



Swim Wales Long Course Championships 2015

Event Bulletin – Pre-Meet Information

We are looking forward to welcoming you all to the Wales National Pool in Swansea for the Swim Wales Long Course Championships. This bulletin contains information and some amendments to the usual practices during National Meets so we would appreciate you taking the time to read it thoroughly.

Please note: Access to poolside and the spectators' gallery will be restricted until **7:30am** each day.

Changing village

The changing village is a restricted area for swimmers, accredited coaches and accredited chaperones. We request that any other person should not use this as an access point for the spectators' gallery. Should access be required please contact a member of the event staff.

Swim Shop

The Swim Shop will be open from **09.00 – 15.00 daily**. Any pre-ordered kit can be collected from the Information Desk.

Information Desk – coaches, swimmer, parents

The information desk will be located in the main reception area and are there to help and guide you. It will be open throughout the meet so please use this service for the items below and for any other questions you may have.

Coaches Passes: Pre ordered Coaches' pass collection point. Please bring along photographic ID to collect. We will not be issuing any coaches passes during the meet.

Coaches/Team Information: All participating clubs will have an information box which will contain all relevant information for the meet. This will include; call room times and warm up schedule. **Final start sheets** will be available from these boxes during the finals warm up. Please ensure you check this for regular updates.

Long Distance Swimmer Sign in (heat session): Competitors who have entered into any long distance events (400m, 800m & 1500m) **must** sign in at the Information desk located in the front reception. Long distances sign in will close **10 minutes** after the **start** of the warm up session. Non sign in could result in swimmers being removed from that event and heats being reduced.

Relay Declaration Forms: Clubs must complete a team declaration form, which must be handed to the Information Desk at least **60 minutes** before the advertised start of the warm up session in which the relevant team event takes place. Teams not complying with this instruction will lose their right to compete. Where a club has more than one team in an event, a swimmer who has been declared for one team may not compete for another team in the same event.

Photographic/video equipment: Will all coaches, swimmers and team members please sign in any photographic/video equipment on arrival and ensure that photographic bands are visible when using any equipment. No photographic equipment should be used in the changing village, this includes mobile phones.

Late entry: We will not be accepting late entries for this meet.

Coaches Area

A range of refreshments will be available on Level 3. Access to this room will be restricted to coaches and team staff only, swimmers will not be permitted. Please could we ask you to clean up after yourselves, thank you. Please contact a member of the event staff if there is a problem with this area.

General Meet information

Spectator seating: Spectators seating will be available in all blocks but we would request that the seats located below row 8 are kept clear for clubs and swimmers. If you require reserved seating due to access issues or disability please contact us prior to the event by emailing: events@swimming.org.

Warm Ups: All competing clubs will be allocated a lane for warm up based on the pools Normal Operating Procedures of maximum 20 swimmers per lane in the main pool and 10 swimmers per lane in the training pool. Please work with us to adhere to the warm up schedule to avoid a breach of health and safety which could result in warm up being closed. The training pool will open after the first warm up slot.

Swim downs: The training pool will be open for swim downs during the meet but may be restricted for squad training times during the event. Please adhere to the 10 swimmers per lane in this pool.

Heat Withdrawals: We no longer require heat withdrawals. Lanes will be swum empty.

Final Withdrawals: Withdrawals from **final** sessions will be taken up until **15 mins** after the last swim has finished during the heats. Please withdraw from finals at the **table under the scoreboard** and not in the reception area.

Start Sheets: Programmes are now produced seeded for each heat except any events 400m and over. Start Sheets will only be provided for long distance and final sessions or if a heat is re-seeded and will be available from the Information desk. These lists will also be posted near the training pool and at the top of the spectator's gallery. Meet mobile will be available throughout the meet.

Heats – Marshalling: All swimmers must check in with marshalling situated near lane 8 on the East side of the pool in good time before the start of their race.

Call Room: During the Finals Sessions we will be operating a Call Room System for all swimmers, please follow the signs on poolside. **Please ensure your swimmers know the location of the call room prior to the time they are required to report, our event staff will be happy to direct you to this area.** Call room times will be available in your coaches' box and displayed on the spectator balcony.

It is the responsibility of the swimmers to report to the first call room for costume checks **10 minutes** before the start time of their event. If you are swimming more than one final please notify the Call Room Marshall when you register for your first race so that this can be noted.

PLEASE NOTE IF SWIMMERS DO NOT REPORT TO THE CALL ROOM AT THE APPOINTED TIME, THEY WILL NOT BE ALLOWED TO SWIM IN THE FINAL. If a swimmer has not reported to the Call Room on time a reserve will be put into that lane. We will not re-instate late swimmer into any event regardless of the reason for late arrival. Please ensure all swimmers arrive on time to avoid upset and disappointment.

Please ensure swimmers arrive ready to swim. The Call Room personnel will not allow any swimmer to leave this area once registered for any reason.

The clock used in the Call Room is calibrated to the clock on poolside.

Medal/ Trophy Presentations

We will not be conducting formal medal presentations during this meet due to the time restrictions. Medals can be collected from the front reception area where we will be taking photographs of all event championships which will be uploaded to social media. Please ensure you are suitably dressed when collecting.

Food/ Refreshments

Café Blas is located to the right in the reception area providing a range of food options and vending machines. Please can you ensure that only food purchased from the Cafe is eaten on the tables and chairs provided. Also, large orders of food purchased from outside catering suppliers are not to be consumed on the premises. Please contact Blas who will be happy to provide you with pack lunches etc for teams. 01792 513513.

Phew! Quite a lot to take in but please remember, if you have any questions do not hesitate to contact a member of the event team or the Information Desk who will happily assist you. As you will appreciate the meet will be extremely busy and we want you to be assured all staff, volunteers and officials will be working extremely hard to ensure things run as smoothly as possible to make this an enjoyable experience for yourselves and your swimmers.

Looking forward to seeing you.