



S.A.S.A North District

NORTH DISTRICT DEVELOPMENT MEET 2017

INVERNESS LEISURE - 23 and 24 June 2018

Dear Clubs and Colleagues

We look forward to welcoming you all to the SASA North District Development Meet 2018. Please read the following information and ensure that it is passed on to anyone in your team attending the meet.

Session Times

These are as per the meet information –

Session One	Warm Up 09.30	-	Start 10.35
Session Two	Warm Up 14.00	-	Start 15.05
Session Three	Warm Up 08.30	-	Start 09.35
Session Four	Warm-up 13.00	-	Start 14.05

(SUBJECT TO CHANGE IF NECESSARY)

Information and Recorders Desk

Information Desk: This is located on the Upper Deck above the AOE room.

Recorders Desk: This is located on the poolside to the left of the AOE room and behind the glass screen.

Information Packs

An envelope containing warm up schedule, 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 Convenor Julie Hay .

Withdrawals & Reserves.

Withdrawals 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.

Competitors not previously withdrawn, who fail to appear for heats or who have not withdrawn within the designated time frame, shall pay, without excuse (except in the case of genuine illness or proven emergency) the North District fine as appropriate.

Start Sheets and Results

Start Sheets – These will be available for clubs from the Information 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 – Will be posted after end of sessions on the North District website www.sasanorth.org.uk. Paper copies of results will be posted by marshalling area 1 and on the Upper Deck next to the Information desk.

Warm Up/Swim Down

Guidelines for the effective running of warm-ups will be enclosed in your information pack. This may change so please comply with allotted warm up times and announcements and co-operate with the warm up Supervisor or Marshall.

There are no sections of the leisure waters available for warm up or swim down during this meet.

Marshalling

Competitors, including reserves, are required to report to the marshalling area located at the far end of the changing rooms in good time – at least 10 minutes before the scheduled start of all events. Start sheets with expected event start times will be issued. Any swimmer who fails to report by the time their heat leaves the marshalling area will be deemed to have withdrawn from the event.

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 in the lower 5 rows of the middle and right banks (viewed from top deck) of seats. As seating is restricted, coaches/team staff will be limited to one per ten swimmers up to a maximum of three for any team.

In the interests of safety, swimmers are required to wear dry footwear when using the steps to and from the pool deck. Please do not climb over seating.

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, access around the pool or occupy the podium area.

Spectators: The top two rows of the middle and right banks of seating, the top 4 rows of the area behind the recorders' desk and any free seating on the upper deck will be available to spectators. Spectators, including parents, sitting in the swimmer/team areas will be required to move and vice versa.

Personal belongings

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 -

LOCKER OPERATING INSTRUCTIONS (Also posted around the changing area)

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.

!REMEMBER OR TAKE NOTE OF YOUR LOCKER NUMBER AND KEYPAD CODE!

Photography /Videos/Mobile Phones

The use of mobile phones and photography of any description is prohibited in the changing village, toilets and shower areas.

Photographic and video equipment, (including mobile phone cameras and iPad/tablet cameras) to be used in the pool hall must be registered at the reception desk. A form will be included the information pack for the convenience of coaches/team managers. Additional forms will be available from the information desk.

Due to space restriction, photography/video recording from the pool deck is not allowed during the competition.

The use of mobile phones as phones in the pool hall is prohibited by venue regulations. While using mobile phones for other functions eg music or photography, the mobile phone must have all call functions disabled.

Catering

There is a cafeteria service at Inverness Leisure serving hot and cold drinks, snacks and light meals.

Meals will be provided for coaches/team staff who have purchased meal passes and to serving technical officials.

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.

Vuvuzelas are not permitted at this meet. Air horns are not permitted

Different persons 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.

Arrival – Start of Competition*	Meet Convenor	Julia Hay
During Day 1 Competition Sessions	Session Referees	Sean Dawson Alison Bain
During Day 2 Competition Sessions	Session Referees	Brian Hendry Matt Huntingdon
Between Competition Sessions*	Meet Convenor	Julia Hay
End of Competition – Departure	Meet Convenor	Julia Hay

* Including warm-ups.

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.

Scottish Swimming
National Swimming Academy
University of Stirling
Stirling
FK9 4LA

Tel: 01786 466520

Fax: 01786 466521

Email: info@scottishswimming.com

Website: www.scottishswimming.com