**City of Norwich Swimming Club**

**Midsummer Madness L3 Long Course 3ER180457, 7th July 2018**

**Coach Passes:** Coach passes and packs can be collected from the John Jarrold Room – upstairs on the first floor of the Sportspark. Passes should only be used by the coaching/poolside staff nominated. Coaches must wear the passes provided at all times. Refreshments will be distributed by club volunteers throughout the gala. Lunch passes will be provided to those who have paid for lunch, as well as any officials who are doing Session 1 and Session 2. If you have not yet communicated dietary preferences please do so asap – email tbirdspinner@gmail.com.

**Venue:** Sportspark, University of East Anglia, Norwich Research Park, Norwich, Norfolk, NR4 7TJ, Tel:(01603) 592398. See more at: <http://www.sportspark.co.uk/>

**Parking:** Parking is free for all those attending. Please make sure you validate tickets/tokens as appropriate.

**Entry:** Entry for Swimmers to the pool will be from: 8:15am Spectators entry to the gallery will be from: 8.15am

**Spectators:** Entry: £4.00 per session £6.00 per day No concessions.

 Programmes - £3.00 Please save your change for raffle tickets!

**Merchandise:** Mailsports and Swimzi will be available throughout the gala.

**Warmups:**

Session 1: 8:30-9:20 Warm up

Please ensure swimmers are with the marshals in a timely manner ready for a 9:30 Start

Finish will be approximately 12:15

Session 2: 13:00-13:35 Warm up

Please ensure swimmers are with the marshals in a timely manner ready for a 13:40 Start

Finish will be approximately 16:15

Session 3: \*\*16:30-17:05 Warm up

Please ensure swimmers are with the marshals in a timely manner ready for a 17:10 Start

Finish will be approximately 19:15

\*\*Timings may change slightly as a result of withdrawals on the day.

No diving when entering the pool during warmup. Coaches and team managers must supervise their own swimmers during warmup. Sprint lanes will be made available during each warmup period. Warmup time changes may be announced if necessary. Lanes 1, 3. 5 and 7 are clockwise; lanes 2, 4, 6 and 8 will be anticlockwise. Please ensure your swimmers leave the pool promptly to allow the competition to start on time. Please encourage parents and swimmers to stay for the presentation of Top Swimmer and Top Club awards.

**Withdrawals:** Withdrawals must be made by email to tbirdspinner@gmail.com; text to 07970289643, or by using the withdrawal forms available on the day. Please ensure you meet withdrawal deadlines which are **45 minutes** before the start of each session. There is a £5 fine for swimmers failing to notify in a timely manner.

**Officials**: If you have offered to volunteer to officiate at the meet, please report to the John Jarrold Room 45 minutes before the start of each session. Lead Referee, Tony Smith, will be responsible for the briefing. Officials are asked to ensure they are poolside and in position **5 minutes** before the start of each session, Start Sheets will be distributed to officials who are in position by Club Volunteers. If you have any additional availability please contact the meet promoter or Lead Ref as we always need more officials and have a number of officials seeking mentoring.

**Marshalling:** All competitors are expected to report to the marshalling area. It is the responsibility of the competitor to report in sufficient time. Swimmers failing to report in time may lose the opportunity to compete. Swimmers in the first heat of each session are asked to report **5 minutes** before the start time.

**Refreshments:** Spectator refreshments will be available throughout the gala in the Sportspark Café. Officials and volunteers will be provided with refreshments by club volunteers. Promoting the reduction in single use plastic we would encourage all coaches, officials and volunteers to bring their own water bottle - we will ensure it stays filled throughout the gala.

**Changing Rooms:** Parents are not allowed in the swimmers changing rooms under any circumstance. The Sportspark lockers require padlocks. Please ensure you bring your own. Alternatively you may hire one from Sportspark reception. Please try to ensure that the majority of kit is left in the lockers in the changing rooms rather than brought poolside. If there are no lockers available in the pool changing rooms please encourage swimmers to access the dry lockers on the first floor of the Sportspark. Too many bags poolside result in overheating as swimmers tend to block the vents.

**Poolside:** Parents and spectators are not allowed poolside – unless they have requested and are eligible for poolside or coach passes. Do not wear outdoor shoes poolside as this can cause the spread of germs.

**Photography:** Sportspark policy on photography and video does not require us to register on entry. It should be acknowledged that the majority of images taken within a swimming gala setting are appropriate and taken in good faith. However, images of children and adults can be misused, and sharing images widely without consent may betray a confidence or identify of a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child’s image to be taken and shared in this way.

City of Norwich Swimming Club encourage all spectators/participants make themselves familiar with the photography and filming arrangements and be vigilant during the event. Should individuals have any concerns about photography or filming at the event, this should be brought to the immediate attention of the Meet Promoter.

**Results:** Results will be available throughout the weekend via Meet Mobile – 2018 Norwich Mid-Summer Madness L3 3ER180457. A full set of Hytek results will be made available to each team on demand. Contact tbirdspinner@gmail.com. Full pdf results will be available within 48 hours and posted on the Club website.

**Medals and Trophies:** Medals are available for collection from the medal table, located poolside, once results have been confirmed. Swimmers are encouraged to collect medals in a timely manner.

**Safety and Pool Rules:**

* Swimmers must use the changing rooms when changing – do not change poolside.
* Swimmers are not allowed poolside until the coach, gala promoters and lifeguard are present.
* No flash photography is permitted.
* Swimmers and coaches should wear appropriate footwear poolside.
* Swimmers, coaches and spectators should leave pool and spectator areas during session breaks.

**Protests and Complaints:** Protests must be made as per ASA Laws and Technical Rules. Complaints during the competition must be made to the Meet Promoter or Lead Referee on the day via the Timing Desk poolside. After the completion email protests/complaints to: Tracey Spinner, tbirdspinner@gmail.com (meet promoter) or Tony Smith, ditonsmith@gmail.com (Lead Referee).

**Contact:**

* Meet Promoter: Tracey Spinner, tbirdspinner@gmail.com, 07970289643
* Lead Referee: Tony Smith, ditonsmith@gmail.com.