

## 2013 Scottish Gas Scottish National Open Championships

Dear Colleague,

We look forward to welcoming you all to the Scottish Gas National Open Championships and the newly refurbished Tollcross international Swimming Centre.

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.**

### Session Times

Sessions times will be the same for each day. **Please note time change to Finals sessions.**

<u>Morning</u>		<u>Afternoon</u>		<u>Finals</u>	
Warm Up:	07.30	Warm Up:	12.15	Warm Up:	16.00
Start:	08.45	Start	13.15	<b>Start:</b>	<b>17.00</b>

### Information Pack

An envelope containing a Meet Programme, Warm Up Schedule, Presentation Schedule, Draft Time Line, Team Lines, Map and Meal Tickets will be available at the coaches meeting.

**A coaches/team managers meeting will take place at 07.15 on Thursday 13<sup>th</sup> June in the Main Gym Area.**

### Phone:

In the event of an emergency Event Staff can be contacted on this number: **07849 884643**

### 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.

### Heats

Any withdrawals from heats on day one must be notified by email to [jbruce2160@aol.com](mailto:jbruce2160@aol.com) no later than **6.00 pm on Wednesday 12<sup>th</sup> June**. Withdrawals from days two, three and four 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 **NB: Reserves must marshal for the finals unless they are officially withdrawn.**

**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**In the case of a competitor, not previously withdrawn, who fails to appear for heats or finals or who has withdrawn outwith the designated time frame, the competitor shall pay, without excuse (except in the case of genuine illness or proven emergency) a fine of £10.00 per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 in the main foyer.

Recorders Desk: This is located at the starting end behind the starters podium.

#### **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, and absolutely no diving in the swim down pool.

The swim down 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 on the pool deck next to the children's pool. Additional copies may be purchased from the Information Desk.

Results – Will be available as above. Additional copies may be purchased from the Information Desk.

#### **Marshalling**

Marshalling: Competitors, **including reserves**, are requested to report to the call room located on the far side of the pool next to the swim down pool (see map) in time for their event as per the time lines issued. Times lines will be issued for each session. **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:**

Teams will be seated on the original seating area of the pool hall. The first three banks of seats are for the exclusive use of swimmers and team staff. The bank of seating next to the Omega Suite will be used for media/photography etc and should not be used by competitors/team staff.

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 bottom end of the pool. 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 in the teaching pool area. Should a competitor be unavailable to attend the presentation ceremony a representative may stand in. 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 law. Completed forms (copies enclosed) must be submitted to the Information Desk on arrival.

### **Reserves for Finals**

A maximum of **four** reserves will be nominated for Finals where B finals are being swum. **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.

### **Coaches Passes**

Please note that all coaches should have obtained passes prior to the Championships. For those who have lost their passes a charge of £10 will be made for a temporary pass to be issued.

### **Training Times**

It may be possible to arrange some training times directly with the pool on Wednesday 12<sup>th</sup> June. This would be subject to availability.  
Please contact: The Duty Manager, Tollcross International Swimming Centre, 0141-276-0801

### **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.

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 Glasgow.

Further information on coaches/swimmers passes will be issued with the swimmers passes.

Yours sincerely

***Marg Riach***

**Meet Director**