



Scottish Gas National Age Groups Championships 2014

Aquatics Centre, Aberdeen Sports Village,
Aberdeen

25th – 29th June 2014

Coaches/Team Manager Handbook





Introduction

We look forward to welcoming you all to the brand new Olympic standard facilities at the Aquatics Centre, Aberdeen Sports Village and to our 2014 Scottish Gas National Age Groups Championships.

Session Times – Days 1 - 4

Morning		Afternoon		Finals	
Warm Up	07.30	Warm Up	12.00	Warm Up	16.30
Start	08.45	Start	13.00	Start	17.30

Session Times – Day 5

Morning		Afternoon		Finals	
Warm Up	07.30	Warm Up	11.45	Warm Up	16.00
Start	08.45	Start	12:45	Start	17.00

Coaches/Team Managers Meeting

There will be a coaches/team managers meeting on Tuesday 24th June at 6:30pm. This will be held in Coaches Room (Studio 1). Should coaches/team managers be unable to attend this meeting due to late arrival on the Tuesday evening, a further meeting will be held on Wednesday 25th June at 7am in the Coaches Room. Coach passes will be available for collection from 6pm – 7pm on Tuesday and from 7am on the first day of the event.

Open Training

No provision has been made with the venue for Open training. Should clubs wish to train on Tuesday 24th June, please make arrangements with the pool directly.

Pool Layout

All 10 lanes will be used during the heats and finals. All races, apart from the 50m events, will start at the scoreboard end of the pool.

There will be a clear deck policy in operation down the spectator side of the pool. Athletes and coaches will not be allowed down this section of the poolside unless they stay within the designated coach's area. Access will be available on the far side of the pool for athletes and coaching staff.

The 6 x 50m training pool will be available at all times throughout the day. This pool will also be available for swim down 30 minutes after the end of the finals session.

The 10 x 50m competition pool will be open for warm up one hour prior to the start of all sessions and will close 15 minutes prior to the start of competition.

Athlete Flow

Athletes and team staff will enter through the front door of the Aquatics Centre and guided through the turnstiles into the changing village. Once in the changing village, athletes will be





guided to the warm up/swim down pool in the diving area or the main 50m pool area. Signage will also guide athletes to the call room areas. Lockers will be available in the changing village on the ground floor.

Coaches Area - Field of Play

A coaches area will be made available during competition on the spectator side of the pool. This is situated half way down the main pool with access available directly from the changing village. We ask that you use this area only when you have swimmers competing. This is a self-managed area and we ask that you respect the needs of other coaching staff.

The coach's relaxation and refreshment room is located at the top of the stairs from the main foyer area (Studio 1). This area is directly behind the spectator gallery. Refreshments will be available from 7am – 6pm daily.

Call Rooms

There will be two call rooms in operation at this Championship. The Call Room area is situated within changing village (left hand side). The 50m Call Room is situated in the Health Suite close to the showers.

All athletes, including those entered for 50m events, must register in the respective call room areas. Coaches are reminded to make sure that athletes arrive in the call rooms in plenty of time.

Mixed Zone

After completion of their race, athletes should leave by the side of the pool as directed by the referee. For Heats, both sides of the pool should be used. For Finals the far side of the pool only should be used.

For Heats sessions, athletes should pick up their kit on poolside by their lanes. They should then proceed in clockwise direction around the pool passing the mixed zone and returning to their seating area either on the far side of the pool or via the changing village to the warm up and swim down area.

For Finals sessions, we are waiting on confirmation that kit carriers will be in attendance. A further update will be provided at the coaches meetings.

Coach/Swimmer Enquiries Desk

The Coach/Swimmer Enquires desk will be located in the main foyer. Coach passes and packs may be picked up from here. Start lists and results can be found in the warm up/swim down area. Coach's packs and passes will be available for collection on Tuesday 24th June from 6pm – 7pm and again from 7am on Wednesday 25th June.

Recorders Desk

The Recorders desk will be located on poolside in the main pool area. Call room report times, additional withdrawal forms and teams lines may be picked up from there.





Please note that all withdrawals, relay team lines and reconfirmation of the 800 and 1500 freestyle will be taken at this desk.

Live Streaming

Scottish Swimming will be streaming all the action live online throughout the course of the five day event over the world's largest video sharing platform, YouTube. The stream will be available live and as playback after the sessions at the governing body's YouTube channel at www.youtube.com/scottishswimming free of charge, as well as on the Scottish Swimming's website at www.scottishswimming.com/live.

The event can also be followed on social media by using #SNAGS14 as hashtag, as well as on Scottish Swimming's website where the section, Swim Buzz, will provide users up-to-date information about the Championships and other Scottish Swimming events, and can be visited at www.swimbuzz.co.uk

General Information

During the championships should you wish to contact a member of staff from Scottish Swimming, please call – 07767 081275 (Events Emergency Contact)

As noted above, all withdrawals should be made at the Recorders Desk. All withdrawals must be made on the official forms provided.

Late withdrawals and withdrawals from finals must be made to the recorder at the Recorders Desk. In the interests of all competitors a rigorous approach will be taken to ensure compliance with the withdrawal procedures.

Heats

Any withdrawals from heats on day one must be notified by email to jbruce2160@aol.com no later than **6.00pm on Tuesday 24th June**. 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

Finals will be swum as per the programme of events. Any withdrawals from the finals must be notified to the Resolution Desk within **thirty minutes** of the finals list being posted and announced.

Relay Team Lines

Changes can be made up to 1 hour prior to the start of the appropriate session on relay team line forms and handed into the Recorders Desk. No changes to swim order or swimmers shall be permitted after that time except in the event of a medical emergency.

Reconfirmation of 800m and 1500m Freestyle

Please remember that the above events need to be reconfirmed at the Recorders Desk within the appropriate time frame. Please see meet information for details.

NB. Reserves must marshal for the finals unless they are officially withdrawn.





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 withdrawals from Heats and Finals on medical grounds should be discussed with the Meet Director prior to submission to the Recorders Desk.

Warm Up/Swim Down

Guidelines for the effective running of warm ups will be enclosed in your coaches information pack.

Personal Belongings

Competitors are strongly advised not to leave personal belongings in the changing rooms unless secured in a locker (£1 refundable). Valuable items should be deposited with the team staff and not taken to the marshalling or start areas.

During the Championships, kit baskets will be available and competitors should 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.

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 your information pack.

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. Forms can be found in your coaches pack and completed forms must be submitted to the Recorders Desk on arrival.

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. **Temporary passes will not be issued other than to replace lost passes.**

Scottish Swimming wishes you a pleasant stay in Aberdeen and successful Championships

Elizabeth Stewart

Meet Director, Scottish Swimming

