





<p>Arrival and Depart times</p>	<p>Aberdeen Entry to the venue will be permitted from 0745 at the earliest. Everyone must be clear of the building by 2015</p>	<p>Inverness Entry to the venue will be permitted from 0745 at the earliest. Everyone must be clear of the building by 2000</p>
<p>Warm up & swim down arrangements</p>	<p>Aberdeen Guidelines for the effective running of warm-ups will be distributed via a WhatsApp broadcast.</p> <p>Please comply with allotted warm up times and announcements and co-operate with the warm up Supervisors.</p> <p>There are 19 x 25m lanes available for warm up sessions. 10 x lanes in the competition pool and 9 x 25 additional lanes in the non-competition half of the pool.</p> <p>Only the non-competition section of the pool will be available for swim down and this will be available from 0920 through to 2000 each day.</p> <p>The diving hall pool (25m) is not available for this event as it is being used for other public activities. Please be aware of and be respectful towards other users.</p>	<p>Inverness Guidelines for the effective running of warm-ups will be distributed via a WhatsApp broadcast.</p> <p>Please comply with allotted warm up times and announcements and co-operate with the warm up Supervisors.</p> <p>There is no additional swim down option. The competition pool will not be open between sessions for swim down.</p> <p>There are no sections of the leisure waters available for warm up or swim down during this meet. The leisure waters will be open to public during the competition. Please be aware of and be respectful towards other users.</p>
<p>Venue flow</p>	<p>Clubs should congregate outside the venues prior to the morning sessions and enter the venue as a group, proceeding to the seating area, congregation in reception area should be avoided. Any time after the morning entry athletes/team staff can enter/exit as required.</p> <p>There is a venue flow in place at both ASV and Inverness, details below:</p> <p>Aberdeen (Appendix 1) Entry to the building will be in the main Aquatics Centre reception door. Everyone will then proceed through the door to the left of reception, turning left along the corridor past the group changing rooms, turning right at the end of the corridor and proceeding up the staircase.</p> <p>At the top of the stairs proceed through to the spectator area where all the athlete seating will be located. To access the pool, proceed to the opposite end of the spectator area, go through the double doors and down the staircase. Turn right and head along the corridor past the first aid room. At the end of the corridor (shower area) proceed straight ahead for the changing village or turn right to access the 50m poolhall.</p> <p>When at the pool hall entrance proceed left. This is where the marshalling area will be, proceed up poolside and turn left at the door past the timing suite to progress back up the staircase to the athlete seating.</p> <p>There will be a coaches pen area on the far side of the competition pool. Coaches should follow a clockwise direction around the poolhall.</p>	

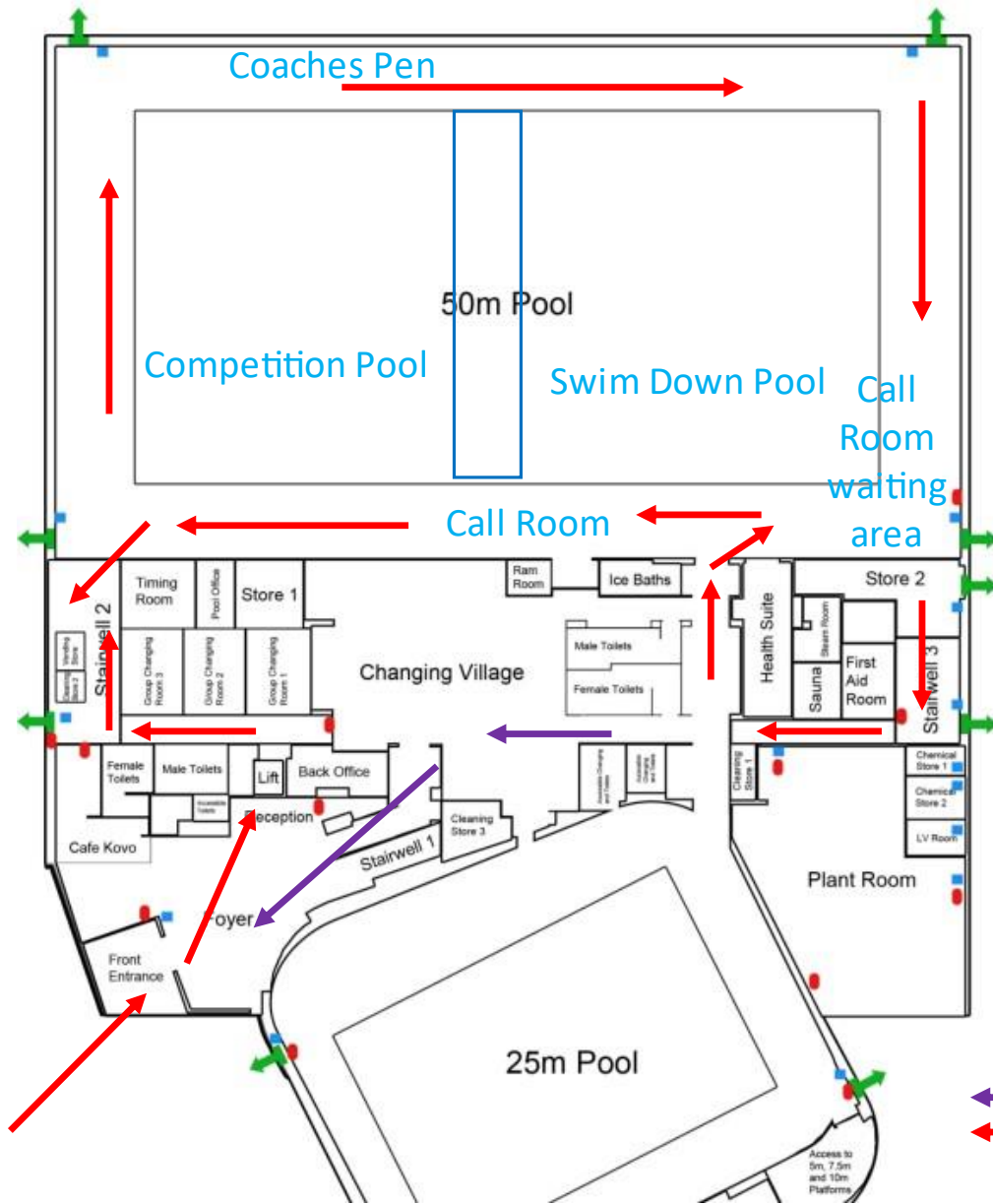
	<p>Inverness (Appendix 2) Entry to the building will be the main Inverness Leisure reception area. Turn right at reception and then bear left up the ramp to the top of the spectator gallery where all clubs will be seated.</p> <p>To access the pool, proceed carefully down the stairs and follow an anti-clockwise direction around the poolhall for exits to the changing village or marshalling areas.</p> <p>There will be no coaching pen at Inverness.</p>	
Coaching Packs	<p>Aberdeen Coaching packs which will contain withdrawal sheets and relay team lines can be collected from the desk outside the timing suite on poolside. All other information will be sent out via the WhatsApp Broadcast</p>	<p>Inverness Coaching packs which will contain withdrawal sheets and relay team lines can be collected from the recorders desk on poolside. All other information will be sent out via the WhatsApp Broadcast</p>
Changing Village	<p>The changing villages at both venues will be available for use but time in this area should be limited as far as possible.</p> <p>Athlete clothing, kit bags, etc. can be placed in the lockers provided (£1 coin needed at ASV, 4 digit code required in Inverness). Bags can be taken on to poolside/seating area where space in that area allows. No belongings can be left in the changing cubicles.</p> <p>Consumption of food is not allowed in the changing village. Photography of any description is prohibited in the changing village, showers and toilets.</p>	
Spectating & Live Streaming	<p>There is no spectating availability at either venue. All available space is being utilised for athletes and team staff seating. Live streaming of the racing will not be in place for this event</p>	
Footwear	<p>Please note no outdoor footwear is permitted to be worn on poolside at either venue. 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.</p>	
Front of House activities	<p>There is no swim shop or fundraising activities at this event.</p>	
Medal Presentations	<p>There will be no medals awarded at this event. A certificate for top 1,2,3, in each event when results are combined for the 2 venues will be distributed to athletes post event.</p>	
Athlete to Team Staff Ratio	<p>A ratio of 1 coach to 10 athletes, with the maximum of 4 coaches/team managers in venue per session. A reminder that coaches/team managers should have a PVG in place through their club to be present on poolside at the competition.</p>	
Marshalling	<p>There will be marshalling for heats and for finals. All swimmers must attend marshalling before their events and should attend in time, please.</p> <p>Marshalling will be on poolside at both venues.</p> <ul style="list-style-type: none"> ○ For Inverness this will be on the opposite side to the spectator gallery. ○ For Aberdeen this will be beside the concrete bench under the spectator gallery. Athletes should not gather in the shower area or corridors while waiting to be called. The waiting area will be at the end of the 50m pool. 	

	<p>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 the marshalling area will not be permitted to swim, will be treated as a late withdrawal and may be fined accordingly.</p> <p>There will be marshalling for relay events at both venues. Reserves must marshal unless they have withdrawn.</p>		
Withdrawals	<p>Withdrawals should be made using the sheet(s) provided and by the deadline announced. Failure to notify a withdrawal prior to the start of the competition may result in a fine. Please check that any prior email withdrawals have been removed from or noted on the sheet.</p>		
Catering	<p>There is no organised catering provision for coaches/team staff at this event. Cafes are available at both venues, with limited opening times.</p> <p>Meals will be available for serving technical officials after the morning and afternoon sessions. Tea and Coffee may be available in the briefing room prior to start of the sessions.</p>		
<p>WhatsApp Broadcast</p> <p>(Start lists & Results sheets)</p>	<p>A WhatsApp broadcast will be in place for this event. Important documents such as Start lists, results, warm up information and any other useful information will be sent out in a broadcast when necessary and appropriate. Registration for the broadcast is open to all Coaches and Team staff attending the event and registration MUST be completed by Wednesday 10th November 2100.</p> <p>For heat sessions start lists will not be printed for coaches/team staff at the venue but will instead be distributed electronically. Start lists will also appear on MeetMobile where possible. Start sheets for the 4 heats sessions will be issued in advance of the event by 10am on Friday 12th November.</p> <p>One printed copy of the start sheets for the two final sessions will be available for each club and can be collected from the recorders desk. The start sheets will also be distributed on the WhatsApp broadcast.</p> <p>Results sheets will not be printed at the venue, but will instead be distributed electronically. Results will also appear on MeetMobile where possible and on the SASA North District Website</p> <table border="1" data-bbox="400 1496 1495 1928"> <tr> <td data-bbox="400 1496 932 1928"> <p>Aberdeen based Clubs:</p> <ol style="list-style-type: none"> 1. Save the following contact in your phone Sean Dawson - 07961 751652 2. WhatsApp Sean the following information: Your Name Your Number Your role at the event 3. Sean will then add you to the Event Broadcast </td> <td data-bbox="932 1496 1495 1928"> <p>Inverness based Clubs:</p> <ol style="list-style-type: none"> 1. Save the following contact in your phone Brian Hendry – 07703 445459 2. WhatsApp Brian the following information: Your Name Your Number Your role at the event 3. Brian will then add you to the Event Broadcast </td> </tr> </table>	<p>Aberdeen based Clubs:</p> <ol style="list-style-type: none"> 1. Save the following contact in your phone Sean Dawson - 07961 751652 2. WhatsApp Sean the following information: Your Name Your Number Your role at the event 3. Sean will then add you to the Event Broadcast 	<p>Inverness based Clubs:</p> <ol style="list-style-type: none"> 1. Save the following contact in your phone Brian Hendry – 07703 445459 2. WhatsApp Brian the following information: Your Name Your Number Your role at the event 3. Brian will then add you to the Event Broadcast
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Test & Protect Information	<p>As per the COVID procedures and guidelines in place for the event, both Aberdeen Sports Village and Inverness Leisure require contact details for everyone that is part of the event. This applies to all team staff and volunteers.</p>		

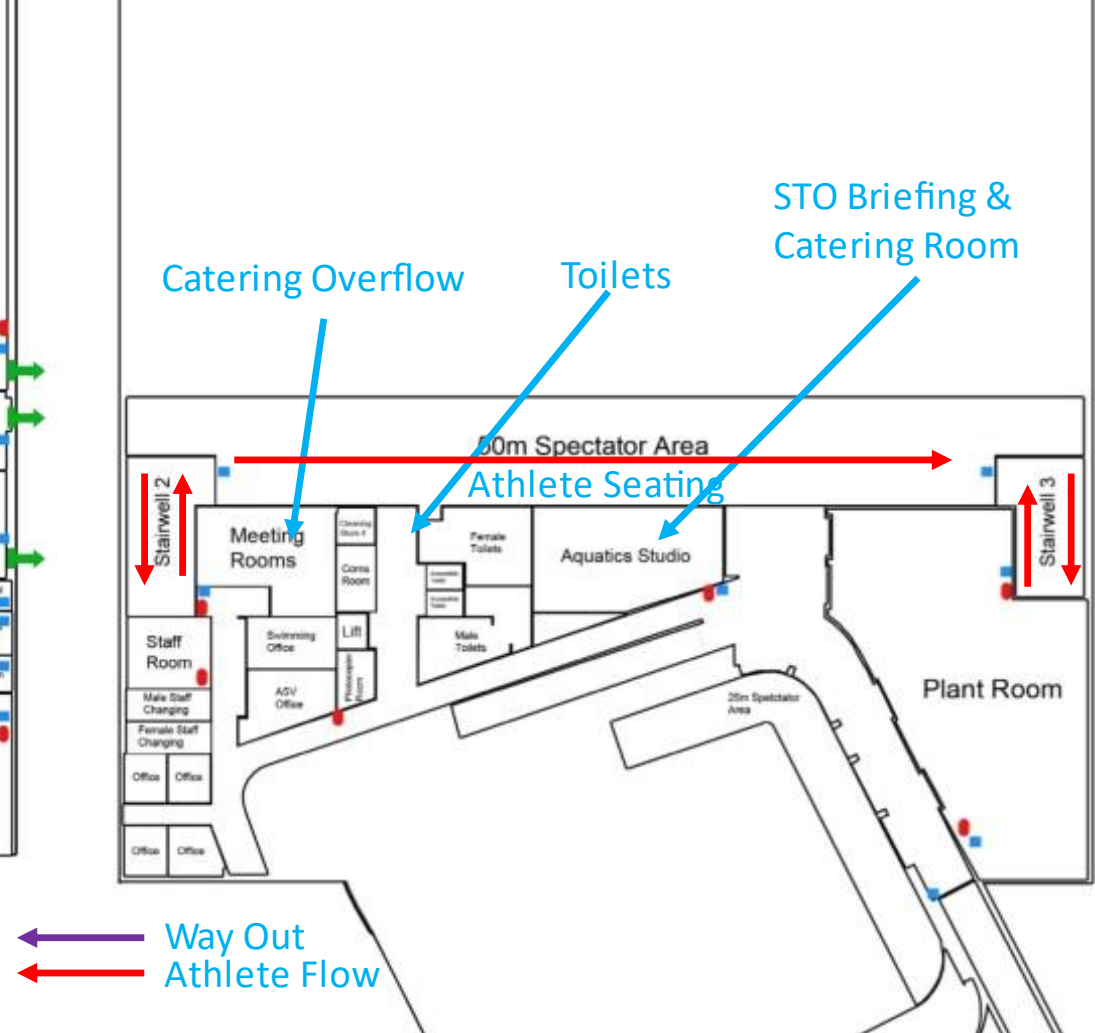
	<p>They will require:</p> <ul style="list-style-type: none"> ○ Name & Contact information ○ Club ○ Role at the event & Sessions participating <p>Information will be gathered through QR codes available below and at the venue. This does not apply to athletes as club contacts will be given for athletes. The information will be given to the facility management who will store it securely for 21 days and will delete it at that point. The information will only be passed on to the Test & Protect team if required.</p> <p>In addition Aberdeen Sports Village require additional information about those visiting the facility, (also contained in the QR code)</p>	
	<p>Aberdeen T&P QR Code</p> 	<p>Inverness T&P QR Code</p> 
<p>Photography Permission</p>	<p>Please note that anyone wishing to use photographic equipment, including video cameras at the event MUST register using the QR codes available below and at the venue.</p> <p>The use of mobile phones or other devices capable of photography 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.</p>	
	<p>Aberdeen photography QR code</p> 	<p>Inverness photography QR code</p> 
<p>Feedback Survey</p>	<p>The SASA North District Swimming Committee would really like to hear your feedback on the event, including what went well and what could be better. This is the first large event in the North District post-summer, so we are keen to identify anything that can shape future events such as the Autumn Meet Part 2.</p>	

	<p>The survey is contained in the QR code below and will also be available at the venue and sent out through the broadcast.</p> 										
<p>General notes</p>	<ul style="list-style-type: none"> ○ Vuvuzelas are not permitted at this meet. Air horns are not permitted. Please ensure quiet for the starts. ○ Please ensure that your team does not at any time block Emergency Exits or access around the pool ○ Teams are responsible for clearing their seating area of belongings, litter, etc. before leaving at the end of the 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 poolhall – this includes the spectator areas. ○ All athletes, coaches and team staff must be a member of SASA prior to attending the event 										
<p>Code of Ethics</p>	<p>All participants should adhere to the Scottish Swimming Code of Ethics (detailed below), and relevant codes of conduct. Please ensure that your team is aware of this.</p> <p>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.</p> <p>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.</p>										
<p>Event Management Contacts</p>	<p>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.</p> <table border="1" data-bbox="400 1742 1495 1989"> <thead> <tr> <th data-bbox="400 1742 628 1794"></th> <th data-bbox="628 1742 1123 1794">Aberdeen</th> <th data-bbox="1123 1742 1495 1794">Inverness</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1794 628 1883">Arrival/End & between sessions</td> <td data-bbox="628 1794 1123 1883">Meet Convenor David Downie</td> <td data-bbox="1123 1794 1495 1883">Jayne Prosser</td> </tr> <tr> <td data-bbox="400 1883 628 1989">During Competition</td> <td data-bbox="628 1883 1123 1989">Referees Day 1 Referees Day 2 Colin Oswald & Phil Cartwright Eleanore Ferguson & Alison Anderson</td> <td data-bbox="1123 1883 1495 1989">Brian Hendry & Derek Allan Brian Hendry & Derek Allan</td> </tr> </tbody> </table>			Aberdeen	Inverness	Arrival/End & between sessions	Meet Convenor David Downie	Jayne Prosser	During Competition	Referees Day 1 Referees Day 2 Colin Oswald & Phil Cartwright Eleanore Ferguson & Alison Anderson	Brian Hendry & Derek Allan Brian Hendry & Derek Allan
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Appendix 1 – Aberdeen Venue Flow



Venue Flow- Aberdeen



Floor Plan

