



S.A.S.A North District

NOTES FOR COACHES

◆ **Coach Packs**

These can be collected on arrival from the reception desk on the Upper Level

◆ **Warm-Ups**

Arrangements are contained on a separate sheet. Please supervise your swimmers at all times during the warm up and follow the instructions of the announcer. Warm-up supervisors may be appointed at this meet to ensure safe conduct during the warm up and that swimmers enter and exit the warm up at the allotted times. No diving into the pool during warm-up except in the designated lanes during the one-way sprints.

If you have any concerns about the warm-ups please contact the Meet Convenor.

◆ **Changing Village**

Swimmers clothing, kit bags, etc. must be placed in the lockers provided. No money is required to operate the lockers and they are operated as follows -

How to lock keypad

Step 1 – Enter 4 digit code

Step 2 – Enter same 4 digit code to confirm

Step 3 – Lift latch in line with keypad

Step 4 – Test to ensure locker is locked

Locker is now secured

How to open locker

Step 1 – Enter 4 digit code

Step 2 – Turn latch to side

Locker is now open

Please note all keypads will automatically open after 12 hours from the code being set. Do not use obvious codes like '1234' and please ensure that you are not observed when securing your locker.

! Please remember or take note of your locker number and keypad code !

Consumption of food is not allowed in the changing village. Photography of any and the use of mobile phones is prohibited in the changing village, toilets and shower areas.

There should be no changing anywhere other than in the changing village. The balcony toilets and surrounding area should not be used for changing.

◆ **Seating and Poolside Team Management**

As seating is restricted at Inverness Leisure, coaches/team staff on poolside will be limited to one 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. Glass bottles or containers are not permitted in the pool hall – this includes the spectator areas.

Please ensure that your team does not at any time block emergency exits or access around the pool.

The Leisure pool will be in use during the competition therefore vuvuzelas are not permitted at this meet. Air horns are also not permitted

◆ **Withdrawals**

Withdrawals from heats should be notified on the relevant withdrawal form and these should be handed in to the recorders at least 1 hour prior to the start of each session.

◆ **Marshalling**

There will be marshalling. All swimmers must attend marshalling before their events and are advised to attend in good time. The start of a race will not be delayed for absent competitors and swimmers who have not presented themselves to the marshals prior to their heat leaving at the first marshalling area will not be permitted to swim and will be treated as a late withdrawal and fined accordingly. Reserves must marshal unless they have withdrawn.

◆ **Photography and Mobile Phones in the Pool Hall**

Permission must be sought to take photographic images during this meet. Please apply to the Meet Convenor on the appropriate form. There should be no flash photography at any time and photography from the pool deck is at the discretion of the Meet Convenor and permission must be sought.

In the pool hall mobile phones must be silenced and no calls are permitted by the facility. Mobile phones can only be used to take photographs if permission has been sought and approved.

◆ **Medals**

There will be no medal presentations. Medals can be collected from the table upstairs

◆ **General**

All participants should adhere to the Scottish Swimming Code of Ethics, and relevant codes of conduct. Please ensure that your team is aware of this.

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

Prior to Start of Competition	Meet Convenor	Julia Hay
During Competition	Session Referees	Saturday Durno Jessiman Matt Huntington Sunday David Downie Eleanore Ferguson
Between Competition Sessions	Meet Convenor	Julia Hay
End of Competition	Meet Convenor	Julia Hay

☺**We hope that you all have a successful and enjoyable weekend!** ☺