**City of Norwich Swimming Club**

**CONSC November SC Open Meet, L3, 3ER210457, 27th – 28th November 2021**

**Coaches and Team Managers:** Coach passes and packs will distributed to you poolside on arrival. Passes should only be used by the coaching/poolside staff originally named by the Club. You will be issued with the number of passes paid for. Coaches must wear the passes provided at all times. There will be hot drinks in the John Jarrold Room for coaches, Team Managers and officials.

Please bring your own water bottle – you should have plenty of time between sessions to top up but CONSC marshals will be available to help if you top up.

As ever, do not wear outdoor shoes poolside as this will cause the spread of germs.

Clubs are asked to ensure they have the correct ratio of Coaches/Team Managers to swimmers. Any swimmers who have finished competing for a session are asked to exit the pool area and disperse from the Sportspark. Each club should have a team manager to supervise their swimmers.

Lunches will be provided for those who purchased them - with a takeout option – our Volunteers co-ordinator will be in touch to confirm menu selections.

**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 before departure.

**Entry:** Entry for Swimmers to the pool will be from: 8:15am. Please only enter the pool at the appropriate time for your session.

**Spectators/Parents:** Due to the ongoing COVID restrictions we are unable to provide space for spectators as priority has to be given to the swimmers. The Sportspark has asked us to encourage all parents who have not volunteered for the meet to disperse as soon as possible.

Due to the gallery being used by swimmers, parents are asked to stay away from the first floor of the Sportspark if possible as they will disrupt the competitor one way system and flow to changing rooms etc.

There will be **no viewing** from the seating area on the first floor – this will be blocked off to avoid any confusion or conflict to keep the swimmers and officials safe.

**Medals:** The medals table will be poolside and swimmers are asked to collect their medals promptly and in between events. Please avoid excessive gathering at the medal table – swimmers will be asked to disperse if this occurs.

**Warmups:**

**Saturday 27th November**

**Session 1:** 8:30-9:30 Warm up: 8:30 Girls 12/u; 8:45 Girls 13/o; 9:00 Boys 12/u; 9:15 Boys 13/o. 9:35 Start, @12:45 Finish

**Session 2\*:** 13:00-14:00 Warm up: 13:00 Girls 12/u; 13:15 Girls 13/o; 13:30 Boys 12/u; 13:45 Boys 13/o; 14:05 Start, @17:45 Finish.

**Sun 28th November**

**Session 3:** 8:30-9:30 Warm up: 8:30 Boys 12/u; 8:45 Boys 13/o; 9:00 Girls 12/u; 9:15 Girls 13/o; 9:35 Start, @12:45 Finish

**Session 4\*:** 13:00-14:00 Warm up: 13:00 Boys 12/u; 13:15 Boys 13/o; 13:30 Girls 12/u; 13:45 Girls 13/o; 14:00 Start; @17:30 Finish.

No diving when entering the pool during warmup. Coaches must supervise their swimmers during warmup – and will be supported by the meet warmup marshals. The last 5 mins of each warmup will be allocated to sprints and announced by the commentator. Warmup time changes may be announced if necessary. Please ensure your swimmers leave the pool promptly to allow the competition to start on time.

\*The timings for Session 2 and Session 4 remain approximate – if the meet runs smoothly and withdrawals are timely we should be on time.

**Backstroke Ledges:** We are pleased to confirm that we will have backstroke ledges available for this event – please let your swimmers know. We are aware that many swimmers will not be used to them. It will be OK to ask the official to remove the ledge from the water if they are not comfortable, but please feel free to offer guidance, we will ensure ledges are available during warmups. Swimmers will have to ask the official to adjust the ledge if they would like it lower or higher. For this meet swimmers are not permitted to touch the ledge adjustment handle (COVID safety measure).

**Withdrawals:** Withdrawals should all be done via the club coach or administrator prior to competition, and via the Club coach on the day. Each club will receive a Swim-Meet link for online withdrawals. All withdrawals should be communicated in advance. **The system will close for withdrawals 5 mins** **after the start of the session warmup**. All swimmers are asked to liaise with their coach or club contact to ensure withdrawals are communicated.

**Officials**: If you have offered to volunteer to officiate at the meet, please report to the John Jarrold Room in a timely manner before the start of each session, sign in and then disperse. Lead Referee, Chris Galer, will be responsible for the briefing which will be held in the John Jarrold Room 30 mins before the start of each session. 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. To reduce single use plastic please bring your own water bottle. Do not wear outdoor shoes poolside as this can cause the spread of germs. Officials may wish to wear masks poolside for the duration of the session.

**Marshalling:** Competitors from all clubs will be asked to ensure they are at the marshalling area in a timely manner. It is the responsibility of the competitor to report in sufficient time before the event. Swimmers failing to report in time may lose the opportunity to compete. Swimmers in the first heat of each session are asked to report to the marshalling chairs at least **5 minutes** before the Session start time.

**Changing Rooms:** Parents are not allowed in the swimmers changing rooms under any circumstances. Please make sure you use the pool changing area and the dry changing on the first floor of the Sportspark. Do not bring large kit bags poolside – use the lockers (you will need to bring your own padlock).

**Poolside:** When swimmers are in the marshalling chairs they will be asked to bring as little with them as possible, along with a single bag. The bag could contain goggles, snack, waterbottle, and swimmers should put their poolside shoes, shirts and any other items in the bags when they arrive at the blocks. The bags should be collected by the swimmers at the end of their heat. A bag for life is ideal for this as it is waterproof and stays upright.

**Photography:** We are all aware of the wide range of devices including mobile telephones which have photo and video capability. This enables the capture of static and moving images. 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.

Coaches and swimmers are requested to focus on their own swimmers 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. Whilst it is acknowledged that swimmers wish to celebrate their achievements 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 participants to 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 Day Promoter.

**Meet Mobile:** As part of the Club’s environmental and sustainability activity there are no programmes. Results will be available throughout the weekend via Meet Mobile – search **3ER210457**. 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.

**Safety and Pool Rules:**

* 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.
* **Peanut Ban** – there are a number of swimmers attending the meet with severe peanut allergies. We would ask all parents and swimmers to ensure that **no peanuts are brought to the venue as snacks**.

**Covid Specific Requirements**

* All swimmers, coaches, helpers, marshals and officials are **asked to wear masks** when **moving around** the main venue. Once settled with their club they may chose to remove them.
* As per standard requirements – all those attending the meet will be asked to give eachother space and ensure they wash their hands and use hand gel regularly. Hand gel dispensers are available all around the Sportspark.

**Protests and Other Meet Issues:** Protests must be made as per Swim England Regulations and Technical Rules. Any meet issues during the competition must be made to the Day Promoter on the day via the Timing Desk poolside. After the completion of the meet email issues to: conscvolunteers@gmail.com (Meet Day Promoter) or cat.galer@sky.com (Lead Referee).

**Swimzi**: Due to the lack of spectators Mailsports have chosen not to attend the meet, but Swimzi will be there to make sure you all have plenty of ideas for Christmas presents. Please make the most of their attendance.

**Contact:**

Meet Promoter: Tracey Spinner, tbirdspinner@gmail.com, 07970289643. Day Promoter – Sally White, conscvolunteers@gmail.com ; Lead Referee: Chris Galer, cat.galer@sky.com.

**Meet Schedule**

**Saturday 27th November**

#### Session 1

Event 101 Girls 9 and over 400 Freestyle HDW

Event 102 Boys 9 and over 200 Freestyle HDW

Event 103 Girls 9 and over 100 Breaststroke HDW

Event 104 Boys 9 and over 100 Backstroke HDW

Event 105 Girls 9 and over 50 Backstroke HDW

Event 106 Boys 9 and over 50 Breaststroke HDW

Event 107 Girls 9 and over 200 Butterfly HDW

#### Session 2

Event 201 Girls 9 and over 100 IM HDW

Event 202 Boys 9 and over 200 IM HDW

Event 203 Girls 9 and over 200 Backstroke HDW

Event 204 Boys 9 and over 200 Breaststroke HDW

Event 205 Girls 9 and over 100 Butterfly HDW

Event 206 Boys 9 and over 100 Freestyle HDW

Event 207 Girls 9 and over 50 Freestyle HDW

Event 208 Boys 9 and over 50 Butterfly HDW

**Sunday 28th November**

#### Session 3

Event 301 Boys 9 and over 400 Freestyle HDW

Event 302 Girls 9 and over 200 Freestyle HDW

Event 303 Boys 9 and over 100 Breaststroke HDW

Event 304 Girls 9 and over 100 Backstroke HDW

Event 305 Boys 9 and over 50 Backstroke HDW

Event 306 Girls 9 and over 50 Breaststroke HDW

Event 307 Boys 9 and over 200 Butterfly HDW

#### Session 4

Event 401 Boys 9 and over 100 IM HDW

Event 402 Girls 9 and over 200 IM HDW

Event 403 Boys 9 and over 200 Backstroke HDW

Event 404 Girls 9 and over 200 Breaststroke HDW

Event 405 Boys 9 and over 100 Butterfly HDW

Event 406 Girls 9 and over 100 Freestyle HDW

Event 407 Boys 9 and over 50 Freestyle HDW

Event 408 Girls 9 and over 50 Butterfly HDW