

## **Final arrangements: 3<sup>rd</sup> Winte Open Meet, Harlow 22 November 2014**

Welcome to Harlow for our 3<sup>rd</sup> Winter Meet. We hope the following information will help ensure smooth proceedings and an enjoyable day.

### **Session sign-in**

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**

Sign-in will open at 11am and close at 12.45  
Warm-up will begin at 12.30  
Competition is scheduled from 13.30 until 16.45

### **Session 2**

Sign-in will open at 16.00 and close at 17.15  
Warm-up will begin at 17.00  
Competition is scheduled from 18.00 til 21.15

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 place in the sacks provided.

The public will be in the pool until 12.00. Swimmers will not be allowed into the changing area before noon and must queue in front of the glass and NOT block the exit barriers for the public.

Session 1 warm-up 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
12:30	12:45	Girls	12 & U	Harlow & Saffron Walden	Harlow	Waltham Forest & RTW Monson	Epping & Rochford	Redbridge & B Stortford	Hoddesdon & Halstead	Romford	Romford & Witham
12:45	13:00	Girls	13 & O	Harlow	Hoddesdon & Halstead	Waltham Forest	Epping Forest	Redbridge	B Stortford	Witham	Romford
13:00	13:15	Boys	12 & U	Harlow	Halstead & Rochford	Waltham Forest	Epping	Redbridge	Hoddesdon	B Stortford	Romford
12:15	13:30	Boys	13 & O	Harlow	Harlow	Waltham Forest & Epping	Redbridge	Redbridge	Hoddesdon	B Stortford	Romford

  

Session 2 warm-up 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
17:00	17:15	Boys	12 & U	Harlow	Harlow	Waltham Forest	Epping & Rochford	Redbridge & B Stortford	Hoddesdon & Halstead	Romford	Romford
17:15	17:30	Boys	13 & O	Harlow	Harlow	B Stortford	Epping & Waltham Forest	Redbridge	Redbridge	Hoddesdon & Halstead	Romford
17:30	17:45	Girls	12 & U	Harlow & RTW Monson	Harlow	Waltham Forest	Epping & Saffron Walden	Redbridge & Rochford	B Stortford, Halstead & Witham	Romford	Romford & Hoddesdon
17:45	18:00	Girls	13 & O	Harlow	B Stortford & Halstead	B Stortford	Epping & Witham	Redbridge	Redbridge	Waltham Forest & Hoddesdon	Romford & Saffron Walden

A lot of hours were spent on the warm-up schedule to ensure not more than 12 swimmers per lane. We apologise to the smaller clubs who are required to switch lanes more often.

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.

## Medals

Awards will be given to places 1-3 in ages 9, 10, 11, 12, 13, 14, 15/OV. 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, but it can fill up on a Saturday morning 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 costs £2.50 for the day. Exit is by token at the barrier. Tokens must be purchased from reception before it closes or from the token machines outside. Tokens will be provided for Officials and Coaches.

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 £4 per session or £7 for both. Programmes £1.50.

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 (not showing the pool). There are two sets of gallery doors, one for each side of the pool. Door attendants will be in place.

### **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. Between sessions, apart from the lounge and cafe, it is a 5 min walk across the road to a green picnic area and a few more minutes through the underpass to ASDA and the town centre where the Water Gardens offers more picnic area.

### **Officials room**

The officials room will be “meeting room two” which is upstairs, round to the right – first room down narrow corridor beyond the lounge. Food and refreshment will be served in the same room. We ask that officials allow team coaches to eat first so that they may return quickly to poolside for warm-up. These are long sessions and there is little extra time.