



City of Norwich Swimming Club

November Short Course Open Meet 2017 – 3ER171484 – 18-19th November 2017

Coach Passes: Coach passes and packs can be collected from the John Jarrold Room – upstairs on the first floor of the Sportspark. Passes should only be used by the coaching/poolside staff named. You will be issued with the number of passes paid for. Coaches must wear the passes provided at all times. Refreshments will be shared by poolside staff throughout the gala, lunch passes will be provided to those who have paid for lunch.

Venue: Sportspark, University of East Anglia, Norwich Research Park, Norwich, Norfolk, NR4 7TJ, Tel: (01603) 592398. See more at: <http://www.sportspark.co.uk/>

Parking: Parking is free for all those attending. Please make sure you validate tickets/tokens as appropriate.

Entry: Entry for Swimmers to the pool will be from: 8:00am Spectators entry to the gallery will be from: 8.15am

Spectators: Entry: £3.00 per session, £5 per day or £10.00 per weekend, no concessions.
Programmes - £3.00

Warmup:

- Session 1: 8:30-9:30 Warm up (8:30-8:50 All 11/u; 8:50-9:10 Girls 12/o; 9:10-9:30 Boys 12/o)
9:30 Start – Finish @ 12:30
- Session 2: 13:30-13:30 Warm up (13:30-13:50 All 11/under; 13:50-14:10 Girls 12/o; 14:10-14:30 Boys 12/o)
14:30 Start – Finish @ 17:45
- Session 3: 8:30-9:30 Warm up (8:30-8:50 All 11/u; 8:50-9:10 Boys 12/o; 9:10-9:30 Girls 12/o)
9:30 Start – Finish @ 12:30
- Session 4: 13:30-13:30 Warm up (13:30-13:50 All 11/under; 13:50-14:10 Girls 12/o; 14:10-14:30 Boys 12/o)
14:30 Start – Finish @ 17:45

No diving when entering the pool during warmup. Coaches and team managers must supervise their own swimmers during warmup. Sprint lanes will be made available during each warmup period. Warmup time changes may be announced if necessary. Lanes 1, 3, 5 and 7 are clockwise; lanes 2, 4, 6 and 8 will be anticlockwise. Please ensure your swimmers leave the pool promptly to allow the competition to start on time.

Withdrawals: Withdrawals must be made by email to tbirdspinner@gmail.com or by using the withdrawal forms available on the day. Please ensure you meet withdrawal deadlines which are **30 minutes** before the start of each session. There is a £5 fine for swimmers failing to notify in a timely manner. Any fines unpaid on the day will be invoiced to the swimmer's Club.

Officials: If you have offered to volunteer to officiate at the meet, please report to the John Jarrold Room at the Sportspark 45 minutes before the start of each session. Lead Referee, Andy Fitt, will be responsible for the briefing.

Marshalling: All competitors are expected to report to the marshalling area prior to their swim. It is the responsibility of the competitor to report in sufficient time before the event – we recommend reporting 6+ heats ahead of allocated heat. Swimmers failing to report in time may lose the opportunity to compete.

Refreshments: Spectator refreshments will be available throughout the competition in the Sportspark Café. Officials and volunteers will be provided with refreshments throughout the gala. If you wish to bring your own water bottle we will ensure it stays filled.



Changing Rooms: Parents are not allowed in the swimmers changing rooms under any circumstances. The Sportspark lockers require padlocks. Please ensure you bring your own. Alternatively you may hire one from Sportspark reception.

Poolside: Parents and spectators are not allowed poolside – unless they have requested poolside or coach passes. Please leave larger bags and clothing in the changing room lockers. The poolside vents must be kept clear or the air conditioning shuts down. Do not wear outdoor shoes poolside as this can cause the spread of germs.

Photography: All persons wishing to use photographic equipment must register on entry. We are all well aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. It should be acknowledged that the majority of images taken within a swimming gala setting are appropriate and taken in good faith. However, images of children and adults can be misused, and sharing images widely without consent may betray a confidence or identify a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

City of Norwich Swimming Club encourage all spectators/participants make themselves familiar with the photography and filming arrangements and be vigilant during the event. Should individuals have any concerns about photography or filming at the event, this should be brought to the immediate attention of the Meet Promoter.

Results: Results will be available throughout the weekend via Meet Mobile – 2017 Norwich November Short course 3ER171484. A full set of Hytek results will be made available to each team on demand. Contact tbirdspinner@gmail.com. Full pdf results will be available within 48 hours and posted on the Club website.

Medals and Trophies: Medals are available for collection from the medal table, located poolside, on the day – once results have been confirmed. Swimmers are encouraged to collect medals in a timely manner.

Safety and Pool Rules:

- Swimmers must use the changing rooms when changing – do not change poolside.
- Swimmers are not allowed poolside until the coach, gala promoters and lifeguard are present.
- No flash photography is permitted.
- Swimmers and coaches should wear appropriate footwear poolside.
- Swimmers, coaches and spectators should leave pool and spectator areas during session breaks.

Protests and Complaints: Protests must be made as per ASA Laws and Technical Rules. Complaints during the competition must be made to the Meet Promoter or Lead Referee on the day via the Timing Desk poolside.

Contact:

- Meet Promoter: Tracey Spinner, tbirdspinner@gmail.com, 07970289643