



ROMFORD TOWN END OF SEASON MEET JULY 2017

Saturday 15th July 2017 @ London Aquatic Centre (LAC)

Dear All,

Thank you for your entries into the Romford Town End of season Meet 2017. The accepted entries has been sent to been sent to all clubs and can also be found on our website <http://www.romfordtownswimmingclub.co.uk/>

PLEASE REFER TO THE MEET PACK FOR FULL PROMOTER'S CONDITIONS

Withdrawals

We are operating an active withdrawal system for this meet. Swimmers must complete the withdrawal forms at the table next to the medals table (poolside towards the diving pool) to confirm that they are not swimming in these events, by the allocated time as shown below. The withdrawal desk will be open from:

- Session 1 8.00 - 8.30am
- Session 2 1.00 – 1.30pm

Warm Up & Session Times

All Clubs must ensure that their swimmers are supervised during warm up. Coaches and swimmers disregarding health and safety instructions will be excluded from Warm Up.

All lanes will be swim lanes until sprint lanes are announced for each session. Please ensure your swimmers exit the pool at the side and do not climb out over the timing pads as this can cause damage to the pads and lead to delays to the meet. Sprint lanes will be opened by the announcer.

<u>Club</u>	<u>Short code</u>	<u>Lane Allocation</u>
Beachfield	BFDS	3
Black Lion	BLAS	0
Bo Newham	NUEL	9
Bromley	BRYL	1
Broomfield	BROL	1
Bunbury SC	BSC-F	5
Crawley SC	CRWS	1
Calv Bing	CALA	1
Chelsea&West	CWSL	2
Clacton SC	CLAT	2
Co Milton K	CMKS	1
Croydon Amph	CROL	1
Dartford	DARS	1
Dulwich Dolp	DUDL	1
Enfield Swim Squad	ENSL	1
Guildford City SC	GUIS	1
Gwich Royals	GWRL	1

<u>Club</u>	<u>Short code</u>	<u>Lane Allocation</u>
Hatfield	HATT	1
lo Man	IOMN	5
Jamhour Swim	JSC - F	5
Killerwhales	KILL	5
Kingston Roy	KIRL	7
Llandudno	LNDY	5
London Aquat	LACL	0
Millfield Swim School	MILW	2
Mid Sussex	MSMS	2
Orpington OJ	OOJL	2
Romford Town	ROML	5,6
Sittingbourn	SAMS	3
Strat Sharks	SSHM	7
Thurrock	THUT	8,9
Tonbridge	TONS	7
Woking	WOKS	7

Romford Town Swimming Club



Warm up times

Session 1 – Starts @ 9.10am

Warm up 1(Girls) 8.00-8:20am

Warmup 2 (Boys) 8:25-8:45am

Session 2 – Starts @2.30pm

Warm up 1(Boys) 1:30-1:50pm

Warm up 2(Girls) 1:55-2:15pm

5 minutes of sprint lanes each session. Lanes 0, 1,2, 3, 8 & 9 to be used for sprint.

Both sessions of the gala are full and in keeping with the licensing guidelines which dictate that sessions cannot run for longer than 3 hours without a break so we have pencilled a rest interval into every session. If we make good time and feel that we are able to finish the session within the 3 hour time frame, we will forego the break.

Whipping for races

Swimmers will be called to marshalling by the announcer. It is the responsibility of the swimmer and club coaches to ensure that they attend marshalling once called. Swimmers will then be directed by the clerk of the course (whippers) to specific areas designated for whipping.

Food, Drinks and Refreshments

The LAC are quite specific about food and drinks and we would urge you to comply and respect the wishes of the LAC.

- Spectators **ARE NOT** permitted to bring any food/drinks/refreshments into the facility, regardless of purpose or intent. Only refreshments that have been purchased on site may be consumed in the communal areas and spectators seating areas. The Café is equipped with staff to manage the expected number of spectators for the day.
- Swimmers/Coaches/Team Managers ARE permitted to bring food/drinks/refreshments into the facility.
- It is preferred that any food/drinks/refreshments brought into the facility are consumed in the changing rooms, communal areas and spectators seating area.
- The consumption of food/drinks/refreshments on the poolside/deck is not preferred but is not prohibited.
- In the circumstance that food/drinks/refreshments are consumed on the poolside/deck, the swimmers/coaches/supervisors club are considered responsible for the management/collection of the waste produced.
- Please be aware that there will be security checks of bags at point of entry.

Photography and the use of mobile phones/tablets

The permitted use of devices which capture still or moving images is no longer dependent upon pre-registration.

- Flash photography remains prohibited at all times.
- All persons who attend our meet at the London Aquatic Centre must have a clear understanding of their responsibilities and obligations as detailed in the "ASA Photography Guidance" section of Wavepower 2016-19 (the current ASA Child Safeguarding Policies and Procedures publication).

Poolside bags

As it will be a very busy meet, we will be restricting the size of bags poolside. Swimmers are advised to leave their large bags in the lockers provided and just bring a small bag containing their essential kit on to poolside. There are over 300 lockers available at the LAC that use both the old and new £1 coin which is refundable

Medals

Medals will be awarded for the top 3 placing in each age group as set out in the Meet Pack and are available on the day and can be collected from the medal table on poolside. No medals will be posted after the meet.

Officials

We are still looking for officials to help at this meet, so please ask around officials within your clubs to see if we can get any more officials to help. Meals and refreshments will be provided.

Please send details of officials that are able to help to romfordtownsc@aol.com.

Coach Pack

Coaches' pack which will contain the coaches passes will be available poolside on the announcers' table. Please ensure your wristbands are worn at all times and visible.

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Health and Safety

- Coaches are responsible for ensuring the clean-up of their 'area' on poolside.
- No hot drinks will be allowed on poolside; this is for health and safety reasons.
- Folding Chairs will be allowed on poolside so long as they have 'soft' feet.
- Swimmers are not allowed to go to the balcony wet and without footwear

Spectator Information

1. The venue will open for spectator entry at 7.30am on day of the Meet. Any persons in the pool hall beforehand will be asked to clear the hall. Please ensure your wristbands are worn at all times and are visible.
2. Entry fee:
 - £8.00 per person
 - £2.00 for programme
3. Refreshments – There is a Café at the LAC which provides catering facility serving refreshments for swimmers, spectators and coaches, will operate throughout this Meet.
4. Getting to the park via public transport is quite easy because the Olympic park has some of the best transport links in London. For the latest information visit <http://www.tfl.gov.uk/>
5. Parking at the LAC will be shut to swimmers attending the event. Please park at Stratford Westfield.
 - a. Parking charges are:
 - i. Up to 1 hr £2.70;
 - ii. Up to 2 hrs £5.40;
 - iii. Up to 3 hrs £8.10;
 - iv. Over 3 hrs and up to 24 hrs £9.50
 - b. Car Park opening times:
 - i. Car Park A – 6am – 10pm;
 - ii. Car Park B - open 24/7;
 - iii. Car Park C – Mon – Sat 5am – 10pm & Sunday 7am – 10pm. Car Park C is the nearest car park to the LAC. Sat Nav for the Car Park is E15 2EE and the cost of all day parking here is £9.50
6. Swimzi will set up a mobile shop on the Upper concourse close to the entrance doors and will be selling swim leisure wear.

Contact

I do hope I have not missed anything. Please do not hesitate to contact me by email at - romfordtownsc@aol.com if you have any queries/questions.

Thanks for your support and we look forward to seeing you all at the Meet.