**City of Norwich Swimming Club**

**CONSC 2022 Distance Time Trials, L3 Long Course, 3ER221465 and 3ER221466**

**16th and 23rd September 2022**

**Coaches and Team Managers:** There are no formal poolside passes but we are relying on each club to manage their poolside staff and ensure they comply with basic Swim England requirements. Please bring your own water bottle – you should have plenty of time between sessions to top up but refreshment volunteers will be available to help if you have to stay poolside. Psych sheets with the heats will be visible in Meet Mobile – 2022 CONSC Distance Time Trials 3ER221465/6 - and draft programmes are attached. Please be aware that there have been some glitches with Meet Mobile which were fixed by the Hytek support team this week (hence delay in distributing the Welcome Pack). The start time in meet mobile remains incorrect and we are waiting for it to be resolved – the correct start time remains 17:10 for both days. Note that during the meet the heats may change as withdrawals are processed. Clubs are asked to ensure swimmers are supervised poolside at all times, and not left alone.

**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 who use the Sportspark carpark. Please make sure you validate tickets/tokens before departure. If the Sportspark carpark is full please you may need to use the main University carpark.

**Entry:** Entry for Swimmers to the changing area will be from: 16:15. Make sure you have a coach/Team Manager poolside before the swimmers go through.

**Warmups:** Warmup is at 16:30 and each Club is asked to manage their allocated lane and guide swimmers accordingly. Dereham and NNV are asked to work together on how they wish to run their lane.

**Lane 1**: Dereham (6) & North Norfolk Vikings (4)

**Lane 2**: Gt Yarmouth SC (12)

**Lane 3 & 4**: Norwich Swan (24)

**Lane 5**: Thetford (6)

**Lane 6, 7 & 8**: City of Norwich SC (60)

Numbers may vary between 16th and 23rd.

No diving when entering the pool during warmup. Coaches must supervise swimmers during warmup. Please ensure that your swimmers leave the pool promptly to allow the competition to start on time.

**Spectators/Parents:** We should have plenty of space for spectators, and there is no entry charge. Please remember there are also no programmes (use Meet Mobile for most up to date psych sheets) and no medals at the end. **Whistles or horns should not be used by spectators as this is liable to drown out the emergency alarms/Lifeguard whistles. We appreciate your co-operation on this matter**.

**Withdrawals:** Withdrawals should all be done via the club coach or administrator prior to competition. Each club has a link for online withdrawals using Swim-Meet. **The system will close for withdrawals 10 mins** **after the start of the session warmup**. Please ensure that withdrawals are made asap as we have a waiting list for the 1500m event.

**Officials**: If you have offered to volunteer to officiate at the meet, please report to the stairs through the fire exit at the far end of the gallery. Lead Referees, Paul Kendall for the 800m event and Stewart Murray for the 1500m event, will be responsible for the briefing which will be held on the stairs 30 mins before the start of each session, and may be led by our trainee referees. 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 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. Lap cards will be provided but please make sure you bring a whistle in case you are timekeeping.

**Marshalling:** To avoid overheating and unnecessary waiting swimmers are asked to make their way to the start of each heat in a timely manner. There will be a heat marshal checking swimmers in at the blocks. 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 start at least **5 minutes** before the heat is likely to start.

**Changing Rooms:** Parents are not allowed in the swimmers changing rooms under any circumstances.

**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 a child or adult which could present a risk of harm to that individual.

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. No flash photography is permitted.

**Results:** Results will be available throughout via Meet Mobile**.** Hytek results will be made available to each team on request - 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.
* Swimmers and coaches should wear appropriate indoor footwear poolside.
* **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**.

**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: tbirdspinner@gmail.com (Meet Promoter.