

Final arrangements: 6th Junior Development Meet, Harlow 3rd March 2018

Welcome to Harlow for our 6th Junior Development Meet. We hope the following information will help ensure smooth proceedings and an enjoyable day.

Sign-in – open 17.30 to 18.15

Tables will be set up to the far right of the foyer in front of the pool viewing window. **Coach's packs will also be on this table.** There is a large number of swimmers and swims. We will be operating a strict sign-in. Swimmers who fail to sign-in before the closing time will not be re-instated. Two assistants will be on-hand during sign-in to ensure swimmers do so clearly. Any mistakes will only be corrected if there are spaces in the first heat and swimmers are already in the database. No new swims will be added. Unfortunately the session length leaves us no room for manoeuvre. Please do not write additions on the sign-in sheets.

Session 1

Warm-up will begin at 18.00 and end at 18.45
Competition is scheduled from 18.45 until 21.20

There are village changing rooms. Lockers operate on a 20p coin-retain basis. There is a change machine inside the village. Swimmers should not take large bags onto poolside as there is limited space. Areas will be allotted for the larger clubs. All litter to be placed in the sacks provided. No food or glass is permitted on poolside.

The public will be in the pool until 17.30. Swimmers will not be allowed into the changing area before then and must queue in front of the glass. Coaches and Team Managers shall ensure swimmers DO NOT block the exit barriers for the public.

Warm-up times and lanes:

odd lanes swim anti-clockwise / evens swim clockwise

Start	End	M/F	Age	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
18.00	18.15	Girls	9 to 10	Dunmow	Halstead	Cheshunt	Chelmsford	Maldon	Braintree	Harlow & Braintree	Harlow
18.15	18.30	Mixed Girls Boys	11 & over 12 & over	Dunmow	Dunmow & Halstead	Halstead	Cheshunt	Chelmsford & Cheshunt	Maldon	Harlow & Braintree	Harlow
18.30	18.45	Boys	9 to 11	Dunmow	Dunmow & Maldon	Halstead	Chelmsford	Cheshunt	Braintree	Harlow	Harlow

Swimmers are not permitted to use the small training pool which is out-of-bounds. Coaches and team managers are expected to monitor their swimmers' behaviour and see that they arrive at the marshalling area – which as usual will be through the changing village and out at the top gate.

Medals

Awards will be given to places 1-3 in ages 9, 10, 11, 12, 13. There will not be separate disability awards.

The medals desk will be on poolside near the first aid room and will close 15 mins after the session ends to give staff a break.

Car Parking

Harlow LeisureZone has a large car park, including an upper overflow car park immediately to the left on entry, but it can fill up on a Saturday with all-day visitors. Alternatively there is a car park at ASDA supermarket, just opposite the round-about, and also a NCP – right-turn off round-about into Velizy Avenue – is 10 mins walk away. Parking at LeisureZone is now charged according to length of stay. A token must be taken at the entrance and the balance paid at reception or at the machines BEFORE heading to the exit. Tokens of Officials and Coaches shall be validated at reception in exchange for a parking permit provided by Harlow Penguins.

There is not enough swing for a coach to enter the car park. There is space for two coaches to park for free in front of the building. Staff try to keep this clear and any cars found in this area are liable to be clamped.

Spectators

Entry to the gallery shall be £3 and £2 for under 16s and over 60s. Programmes £2.

Spectators may queue upstairs in the lounge, NOT down the stairs. There is room for 300 in the gallery. There is a large foyer downstairs with swimshop and a cafe. There is also a large upstairs lounge area with comfortable seats and TV. There are two sets of gallery doors, one for each side of the pool. Door attendants will be in place.

The promoter shall refuse entry to any persons found being offensive to the door staff.

Photography

No photography is permitted in changing rooms. Any person found to be contravening this condition will be required to leave the competition and venue without refund. All persons attending this event should exercise reasonable caution when using cameras and other such image-capturing devices, particularly with regard to the sharing of such images on social media.

Any safeguarding and child protection concerns, photographic or otherwise, should be reported verbally and in writing to the Promoter, who is the designated person responsible for safeguarding at this event. If the concerns relate to the conduct of the Promoter, this should be reported verbally to the referee responsible for this event and in writing to the ASA East Region Independent Child Protection Officer.

Refreshment

The downstairs cafe will be open at least until 6pm, probably until 7pm. There are vending machines. Upstairs Penguins volunteers will be selling drinks, sweets and cakes throughout.

Officials room

The officials briefing room will be “meeting room two” which is upstairs, round to the right – first room down narrow corridor beyond the lounge. Tea and coffee will be provided in this room before the meet.