

COAST AGE GROUP MEET

30 April to 1 May 2016
ABERDEEN SPORTS VILLAGE AQUATICS CENTRE
Regents Walk, Aberdeen AB24 1SX

Dear Clubs and Colleagues

We look forward to welcoming you all to the COAST Long Course Age Group Meet 2016

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 -

Session One	Warm Up 08.00	Start 09.05	End 12.05
Session Two	Warm Up 12.30	Start 13.35	End 16.35
Session Three	Warm Up 17.00	Start 17.45	End 19.45
Session Four	Warm Up 08.00	Start 09.05	End 12.05
Session Five	Warm Up 12.30	Start 13.35	End 16.35
Session Six	Warm Up 17.00	Start 17.45	End 19.45

Directions and Parking

Please note that the Aquatic Centre address is Regent Walk AB24 1SX, not Linksfield Rd AB24 5RU. Parking is available at the front (P3 on the attached plan) of the Aquatics Centre with additional spaces for minibus, to the rear (P4), both accessed from Regent Walk. There are limited parking restrictions on Regent Walk itself at weekends.

Information and Recorders Desk

Information Desk: This is located on the upper floor at the main entrance to the spectator gallery.

Recorders Desk: This is located adjacent to the AOE room at the start end of the pool

Information Packs

An envelope containing, coach/team staff passes, 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 Director, Keith Thomson - coast.gala.convenor@gmail.com

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 coast.team.manager@gmail.com no later than 5.00 pm on Thursday 28 April. Please provide a mobile contact number for your team as well as ensuring that the information is forwarded to coaches/team managers.

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.

Reserves should marshal for the heats unless they have been officially withdrawn. COAST reserves the right to offer any spaces resulting from withdrawals (after reserve swims have been allocated) to any competitor who is present at the start of the session (warm-up).

Finals - Withdrawals from finals must be notified to the Recorders Desk within thirty minutes of the final's list being posted and/or announced. This requirement extends to the top 10 swimmers for all 50m, 100m events and 200 IM event. 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) in line with the North District fine protocol 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, which must be locked (£1 coin – returnable - needed). No belongings to be left in the changing cubicles. Aquatic Centre staff may remove any items left in the cubicles or in unlocked lockers and they will have to be collected at the convenience of the staff.

Please Note: Consumption of food is not allowed in the changing village. **Photography of any description is prohibited in the changing village.**

A dry kit box will be made available at each lane end and competitors are recommended to make use of them. During heats sessions these boxes will not be moved and belongings should be collected from them on completion of a race. In the finals sessions the boxes will be removed and belongings should be retrieved from the collection area.

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 at the turn end of the pool. As seating is restricted, coaches/team staff will be limited to one coach/team staff member per ten swimmers up to a maximum of three for any team.

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.

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

Spectating

All seating in the main pool hall spectator area is available except for designated VIP seating, and other marked areas. These will be clearly signed.

Spectator admission to the Heats and Finals will be free of charge.

Health and safety – a health and safety announcement will be made prior to each warm up and again before the start of each session

Warm Up/Swim Down

Guidelines for the effective running of warm-ups will be enclosed in your information pack. Please note that all heat session warm ups will be run as separate warm ups for girls and boys. The warm ups for the finals sessions will be mixed. Access to poolside is from 07.30. Please comply with allotted warm up times and announcements and co-operate with the warm up Supervisor.

The diving hall pool (25m) is not available at any time during the Meet.

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

Please note that the use of fins and hand paddles are not permitted in the warm up.

Start Sheets and Results

Start Sheets – These will be available for clubs from the Recorder's 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 – We hope to be able to run live results during the meet. Paper copies of results will be posted poolside and in the spectating gallery. Paper results will not be issued to clubs unless requested.

Marshalling.

Competitors, including reserves, are requested to report to Call Room 1 (signed) – as per the call room report time sheets. Sheets with expected event start times will be issued. Any swimmer who fails to report by the time their heat leaves Call Room 2 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 halls must be registered on the appropriate form. One form will be included in the information pack for the convenience of coaches/team managers. Additional forms will be available from the information desk.

The use of mobile phones in the pool halls is prohibited during the competition. While using the camera utility, the mobile phone must be set to 'aircraft' mode or have all call functions disabled.

Swim Shop

Aberdeen Sports Village has its own retail outlet. COAST will provide a limited swim shop, available from 08.00 on both days of the meet, located beside the information desk.

Catering

Café Kovo serves hot and cold drink, snacks and meals. There are two outlets on site, one in the Aquatics Centre and one in the Sports Centre.

Access between Sports Centre and the Aquatics Centre is via the covered walkway.

Meals will be provided on both days of the meet for serving technical officials and coaches/team staff for whom meal passes have been purchased in advance.

Tea and coffee will be available in the Studio/Coaches room free of charge to coaches and team staff throughout the competition.

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 25m pool will be in use by the public during the competition; therefore, vuvuzelas and air horns are not permitted at this meet.

Different persons have authority and overall responsibility for the running of the meet at different stages of the competition. The list below shows whom you should approach with any queries, concerns or complaints during the various stages of the meet.

Arrival – Start of Competition*	Meet Director	Keith Thomson
	Session Referees Day 1	David Downie Kevin Paterson
	Session Referees Day 2	David Downie Kevin Paterson
Between Competition Sessions*	Meet Director	Keith Thomson
End of Competition – Departure	Meet Director	Keith Thomson

* Including warm-up

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.

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