

Edinburgh International (on tour) 2010

Dear Colleague,

We look forward to welcoming you all to the Edinburgh International Age group Championships.

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.**

Session Times

Sessions will be the same for each day

<u>Morning</u>		<u>Afternoon</u>		<u>Finals</u>	
Warm Up:	08.00	Warm Up:	12.30	Warm Up:	16.30
Start:	09.00	Start	13.30	Start:	17.00

Information Pack

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

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 the morning heats on day one (Saturday) must be notified by email to jbruce2160@aol.com no later than **6.00 pm on Friday 12th February**. Withdrawals from all other sessions, not previously notified, must be posted at the Recorders Desk, withdrawals for the afternoon sessions before 10:30am and for the evening sessions prior to 15:30pm

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 **NB: Reserves must marshal for the finals unless they are officially withdrawn.**

Withdrawals must be notified to the recorders desk.

Any competitor withdrawing from a final in such a manner as to prevent a reserve taking part (except in the case of genuine illness or proven emergency) 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 to the changing village in the main foyer.

Recorders Desk: This is located at the starting end of the pool in the first row of seating.

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 4 x 25m pool.

The 4 x 25m 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 Information Desk, on production of a coach's pass, before and during each session on the basis of one per coaches pass purchased by each club. **Additional copies may be purchased from the Information Desk.**

Results – Will be available on the Swim Scotland Web Site

Marshalling

Marshalling: Competitors, **including reserves**, are requested to report to the call area (next to the small "baby pool" 15 min in advance of heats/finals. **It is essential that swimmers marshal on time. 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 the Stewards.

For the avoidance of doubt, competitors may not sit in the areas reserved for the public. These areas are the third and fourth banks of seating counting from the changing village end. This is a Glasgow City Council rule and if breached may result in the suspension of the meet. As such, any competitor found in breach of this rule will be withdrawn from the competition.

Extreme care should be taken by coaches and team staff when entering and leaving the swimmers seating 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. 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. *Please bring to the attention of your swimmers that a charge of £7.50 will be made by Tollcross Leisure Centre in the event of lockers keys being lost.*

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 prize winners will be at the far side of the pool at the start end (Lane 1 side).

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 prize winners 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 prize.

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 **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 Friday 12th February. This would be subject to availability.

Please contact: The Duty Manager, Tollcross Park, Glasgow Tel: 0141 276 0800

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.**

Yours sincerely

Brian Gilchrist
Meet Director