



British Gas

Swim Wales Summer Nationals 2013

Event Bulletin – Pre-Meet Information

Welcome

We are looking forward to welcoming you all to the Wales National Pool in Swansea for the British Gas Swim Wales Summer Nationals. This bulletin contains information on some amendments to some of the usual practices during National Meets so we would appreciate you taking the time to read thoroughly.

Information Desk – coaches, swimmer, media

We will now be providing a one stop information desk in the reception area of the pool which will replace the old 'Meet Office' on Level 3. This desk will handle the following areas:

Coaches Passes: Pre ordered Coaches' passes will be available from the 'Information Desk' in the reception area of the pool. Please bring along photographic ID to collect. We will not be issuing any coaches passes during the meet.

Coaches/Team Information: All clubs collecting coaches' passes will also have an information box available which will contain all relevant information for the event. This will include; seeded programme, call room times, medal presentation schedule, heat withdrawal forms, warm up schedule and key facts summary. **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: all swimmers entered into events 400m and above must sign in on arrival. Failure to do so could result in the swimmer being removed or replaced in the event. Sign in will close 10 minutes after the start of the warm up.

Heat Withdrawals: Heat withdrawal forms should be handed in here, please ensure the withdrawal form is filled out correctly and given directly to a member of staff to avoid any fines that maybe incurred (please see withdrawal policy in the meet pack for further information).

Photographic/video equipment: Please 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.

General enquiries: Please ask this area for any support that will make the event more enjoyable for yourself and your swimmers.

Coaches Refreshment

Alongside your coaches pass and information there will be a range of refreshments available on Level 3. We can also now offer you the use of an air conditioned room during the heats so you can cool down and catch up with colleagues and friends. Please would you ensure you clean up after yourselves if you this facility. Access to this room will be restricted to coaches and team staff only, swimmers will not be permitted.

General Meet information

Heat Withdrawals: Heat withdrawal forms should be handed in here, please ensure the withdrawal form is filled out correctly and given directly to a member of staff to avoid any fines that maybe incurred (please see withdrawal policy in the meet pack for further information).

Final Withdrawals: Withdrawals from final sessions will be taken up until 15 mins after the end of each morning session. Please withdrawal 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 in your coach's box or on the reception desk for spectators. These lists will also be posted near the scoreboard, the training pool and at the top of the spectator's gallery.

Heats - Marshalling

All swimmers and alternates must check in with marshalling 15 mins before the start of their race. If a swimmer dose not check in within 15 mins their space maybe offered to an 'alternate' swimmer. Any late arrivals will not be re-instated once an 'alternate' swimmer has been added.

We also request that all **long distance events** – 400m, 800m & 1500m individual events sign in at teh 'Information' desk in the reception desk on arrival and within 10 mins of the start of warm up.

Call Room

During the Finals Sessions we will be operating a Call Room System for 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 **and reserves** to report to the first call room for costume checks **20 minutes** before the start time of their final and before the cut off time. 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.

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

Food/ Refreshments

There is a Cafe 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.

LIVE STREAMING/ MEDIA

Please be aware that we will be live streaming this event for the full 7 days to enable your friends, family and loved ones to watch you compete if they have had to stay at home. Please promote this for us and ask them to visit www.swimwales.org and click on the banner to view.

Due to this we are now unable to accept photography refusal forms for this meet.

If you have any questions please do not hesitate to contact me or come and speak to me at the event. 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.

Look forward to seeing you soon

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