

Annual Sprint Open Meet 7th December 2014

Notes for entries

1. The address for the leisure centre is Newmarket Leisure Centre, Exning Road, Newmarket, Suffolk, CB8 0EA (Tel 01638 782500).
2. We have to advise that we have been oversubscribed for the Open Meet which has unfortunately meant some rejections. These have been determined so as to keep within the required swimming hours per day and maintain reasonable session times. This allows for the maximum number of swimmers to enter as possible.
3. A full list of accepted entries has been sent to all the clubs participating and is on our website. **Please ensure you check the entry times accepted and advise any corrections as soon as possible.**
4. Refunds for rejected entries will be returned to the relevant club for distribution to the swimmers involved.
5. Please note we will be operating a card-less system for the meet.
6. **We will be operating a withdrawal system where it is the coaches or swimmers responsibility to advise of any withdrawals. These must be submitted at the announcers table no later than 15 minutes after warm up has started using the withdrawal slips provided. Withdrawal slips have been sent to each club by e mail, are in the coaches packs and are available from the announcers table.**
7. To avoid empty lanes and to help the event run smoothly, it is very important that withdrawals are advised of correctly. **Any club in breach of the withdrawal procedure at item 6 above, may have their swimmers suspended from future sessions.**
8. Any entries that happen to be accepted for times only will not be eligible for medals or trophies in those events.
9. Please note there is **limited seating area within the pool** so we do ask that swimmers do not bring a large entourage of supporters as they may not be able to be seated or allowed into the spectator area if numbers are too large. **If spectator numbers exceed capacity any spectator leaving the spectator area during a session will not be guaranteed being able to re-enter for the remainder of the session and may have to wait for another spectator or spectators to leave. We would ask that as soon as your swimmer has completed their events that you leave poolside to allow others in.**

10. On the day between each session spectators and swimmers will be asked to leave the spectator area and pool side so that the Leisure Centre staff can clean the pool and all the dry side areas. Could we ask that you place all rubbish in the bins/bags provided to assist the staff and leave the areas promptly so that the meet is not delayed. The Leisure Centre may exclude spectators or swimmers who do not comply with this request.
11. Warm up, start and finish times are confirmed as follows (subject to any changes on the day):

Session	Warm Up	Start	Est. Finish
1	08.00	09.00	12.30
2	01.00	02.00	05.50

To assist the warm up Newmarket may swim 10 minutes before the above times.

12. Results from the Open Meet will be emailed to clubs (not to individuals) the week after the meet. A full set of results will be on our website. The times achieved at the meet will be submitted to the ASA for entry into their database.
13. The Club has arranged a swim shop this will be located in in the Main Hall of the Leisure Centre and will be selling merchandise on the day and also by website after the weekend.
14. Car parking is available at the Leisure Centre and the Centre has provided an overflow car park at the adjacent Newmarket College. When arriving can you initially head straight to the overflow car park as, the main car park will be being used by members of the public attending other activities in the Leisure Centre. Parking is free at the Leisure Centre. Some off street parking is available locally but may require a short walk. Please note the speed limit along Exning Road is 30 MPH and monitored by the local police.
15. Photography will only be permitted subject to completing details before use in the record book held on pool side, this includes use of mobile phones with camera facility.
16. The Leisure Centre has a café and bar area (Montage café/bar) which can serve cold and hot food and cold and hot drinks. The café/bar will be open all day. The only request is that only food and drink purchased from the café/bar should be eaten in the café/bar and the external seating area. Vending machines for cold drinks, hot drinks, snacks are also available in the reception area along with water fountains.
17. The Leisure Centre has provided an indoor area for eating brought in food, this will have some tables and chairs and will be in the Main Hall.

18. Swimmers when on pool side must not climb into the spectator area directly from the pool at any time for health and safety reasons. The Leisure Centre staff will have the authority to eject anyone from the pool who does this. To get to the spectator area swimmers must return through the changing areas and reception. Swimmers when leaving the changing area at any time must wear appropriate clothing over their swimwear (both above and below waist) and appropriate footwear too.
19. The changing area is a village style area, swimmers must use the cubicles provided for changing. Separate small male and female changing rooms are provided in the area. There are lockers (possibly not sufficient for all swimmers) these accept a £1 coin or trolley token which is refunded. Any bags/clothing/personnel items left in the changing areas and on poolside will not be the responsibility of Newmarket Swimming Club or the Leisure Centre. No large bags will be allowed poolside, you will be asked to remove them. It should be noted that there will be other members of the public using the Leisure Centre during the weekend and they may have access to the changing area (but not the pool areas).
20. Results for each event will be posted at the pool side during the day to allow swimmers to check times and collect medals. Top Boy, Top Girl and Top Visiting Team trophies will be advised after the event and if possible presented at the end of session 2.
21. There is a small pool which will be available for warm down only. When using the warm down pool swimmers must not stay in for too long (to allow other swimmers the benefit) and for safety must not dive in or swim with butterfly or backstroke. The Leisure Centre staff and officials will have the authority to remove anyone who does not abide by this.