



Scottish
Swimming

Scottish Summer Meet 2015

Royal Commonwealth Pool, Edinburgh

24-26 July 2015

Coaches/Team Manager Handbook

Introduction

We look forward to welcoming you all to the Royal Commonwealth Pool, Edinburgh and to our 2015 Scottish Summer Meet

Session Times

	Morning		Afternoon		Evening	
	Sessions 1, 4 & 7	Heats	Sessions 2, 5 & 8	Heats	Sessions 3, 6 & 9	Finals
Friday 24 – Sunday 26 July 2015	Warm up: Start:	07:30 08:30	Warm up: Start:	11:15 12:15	Warm up: Start:	15:15 16:15

Coaches/Team Managers Meeting

The Coaches / Team Manager's meeting will take place at 7.15 am on Friday 24th July in Studio 3 (pool level). Coach passes and packs will be available for collection from the Enquiry Desk in the foyer from 16.00pm – 20.00pm on Thursday and from 7am on the first day of the event.

Training

It may be possible to arrange some training times directly with the pool on Thursday 23rd July 2015. This will be subject to availability. Please contact The Duty Manager at The Royal Commonwealth Pool on 0131 270 9300.

Pool Layout

All 8 lanes will be used during heats and finals. All races will start at the scoreboard end of the pool.

There will be a clear deck policy in operation down the spectator side of the pool. Access and seating areas will be available on the far side of the pool and in the balcony, as directed by marshals.

The 6 x 50m diving pool will be available at all times and for 30 minutes after the end of the final session. The teaching pool will not be available. The 8 x 50m competition pool will be open for warm up one hour prior to the start of all sessions and will close 15 minutes prior to the start of competition. Please note large paddles, bungee ropes and fins will be strictly prohibited in the competition pool. The teaching pool will be available for swim down 45 minutes after the end of the finals session.

Athlete Flow

Athletes and team staff will enter through the front door of the Royal Commonwealth Pool and make their way into the changing village. Once in the changing village, athletes will be guided to the warm up/swim down pool in the main 50m pool area. Signage will also guide athletes to the call room area.

Athlete Flow Post Race/Mixed Zone

After completion of their race, athletes should leave by the side of the pool as directed by the referee. For Heats, both sides of the pool should be used. For Finals the spectator side of the pool only should be used.



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For Heats sessions, athletes should pick up their kit on poolside by their lanes. They should then proceed in clockwise direction around the pool to their seating area.

For Finals sessions, kit carriers will be in attendance. Kit will be available for pick up at the start end of the pool on the spectator side.

Swimmers should then make their way down the poolside to the mixed zone, where some interviews may take place, or back to their seating area.

Presentations

Medals will be presented to the 1st, 2nd and 3rd placed swimmer in each age group.

Presentations will take place according to the presentation schedule. Competitors are requested to comply with the schedule and any alterations (announced/published) to it.

It is the responsibility of the Coach/Team Manager to ensure that medallists or a deputy be available for presentation as per the presentation schedule, a copy of which will be included in your information pack.

Presentations will be carried out at the bottom end of the pool and marshalling for presentations will be at that end of the pool on the spectator side.

Failure of a swimmer of deputy to attend the appropriate presentation will result in the swimmer forfeiting his/her medal.

Coaches Area

The coach's relaxation and refreshment room is located in Studio 1. This area is directly behind the spectator gallery. Refreshments will be available from 7am – 6pm daily.

Call Room

The call room is situated in the teaching pool area. All athletes must register in the call room areas before their race. Coaches are reminded that they ensure their athletes arrive at the call room in plenty of time to prepare for their race.

Coach/Swimmer Enquiries Desk

The Coach/Swimmer Enquires desk will be located in the main foyer. All enquiries should be made there in the first instance.

Start Lists/Results/Call Room Times

Start lists and results can be found on the table next to the recorders desk.

Recorders Desk

The Recorders desk will be located on poolside in the main pool area. Call room report times, additional withdrawal forms and teams lines may be picked up from there.

Please note that reconfirmation of the 800m and 1500m freestyle will be taken at this desk.



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General Information

During the Meet should you wish to contact a member of staff from Scottish Swimming, please call – 07767 081275 (Events Emergency Contact)

As noted above, all withdrawals should be made at the Recorders Desk. All withdrawals must be made on the official forms provided.

Late withdrawals and withdrawals from finals must be made to the recorder at the Recorders Desk. In the interests of all competitors a rigorous approach will be taken to ensure compliance with the withdrawal procedures.

Heats

Any withdrawals from heats on day one must be notified by email to national@scottishswimming.com no later than **6.00pm on Thursday 23rd July**. Withdrawals from morning heats on days two and three not previously notified must be posted at the Recorders Desk, not later than 5.30pm on the day prior to the event. For afternoon events these must be posted at the Recorders Desk no later than 10.00am on the morning of the event.

Finals

Finals will be swum as per the programme of events. Any withdrawals from the finals must be notified to the Resolution Desk within **thirty minutes** of the finals list being posted and announced.

Reconfirmation of 800m and 1500m Freestyle

Please remember that the above events need to be reconfirmed at the Recorders Desk within the appropriate time frame. Please see meet information for details.

In the case of a competitor, not previously withdrawn, who fails to appear for heats or finals or who has withdrawn outwith the designated time frame, the competitor shall pay, without excuse (except in the case of genuine illness or proven emergency) a fine of £10.00 per incident. Any competitor withdrawing from a final in such a manner as to prevent a reserve taking part (except as stated above) shall be suspended immediately from all further events at the Meet.

Please note: Any withdrawals from Heats and Finals on medical grounds should be discussed with the Meet Director prior to submission to the Recorders Desk.

Warm Up/Swim Down

Guidelines for the effective running of warm ups will be enclosed in your coaches information pack.

Personal Belongings

Competitors are strongly advised not to leave personal belongings in the changing rooms unless secured in a locker (£1 refundable). Valuable items should be deposited with the team staff and not taken to the marshalling or start areas.

During the Meet, kit baskets will be available and competitors should make use of them.



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Drug Testing

Please note that drug testing may be in operation at this event. All competitors not registered with the SASA, WASA or the ASA will require to sign an agreement to undergo tests in accordance with FINA rules. Forms can be found in your coach's pack and completed forms must be submitted to the Recorders Desk on arrival.

Coaches Passes

Please note that all coaches should have obtained passes prior to the Meet. For those who have lost their passes a charge of £10 will be made for a temporary pass to be issued. **Temporary passes will not be issued other than to replace lost passes.**

Scottish Swimming wishes you a pleasant stay in Edinburgh and successful Meet.

Lesley Prentice
Meet Director