

**Westhill Minnows 2022**

**25th September 2022**

Participant Information

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| Venue  | **Westhill Swimming Pool, Hays Way, Westhill, AB32 6XZ**  |
| Parking  | Parking (including disabled spaces) is available at Westhill Swimming Pool plus ample parking at the front and rear of Westhill Academy, which is adjacent to the pool. Parking on Hays Way should be avoided.  |
| Session Times  |  **Warm Up Start Finish** Session 1 09:00 10:05 12:20 Session 2 13:30 14:35 17:15  |
|  Pre-Event | Anyone feeling unwell with possible signs of Covid-19 must not come to the venue and should follow current NHS Scotland guidance.  |
| Arrival Times  | The changing village will be available for use of swimmers only. Where possible STOs and coaches should arrive pool ready.  It is recommended that all swimmers arrive a minimum of 30 minutes prior to start of session. |
| Changing Village  | Time in this area, especially showering, should be limited as far as possible and when swimmers have finished, they are requested to exit the Changing Village to avoid excessive congestion. Lockers are available. Clothing, kit bags, etc. can be placed in the lockers provided (20p coin needed), **there are sufficient lockers available for all swimmers attending. To ensure the safety and security of swimmers belongings, it is advised that all lockers should be locked.**No belongings can be left in the changing cubicles and will be removed if found unattended. Consumption of food is not allowed in the changing village. Photography/video of any description is prohibited in the changing village, showers, and toilets.  |
| Footwear  | Please note no outdoor footwear is permitted to be worn in the pool area.  |
| Spectating  | Spectating will be available at this event. A section of the spectator area will be allocated for swimmer seating and any remaining capacity will be available for spectators. Capacity of this area will be monitored and may need to be restricted during busy periods. |
| Coaching Packs  | Withdrawal sheets and relay team lines will be available in the foyer. All other information will be sent out by email before the event.  |

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| Physical Distancing & Athlete Seating  | This will be subject to Scottish Government and Sport Scotland/Scottish Swimming guidance in place at the time of the meet. At present, no specific physical distancing measures are required, Give People Space messaging will be promoted through the meet and expected. An Athlete flow direction of anti-clockwise round the pool is requested to support the smooth running of the meet. Athlete seating will be available in allocated spaces for each club on poolside.  |
| Athlete to Team Staff Ratio  | A ratio of 1 coach to 10 athletes, with a maximum of 3 coaches/team managers in the pool hall per session. All coaches/team managers should have a PVG in place through their club.  |
| Warm Up | Warm up times will be allocated. These will be sent to all teams prior to the event. Please comply with allotted warm up times and lanes where possible.  |
| Withdrawals   | Withdrawals should be made using the sheet(s) provided and by any deadline announced or sent. Please check that any prior email withdrawals have been removed from or noted on the sheet.  |
| Relay Events  | Relay teams should comprise two boys and two girls, with a maximum of two swimmers aged 11 years. **In addition, each swimmer must have been entered for a minimum of one individual event.** Team lines must be provided to the Recorder as soon as possible during the relevant Warm Up session.  |
| Marshalling  | There will be marshalling for all heats. 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 swimmers 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. There will be no marshalling for relay events.  |
| Catering  | Catering for technical officials and coaches will be provided in the form of a light buffet lunch, that will be served at Westhill Trinity Church hall from 12:30pmPre-ordered Lunch vouchers for coaches will be distributed during warm up for Session 1. Any clubs requiring additional vouchers should contact Westhill District Meet Convener no later than Monday 19th September |
| Start and Results Sheets  | Each club will receive one copy of the start sheets and a copy will also be posted in the foyer.Result sheets will be posted on windows in foyer area and will be emailed to clubs after the event. |
| Front of House Activities | Event programmes can be purchased from the tables in foyer.There will be limited fundraising activities in the foyer of the venue. |
| Awards |  Medals will be awarded to 1st, 2nd and 3rd place. There will be no presentation of medals, but these can be collected at designated table in foyer.Points will be awarded for the first six places in each event. i.e., 1st - 6 points, 2nd - 5 points,3rd - 4 points, 4th - 3 points, 5th - 2 points, 6th - 1 point. **Note:** Points will not be awarded for relays.The Peco Trophy will be awarded to the top club by points attending the Meet. In the event of a tie, the Club with the best relay results will be awarded the winner.The Gilbert Trophy will be awarded to the top Westhill District swimmer by points. In the event of a tie, the result of the Individual Medley will determine the winner.The Apache Shield will be presented to the top visiting swimmer. In the event of a tie, the result of the Individual Medley will determine the winner. |
| Photography Permission  | The use of mobile phones or other devices capable of photography/video is not permitted at any time in the changing village, toilets or shower areas and they must be switched to silent in the pool hall. Anyone wishing to use photographic equipment for non-commercial purposes, including video cameras must complete photography permission form using QR code below: No person may for commercial purposes take photographs or use any video recording equipment inside the event without the express written permission of Westhill District ASC. No flash photography is permitted at any time within the competition pool area. |
| Additional Notes Technical Swimsuits | * Space within the venue is limited and everyone will need to take personal responsibility and be courteous to give people space.
* Please ensure that emergency exits are kept clear and that athlete flow routes are kept clear.
* Glass bottles or containers are not permitted in the poolhall including the athlete seating in spectator area.
* Clubs are responsible for clearing their seating area of belongings, litter, etc. before leaving at the end of each session.
* Bin liners for plastic bottles/recyclable items and for general waste will be distributed around the pool.

As of 1st September 2022, new regulations will come into force regarding technical swimsuits.  From this date all swimmers 13 years and younger cannot compete wearing technical suits in Scottish Swimming licenced or registered events.For further information and FAQ’s please see link below.<https://scottishswimming.com/news/technical-swimsuit-policy-update/> |
| Meet Regulations | No guarantee can be given by Westhill District ASC that the event will take place at a particular time, or any particular date and Westhill District ASC reserves the right to reschedule the event without notice and without liability for so doing. It is expected that this would only happen as a result of unforeseen circumstances, e.g., venue/facility failure or adverse weather. In the event of postponement, cancellation or abandonment of the event, refunds if any, will be made at the absolute discretion of Westhill District ASC. Westhill District ASC will have no legal liability to make a refund or to pay any form of consequential or indirect damage such as loss of enjoyment, travel, and accommodation costs. No foul or abusive language or other offensive words such as racial or sexual abuse will be tolerated. Any person entering events must at all times comply with any and all instructions of any steward or officer of Westhill District and/or police officer. Failure to comply within a reasonable time with any such instruction will lead to the person being invited to leave. No alcohol may be consumed at the event.  |
| Code of Ethics | All participants should adhere to the Scottish Swimming Code of Ethics (detailed below) and relevant codes of conduct. All teams should be made aware of this.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 Scottish Swimming.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 |
| Event Management Contacts   | Meet Convener: Bev MacLennan/Jane Thomson  Email: meet.convener@westhilldistrictasc.org.uk Meet Referee: Doris Mair/ Matt Huntington |