

Final arrangements: 2019 Regional Qualifier Open Meet, Harlow 29/30 March 2019

Welcome to Harlow for our 2019 Regional Qualifier Open Meet. We hope the following information will help ensure smooth proceedings and an enjoyable day.

Session sign-in

Session 1

There will be no sign-in for Session 1 on Friday night. In this way we hope to make things easier for people arriving straight from school/work. Warm-up will be from 18.30 to 19.30 and there will follow 1h 30m of racing until approx 21.00. Coaches are encouraged to inform us of any withdrawals. If we hear about these before 12.00 noon Thursday, this will help everyone with a shorter programme. If not, although there will be empty lanes we still encourage coaches to inform us on the night so that marshalls are aware.

This means we will not be accommodating extra swimmers on the night. Do not stick swimmers into empty lanes without informing the Referee and Clerk of the Course. If you give us enough time... we might be able to help.

Saturday sign-in:

Tables will be set up to the far right of the foyer in front of the pool viewing window. Please note we operate 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. You must use the highlighter pens provided. Names crossed out in biro will be considered withdrawn. Any mistakes will only be corrected if there are spaces in the first heat and swimmers are already in the database. No new swims may be added during sign-in so please do not write on the sheets it will be ignored.

Session 2

Sign-in will open at 12.00 and close at 12.45
Warm-up will begin at 12.30
Competition is scheduled from 13.30 until approx 16.30

Session 3

Sign-in will open at 17.00 and close at 17.45
Warm-up will begin at 17.30
Competition is scheduled from 18.30 til approx 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 largest clubs to ensure they are safely spread out. 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 until the public have cleared, and must queue in front of the glass and NOT block the exit barriers for the public.

Warm-up

| Session One | | | | | | | | | | | |
|---------------|-------|-------|-------|----------------|--------------------------------------|------------------------------------|-----------------------------------|---|---------------------------------|------------------------------|--------|
| Start | End | M/F | Age | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | Lane 6 | Lane 7 | Lane 8 |
| 18.30 | 18.45 | Girls | 12/Un | Epping | Epping | Romford | Potters Bar | Rochford Witham Hackney Stortford | Halstead | Harlow | Harlow |
| 18.45 | 19.00 | Boys | 12/Un | Epping | Romford | Romford | Potters Bar | Halstead Colchester Barking | Rochford NUEL Putteridge | Harlow | Harlow |
| 19.00 | 19.15 | Girls | 13/Ov | Epping | Epping | Romford Linslade | Halstead Witham Dunmow | Redbridge Thurrock Luton Potters Bar | Rochford NUEL Tonbridge | Harlow | Harlow |
| 19.15 | 19.30 | Boys | 13/Ov | Epping | Epping | Romford Ware | Potters Bar | Potters Bar | NUEL Redbridge Colchester | Harlow | Harlow |
| Session Two | | | | | | | | | | | |
| 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/Un | Epping | Epping Halstead | Potters Bar | Rochford Witham Hackney | NUEL Redbridge Stortford | Romford | Harlow Romford | Harlow |
| 12.45 | 13.00 | Boys | 12/Un | Epping | Potters Bar | Rochford Colchester | Halstead NUEL Redbridge | Romford Putteridge | Romford Ware | Harlow | Harlow |
| 13.00 | 13.15 | Girls | 13/Ov | Epping | Epping Luton Stortford | Potters Bar | Halstead Basildon Flitwick | Rochford Hackney | Romford | Redbridge Harlow | Harlow |
| 13.15 | 13.30 | Boys | 13/Ov | Potters Bar | Potters Bar | Epping Rochford | Halstead Colchester | Redbridge Basildon | Romford NUEL Ware | Harlow | Harlow |
| Session Three | | | | | | | | | | | |
| Start | End | M/F | Age | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | Lane 6 | Lane 7 | Lane 8 |
| 17.30 | 17.45 | Boys | 12/Un | Epping | Halstead Colchester Putteridge | NUEL Ware Potters Bar | Redbridge Rochford Hatfield | Romford | Harlow Romford | Harlow | Harlow |
| 17.45 | 18.00 | Girls | 12/Un | Epping | Epping | Rochford Stortford Hackney | Halstead Hatfield | Redbridge NUEL Ware | Romford | Harlow Romford | Harlow |
| 18.00 | 18.15 | Boys | 13/Ov | Potters Bar | Potters Bar | Epping | Halstead Colchester Hitchin | Redbridge Rochford Ware | Romford NUEL | Harlow | Harlow |
| 18.15 | 18.30 | Girls | 13/Ov | Epping | Epping Hoddesdon Linslade | Potters Bar Flitwick Hackney | Halstead Rochford | Redbridge Basildon Stortford | Romford Hackney Witham | Harlow Luton Tonbridge | Harlow |

A lot of hours were spent on the warm-up schedule to ensure an even number of swimmers per lane.

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.

Individual Entrants

Single swimmers without a coach – you have been put in a lane where there will be a club coach to supervise. Without a coach, you MUST check the Start List yourself, which will be posted on the wall by the Marshalls, to check which heat you are in and present yourself in good time. This is the first time you will be able to check there has been no mistakes during sign-in that has left you out! Check the warm-up schedule above and online, which can be updated (the copy in the printed manual may not include the very late entries), if you have been missed, please ask Harlow if you can kindly join their lane.

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 now has an additional upper car park to the left of the entry barriers. Even on exceptionally busy days there is now space to park somewhere at LeisureZone. The fee is determined by length of stay. A token is issued at the entry barrier and must be paid at the machine before proceeding to the exit. Parking for officials will be refunded (take your token to the reception desk to have it validated before exit. If you are staying all day and leaving after more than 4 hours, be sure to let the receptionist know, otherwise exit is only valid for up to 4 hours from when token has been validated).

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.

There is not enough space 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

Spectators may queue upstairs in the lounge, NOT down the stairs. There is room for 300 in the gallery. Entry will be £4 on Friday. £4 for a single Saturday session. Over 60s and under 16s £2 per session. On Saturday there will be a £7 for two sessions option. Programmes covering all 3 sessions will be on sale at £3. 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 until 18.00. 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 in the “committee” room, which is upstairs, along the corridor to the right of the gallery (the corridor which overlooks the tennis courts and leads to the squash courts). This is a mid-sized room and offers tea, coffee and a secure place for belongings. This will be available on Saturday only. On Friday, officials will gather before the session in the upstairs lounge (bags may be brought poolside to the first aid room).

Food – coaches and officials

Will be served on Saturday only, in the committee room from 16.30. Officials are asked to let coaches eat first, particularly those who need to be back for 17.30 warm-up. Friday evening there will be tea, coffee and biscuits in the upstairs lounge for those who arrive before the warm-up.

Coach packs

Coach packs will be ready for collection at the spectator pay desk (Friday) and sign-in desk (those only coming Saturday)

Photography

There will be an official photographer covering both Saturday sessions. Swimmers, coaches and officials are not permitted to take photographs on poolside or in the changing village.

PHOTOGRAPHY



DE Photo have been appointed
OFFICIAL PHOTOGRAPHERS
for this event



EU GDPR
COMPLIANT

DBS (formerly CRB)
CHECKED
Disclosure and Barring Service



**IF YOU DO NOT WISH YOUR PHOTO TO BE TAKEN PLEASE MAKE
THIS KNOWN TO A MEMBER OF THE DE PHOTO TEAM**

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