

RTSC Easter Open Meet 2023

Saturday 15th & Sunday 16th April 2023 @ Basildon Sporting Village (BSV)

Dear All,

We are delighted to welcome you to our RTSC Easter Open Meet 2023. We would like to say a big thank you for choosing this meet, we are truly grateful.

Please take note of the following information and ensure all the coaches, officials, volunteers, swimmers, and families at your club are provided with this information and meet conditions to ensure the meet runs smoothly for everyone.

The accepted entries have been sent to all clubs and also available on our website.

Entry for swimmers, spectators and coaches will be as follows:

Saturday 15th April: Swimmers and coaches will be allowed poolside from 14.00hrs and

Sunday 16th April: Swimmers and coaches will be allowed poolside from 13.00hrs.

Spectators will be allowed into the gallery from 14.20hrs (Saturday) and 13.20hrs (Sunday). Please note that there will be no access to the spectator gallery until these times and anyone in these areas will be asked to leave by the staff at BSV.

Withdrawals

We are operating an active withdrawal system for this meet. Swimmers must complete the withdrawal forms at the table next to the medals to confirm that they are not swimming in these events, by the allocated time as shown below. It would be appreciated if withdrawals could be advised to avoid unnecessary empty lanes and ensure we finish on time. The withdrawal desk for each session will close as indicated on the table below

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. The sprint lanes will be ALL the lanes of the competition pool. We have allocated 20 minutes for the warmup where the last 5 minutes of each section of the warmups will be for sprints

<u>Session 1 – Starts @ 15.10hrs</u>		<u>Session 2 – Starts @ 18.30hrs</u>	
Withdrawal Close	14.20hrs	Withdrawal close	17.40hrs
Warm up – Girls	14.20 - 14.40hrs	Warm up – Girls	17.40 - 18.00hrs
Warm up - Boys	14.40 - 15.00hrs	Warm up – Boys	18.00 - 18.20hrs

<u>Session 3 – Starts @ 14.20hrs</u>		<u>Session 4 – Starts @ 17.50hrs</u>	
Withdrawal Close	13.20hrs	Withdrawal close	17.00hrs
Warm up – Boys	13.20 - 13.40hrs	Warm up – Boys	17.00 - 17.20hrs
Warm up - Girls	13.40 - 14.00hrs	Warm up - Girls	17.20 - 17.40hrs

Warm up lane allocation

Clubs	Club code	Total Swimmers	No of Girls	Warm Up lane allocation	No of Boys	Warm up lane allocation
Asa Temp 2	ASA	2	1	Competition pool - Lane 3	1	Competition pool - Lane 3
Basildon Ph	BAST	1	1	Competition pool - Lane 6	0	
Bo Newham	NUEL	22	13	Competition pool - Lane 6	9	Competition pool - Lane 6
Bo Waltham F	BWFL	21	15	Swim down pool - Lane 4	6	Swim down pool - Lane 4
Brentwood	BRET	30	14	Swim down pool - Lanes 5 & 6	16	Swim down pool - Lanes 5 & 6
Dartford	DARS	24	14	Swim down pool - Lanes 7 & 8	10	Swim down pool - Lanes 7 & 8
Enfield Sq	ENSL	34	18	Swim down pool - Lanes 1 & 2	16	Swim down pool - Lanes 1 & 2
Epping For't	EPPT	46	29	Competition pool - Lanes 1 & 2	17	Competition pool - Lanes 1 & 2
Gwich Royals	GWRL	2	1	Swim down pool - Lane 3	1	Swim down pool - Lane 3
Hackney	HAGL	1	1	Swim down pool - Lane 3	0	
Havant & Wat	HVWS	2	0		2	Swim down pool - Lane 3
Leyton	KEYL	11	8	Swim down pool - Lane 3	3	Swim down pool - Lane 3
New Hall	NHST	1	1	Swim down pool - Lane 3	0	
Reed's Sch	REED	1	0		1	Swim down pool - Lane 3
Romford Town	ROML	43	26	Competition pool - Lanes 3, 4 & 5	17	Competition pool - Lanes 3, 4 & 5
Sevenoaks	SEVS	1	1	Swim down pool - Lane 1	0	
Stevenage	STET	28	23	Competition pool - Lane 7 & 8	5	Competition pool - Lane 7 & 8

Swim down pool

There will be a swim down pool for the weekend. Please ensure that your swimmers do not misuse this opportunity.

Race marshalling

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 to specific areas designated for marshalling.

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 always remains prohibited.
- All persons who attend our meet must have a clear understanding of their responsibilities and obligations as detailed in the "Swim England Photography Guidance" section of Wavepower 2020-23 (the current Swim England Child Safeguarding Policies and Procedures publication).

Poolside bags

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 centre that uses £1 coin which is refundable.

Medals

Medals will be awarded for the top 3 placings 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.

Volunteers & Officials

We are extremely grateful to everyone volunteering as we cannot run the meet without your help. Tea, coffee, and refreshments will be served in the meeting room with hot meal provided at the end of session 1 of each day.

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. Qualified and trainee officials can sign up to officiate using this [link](#). Officials' briefing will be during the warmup sessions at least 30 minutes prior to session starting in the meeting room.

Coach and Team Manager Passes

Coach and Team Manager Passes should be purchased in advance as they will not be available to be purchased on the day. Only officials and those with pool passes will be allowed in the swimmers' poolside area. Coaches' passes will be available for collection either from the withdrawal table or from the field of play manager. Please ensure your wristbands are always worn and visible.

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.
- Swimmers **are not** allowed to go to the spectator gallery wet and without footwear

Spectator Information

1. The venue will open for spectator from 14.20hrs (Saturday) and 13.20hrs (Sunday). 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 is £10.00 per day regardless of session. Payment is via card preferable and we will have a card machine for contactless payment.
3. Refreshments – There is a Café at the Centre which provides catering facility serving refreshments for swimmers, spectators and coaches, and will operate throughout this Meet. Please note that the café only accepts card payments.

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.