are operated as follows -

**LOCKER OPERATING INSTRUCTIONS**(Also posted around the changing area)

**How to lock keypad How to open locker**

Step 1 – Enter 4 digit code Step 1 – Enter 4 digit code

Step 2 – Enter same 4 digit code to confirm Step 2 – Turn latch to side

Step 3 – Lift latch in line with keypad

Step 4 – Test to ensure locker is locked

**Locker is now secured Locker is now open**

**Please note all keypads will automatically open after 12 hours from the code being set. Do not use obvious codes like ‘1234’ and please ensure that you are not observed when securing your locker.**

**! Please remember or take note of your locker number and keypad code !**

Please Note: Consumption of food is not allowed in the changing village. **Photography of any description is prohibited in the changing village, toilets and shower areas.**

A dry box will be made available at each lane end and competitors are recommended to make use of them. These boxes will not be moved and belongings should be collected from them on completion of a race.

**Seating**

Swimmers/Teams: Teams will be able to choose their own seating in the available areas. Team seating will be available on the far side of the pool and in the lower 5 rows of the middle and right banks (viewed from top deck) of seats. The Podium area is not to be used as team seating. As seating is restricted, coaches/team staff will be limited to one per ten swimmers up to a maximum of three for any team.

In the interests of safety, swimmers are required to wear dry footwear when using the steps to and from the pool deck. Please do not climb over seating.

Spectators: The top row of the middle and right banks of seating, the top 4 rows of the area behind the recorders’ desk and any free seating on the upper deck will be available to spectators. Spectators, including parents, sitting in the swimmer/team areas will be required to move and vice versa.

**Teams are responsible for clearing their seating area of belongings, litter, etc. before leaving at the end of each competition day**. Bin liners for plastic bottles/recyclable items and for general waste will be distributed around the pool - please use them. **Glass bottles or containers are not permitted in the pool hall – this includes the spectator areas.**

Please ensure that your team does not at any time block Emergency Exits, access around the pool or occupy the podium area.

**Warm Up/Swim Down**

Guidelines for the effective running of warm-ups will be enclosed in your information pack. Please note that at present the plan is to run all warm ups as one single unsegregated warm up and all will be extremely busy. This may change so please comply with allotted warm up times and announcements and co-operate with the warm up Supervisor or Marshall.

There are no sections of the leisure waters available for warm up or swim down during this meet. The main competition pool will be available for warm up and swim down where time allows. Please listen to announcements for confirmation as to when this may commence and any conditions applying.

Coaches/ Team Managers must supervise their swimmers during warm-up/swim down

**Start Sheets and Results**

Start Sheets – These will be available for clubs from the Information Desk when announced, before and during each session. Start sheets will not be available for spectators. Programmes will be available from the information desk

Results – Paper copies of results will be posted by marshalling area 1 and on the Upper Deck next to the Information desk. Paper results will not be issued to clubs unless requested.

**Marshalling**

Competitors, including reserves, are required to report to the marshalling area located at the far end of the changing rooms in good time – 10 minutes before the scheduled start of all events, except the 800m and 1500m freestyle which will be as announced. Start sheets with expected event start times will be issued. Any swimmer who fails to report by the time their heat leaves the marshalling area will be deemed to have withdrawn from the event.

**Photography /Videos**

Photographic and video equipment, (including mobile phone cameras and iPad/tablet cameras) to be used in the pool hall must be registered at the Leisure Centre’s main reception desk. A form will be included in the information pack for the convenience of coaches/team managers.

The Leisure Centre staff will advise the areas where photography will be permitted.

**The use of mobile phones as phones in the pool hall** **is prohibited by venue regulations.** While using the camera utility, the mobile phone must be set to ‘aircraft’ mode or have all call functions disabled.

**Swim Shop**

A swim shop will be available.

**Catering**

There is a cafeteria service at Inverness Leisure serving hot and cold drinks, snacks and light meals.

Meals will be provided for coaches/team staff who have purchased meal passes and to serving technical officials. Officials with special dietary requirements should notify Keith Thomson or Julia Hay as soon as possible and at least a week before the meet.

**General**

All participants are expected to behave with courtesy and respect toward all and should adhere to the Scottish Swimming Code of Ethics, and relevant codes of conduct - see attached. Please ensure that your team is aware of this.

The leisure pool will be in use during the competition; therefore, vuvuzelas are not permitted at this meet. Air horns are not permitted

Different persons have authority and overall responsibility for the running of the meet at different stages.

The list below shows whom you should approach with any queries, concerns or complaints during the various stages of the meet.

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| --- | --- | --- |
| **Arrival – Start of Competition\*** | **Swimming Convenor**  **Meet Convenor** | Keith Thomson  Julia Hay |
| **During Competition Session**  **(including presentations)** | **Meet Referee** | Eleanore Ferguson |
| **Session Referees Day 1** | David Downie  Durno Jessiman |
| **Session Referees Day 2** | Helen Smith  Sean Dawson |
| **Between Competition**  **Sessions\*** | **Swimming Convenor**  **Meet Convenor** | Keith Thomson  Julia Hay |
| **End of Competition – Departure** | **Swimming Convenor**  **Meet Convenor** | Keith Thomson  Julia Hay |

\* Including warm-ups.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UPPER DECK** |  | **INFORMATION**  **DESK** | | | | | | | **AOE SCOREBOARD**  **START** | | | MARSHALLING (2) | | | |
|  |  | **SPECTATORS** |  |  | **GUESTS/MEET STAFF** |  | **RECORDERS** | **POOL DECK** |  | | **POOL DECK** |  | **TEAMS /SWIMMERS** |  |
|  |  | | | | | | |  | |
|  |  | **SPECTATORS** |  | **TEAMS/SWIMMERS** |  |  |  |  | |
|  |  | | | | | | |  | |
|  |  | **SPECTATORS** |  | **TEAMS/SWIMMERS** |  |  |  |  | |
|  | **MARSHALLING (1)** | | | | | | |  | | PODIUM | | | | |

**LAYOUT AND SEATING PLAN**

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March 10

**CODE OF ETHICS**

Sporting integrity is based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right.

Violence, breaking the rules, abuse of drugs, lack of fair play and other unethical behaviours are unacceptable to the Scottish Amateur Swimming Association Limited.

Scottish Swimming Staff, Board of Directors, Council, Districts, Committees, Members, Clubs and their members agree to:

 Abide by the principles above.

 Sign and agree to relevant Codes of Conduct.

 Set a good example at all times.

 Follow the spirit of policies as required, e.g. Equity.

 Abide by and agree to international/national policies and guidelines, e.g. anti-doping, Child Protection Procedures.

**Scottish Swimming**

**National Swimming Academy**

**University of Stirling**

**Stirling**

**FK9 4LA**

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