



British Gas ASA National County Team Championships

Sheffield
16/10/2011

TEAM MANAGER HANDBOOK



The ASA would like to welcome all Counties to the

British Gas ASA National County Team Championships 2011





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The following handbook has been produced to provide team managers with all the information they require for an enjoyable and successful event. Please read the information carefully.

- i. Acknowledgements
- ii. Competition Information
- iii. General Information
- iv. Child Photography and Filming Refusal of Consent Form
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- vii. Team Seating Plan
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- x. Order of Events & Divisions
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- xiii. Directions to Ponds Forge & Holiday Inn Royal Victoria
- xiv. Alternative Car Parking

If there are any questions not answered by this handbook please contact **Kieran Walsh**

01509 640 239 – 07825 350 412 – Kieran.Walsh@swimming.org



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i. Acknowledgements

On behalf of the ASA

The ASA President:	Don Neate
The ASA Chairman:	John Crowther
Chief Executive:	David Sparkes
Director of Marketing & Communications:	Chris Denny
Sponsorship Director:	Katie Brazier
Events Manager:	Claire Whitfield
Assistant Events Manager:	Katie Bird
Events Officers:	Kieran Walsh
	Lisa Simpson
Head of Marketing and Communications:	Emma Griffin

Meet Management Team

Executive Directors:	Barry Saunders Kim Winder
National Entries Administrator:	Barry Saunders
Chief Recorder:	Ray Gordon
Technical Directors:	Jack Ferriday Jane Davies
Field of Play Managers:	Bill Murdoch Claire Black
Sports Presentation Manager:	Andrew Marvin
Technology Team:	Chris Bostock Amanda Harrison Simon Sinclair
Recording Team:	Linda Gordon Bob Outram Kath Smith Iain Jones
Front of House Manager:	Barbara Scorer
Front of House Team:	Veronica Ferriday Janet Gittings
Young Volunteer Co-ordinator:	Val Ragsdale
VIP Host:	Joan Wetherington
Commentator:	Hugh Porter
Announcer:	Louise Mackie
Deck Host:	Alan March



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ii. Competition Information

Team Changes

Final team changes will only be accepted if received by 12th October 2011 at 12 noon. Only name changes will be allowed after this date. All team changes must be submitted to national.entries@swimming.org.

Team Changes on Day of Competition

Start sheets will be issued to Team Managers from the ASA Accreditation Desk and it will be their responsibility to ensure that their swimmers' details are correct. Team Managers will be instructed to make any further amendments to their team by the end of the Team Managers Meeting. Please note that only name changes will be accepted at this stage, times and seeding will remain the same. No changes will be allowed after the Team Managers Meeting.

Please keep changes to a minimum to ensure the computerised entries are ready for the start of the competition.

Team Managers and Technical Officials Meetings

All Team Managers and Technical Officials certified by your County are required to attend a meeting prior to the event.

- Sunday 16th October 2011
- Diving Officials Room on poolside
- Team Managers Meeting – 10.00am
- Technical Officials Meeting – 10.30am

Please ensure you have the necessary accreditation to enter poolside.

Relay Team Declarations

Team declaration forms must be submitted by the end of the Team Managers Meeting. Please ensure that your swimmers are listed in swim order, as the names may be checked when reporting to the Competitors' Steward.

Accreditation

Accreditation passes must be collected from the ASA Accreditation Desk in the foyer from 8.30am on Sunday 16th October 2011.

Each County have been allocated 4 Team Staff Passes and the correct number of Competitor passes for your team. Please count the accreditation passes as you are given them.

The accreditation is colour coded into four groups depending on which warm-up session your County has been allocated. The time indicated is the time that you have access to the changing room:

1st warm up - 9.35am – **GREEN**

2nd warm up - 9.45am - **PINK**

3rd warm up - 10.15am – **BLUE**

4th warm up - 10.25am - **WHITE**



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Due to space restrictions, competitors will only be allowed on poolside during their allocated warm-up time and during competition, access to the pool will be completely prohibited for any team staff including coaches after **11.25 am**.

Ample welfare stewards will be available during competition to ensure swimmers are directed to the correct areas and to deal with any queries or concerns they may have.

Event staff will wear **RED** and VIPs will wear **ORANGE** accreditation passes.

Changing Rooms

To cope with the large number of competitors at the event, changing rooms are to be used in rota according to the warm up schedule. 10 minutes have been allocated for competitor changing.

Warm-Up

Warm-up will be in the main 25m competition pools. We suggest that coaches divide their warm-up time into two sections, one for girls and one for boys. This may not seem long, but if you have fewer swimmers in the water you will be able to conduct your warm-up more efficiently.

The diving pit is not available for warm-up / swim-down.

After warm-up, competitors change into a dry suit and tracksuit ready for their swim. We ask that swimmers pack their clothes in their sports bag and take this with them to their allocated space on the balcony. In order to ensure that the changing rooms are not overcrowded we ask that your swimmers take no longer than 10 minutes changing.

You will appreciate that with the vast numbers needing to change, it is vital that Team Managers keep to the rota.

Should you arrive late for the start of the event due to traffic hold-ups or the bus breaking down, there will be no allowance made for you to have a warm-up. However, you will be awarded one point for each event that you have missed.

Marshalling

Swimmers in the first three events of the programme must report to the Competitive Stewards at the muster point and be seated before the start of the competition.

Swimmers in subsequent events must report no more than three events before their event is due to take place to avoid congestion on the stairwell.

Leaving the Pool

Over the top starts will be used with the exception of the backstroke events.

Swimmers must not get out of the pool over the end wall touch pads; they should leave the pool by the closest side. Swimmers can then collect their clothes from the baskets that will have been placed by the side of each lane at the end of the pool.



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Seating

Teams - Aztec side of the pool County Secretaries – will sit with their teams

Spectators – Right hand side of pool Regional / County Presidents and other VIPs – on poolside

During the event ensure your team stays in the allocated seating area. Please do not put bags on the seats.

Guest/VIP Reception

All invited guests including County and Regional Presidents, County and Regional Secretaries can collect their accreditation from the ASA Accreditation Desk desk in the Foyer. They will then be directed to the VIP Reception in the Skyline Bar.

Officials

Officials will change in the group changing rooms situated near the male changing rooms.

County officials will be provided with a T-shirt, clipboard and water bottle, which should be collected from the ASA front desk on the morning of competition. Packed lunches can also be collected from here.

Opening Ceremony

The opening ceremony will commence at 11.30am. As each County is introduced, two representatives (one male and one female) will parade onto the poolside and teams are encouraged to stand up and cheer as they are announced. Teams are requested to bring banners with their County name clearly marked and are also encouraged to wear fancy dress as in previous years.

Please can the swimmers taking part in the Opening Ceremony congregate at the downstairs entrance to the pool by 11.20am.

Scoring

Point scoring is by place: 1st = 20, 2nd = 19 etc. No points will be awarded for disqualification.

Throughout the event we will keep you informed of the running scores.

Closing Ceremony

The winning teams from Division 1 and 2 are requested to be on poolside for the closing ceremony. Once instructed to come onto poolside teams must use the same route as during competition. Trophies will be presented to the Captains of the winning teams.

Paint

The ASA and Ponds Forge understand that body paint is fun factor involved in the competition. However, we ask that you respect the venue and its facilities whilst applying and removing body paint.



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iii. General Information

Results

All individual events will be seeded based on submitted times and team events will be seeded on last year's results. Each county will be given one full set of results, which will be available from the front desk at the end of the event.

Coach Parking

Coach parking has been arranged for you at the Royal Victoria Holiday Inn or Ponds Forge International Sports Centre. Please see the spreadsheet below for your allocated parking space and check your arrival time, particularly if you will be arriving on Saturday evening.

Holiday Inn Royal Victoria Sheffield, Victoria Station Road, Sheffield, S4 7YE Tel: 0114 276 8822
Ponds Forge International Sports Centre, Sheaf St, Sheffield, South Yorkshire S1 2BP Tel: 0114 223 3400

It is essential that you go to the coach park as indicated.

For teams using cars to transport competitors please see the alternative car parking information at the end of this pack.

County	Arrival Time	Mode of Travel	Parking
Bedfordshire	Sunday (am)	Coach	Holiday Inn
Berkshire & South Bucks	Sunday (am)	Coach	Holiday Inn
Cambridgeshire	Sunday (am)	Coach	Ponds Forge
Cheshire	Sunday (am)	Coach	Holiday Inn
Cornwall	Saturday (pm)	Coach	Holiday Inn
Cumbria	Sunday (am)	Coach / 8 Cars	Holiday Inn / Alternative Car Parks
Derbyshire	Sunday (am)	30 / 40 cars	On-street parking / Alternative Car Parks
Devon	Sunday (am)	Coach	Holiday Inn
Dorset	Sunday (am)	Coach	Holiday Inn
Essex	Saturday (pm)	Coach	Holiday Inn
Gloucestershire	Sunday (am)	Coach	Holiday Inn
Hampshire	Sunday (am)	Coach	Holiday Inn
Hertfordshire	Sunday (am)	Coach	Holiday Inn
Kent	Sunday (am)	Coach / 5 cars	Holiday Inn / Alternative Car Parks



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Lancashire	Sunday (am)	25 cars	On-street parking / Alternative Car Parks
Leicestershire	Sunday (am)	120cars	On-street parking / Alternative Car Parks
Lincolnshire	Sunday (am)	Coach	Ponds Forge
Middlesex	Sunday (am)	Coach	Ponds Forge
Norfolk	Sunday (am)	Coach	Holiday Inn
Northamptonshire	Sunday (am)	20 cars	On-street parking / Alternative Car Parks
Northumberland & Durham	Sunday (am)	Coach	Ponds Forge
Nottinghamshire	Sunday (am)	Coach	Ponds Forge
Oxfordshire & North Bucks	Sunday (am)	Coach / 5 Cars	Holiday Inn / Alternative Car Parks
Scotland East	Saturday (pm)	Coach	Holiday Inn
Scotland North	Sunday (am)	Coach	Holiday Inn
Scotland West	Saturday (pm)	Coach	Holiday Inn
Shropshire	Sunday (am)	Coach	Holiday Inn
Somerset	Sunday (am)	Coach	Holiday Inn
Staffordshire	Sunday (am)	30 cars	On-street parking / Alternative Car Parks
Suffolk	Sunday (am)	Coach	Holiday Inn
Surrey	Sunday (am)	Coach	Holiday Inn
Sussex	Sunday (am)	Coach	Holiday Inn
East Wales	Saturday (pm)	Minibus	Holiday Inn
West Wales	Saturday (pm)	Coach + Minibus	Holiday Inn
Warwickshire	Sunday (am)	Coach	Holiday Inn
Wiltshire	Sunday (am)	Coach	Holiday Inn
Worcester	Sunday (am)	Coach	Holiday Inn
Yorkshire	Sunday (am)	30 cars	On-street parking / Alternative Car Parks



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Spectator Seating

All spectators' seating is unreserved but please be aware that due to a large number of competitors, seating will be limited. Entry tickets are priced at £3.50 for adults and £2.50 for concessions (Over 60 and children under 16yrs). Tickets will be available at the front desk in the foyer.

Emergency Evacuation

In case of an emergency requiring immediate evacuation, the alarm will sound and an announcement will be made through the public address system. Please follow instructions given by stewards and pool staff.

Any relevant emergency procedures will be covered in the Team Managers Meeting.

Medical Services

Ponds Forge Venue Staff will administer First Aid on poolside and First Aid Personnel will be on the balcony to help if needed. There will be no duty doctor in attendance at the meet.

Refreshments

Ponds Forge has a cafeteria, which serves a full range of refreshments from cold snacks to hot meals. Please note that with the number of persons attending the event, it is likely to be very busy.

The City Centre is very nearby and Sheffield is well provided with quick snack outlets.

Lost Property

The ASA cannot be responsible for lost property. All lost property will be handed to the Information Point in the foyer so please remind swimmers to name their kit. If lost property is wet it will be handed in to the swimming kiosk near the changing rooms.

Leisure Pool

The Leisure Pool is strictly out of bounds to all swimmers unless tickets are purchased in the correct manner at the Sports Centre reception.

Contact Information

In the event of an emergency or you anticipate arriving late for any reason, we can be contacted on Saturday 15th & Sunday 16th October on 07825 350 412.



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iv. Photography

Still Sport will be the official photographers at the event. Photos will be available to purchase online from www.stillsport.com/swimming shortly after the event.

Static images will be displayed on the website www.swimming.org, at the venue and used to promote the sport at this event and events in the future. British Swimming and the ASA work closely with our experts to ensure that in making these images available to enhance the presentation of the event; we are not putting any children at risk in any way. If you have any concerns please refer to ASA Wavepower document, section 6, pages 60-62. The document can be found at www.swimming.org.

The Association is becoming increasingly concerned about the new wave of mobile telephones with a photographic capability, enabling the capture of both static & moving images. Used responsibly, such devices are perfectly safe, but sharing images widely may betray a confidence or even an identity & such information may help those who might want to harm children. The use of such equipment is difficult to control but we can all be vigilant & if you have any concerns in this area, please bring them to the attention of someone responsible.

The following is taken from the new ASA Data Protection Notice and relates to photography and video images for all events:

“Recording images: The ASA and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, the ASA and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, performance, development, selection and event promotion.”



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Child Photography and Filming Refusal of Consent Form

Name of Child: _____

County Team: _____

Date of Birth: _____

I refuse to give permission for the taking / filming / online streaming / use of my child's name, and/or publication of images of my child by the official photographers / recorders in respect of the British Gas ASA National County Team Championships 2011.

Signed (Parent / Guardian):

Print Name:

Date:

Return to: Kieran Walsh, Events Department, The ASA, SportPark, Pavilion 3, 3 Oakwood Drive,
Loughborough University, LE11 3QF Kieran.Walsh@swimming.org



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v. Rules & Conditions

1. The competition shall be held under ASA Laws and the ASA Technical Rules of Swimming.
2. There will be one National competition comprising the 33 English counties (as structured at 1st May 2005) from the eight Regions of the ASA, the 4 administrative Districts of Scotland and 2 of Wales making a total of 39 teams. All 39 teams will be referred to as "county" in the following conditions.
3. All affiliated counties are eligible and entry shall be by invitation and acceptance of invitation.
4. The event will take place at the Ponds Forge International Sports Centre, Sheaf Street, Sheffield, on Sunday 16th October at 11.45am (Opening Ceremony 11.30am) and will be based on submitted short course times. The team events will be seeded using times from the previous year's results. The event will be run in two divisions, using 2 x 25m 10-lane pools concurrently. Division 1 will swim in the 'Scoreboard end' pool, and will comprise the top 16 counties from last year's Div I competition and top 4 from Div II competition. Division II will swim in the 'Diving Pit end' pool and will comprise the bottom 4 counties from last year's Div I competition and 5th - 19th places from Division II competition.
5. For the following year's event, the last four teams from Division 1 may be relegated to Division II and the top four teams from Division II may be promoted to Division I.
6. Age Groups: Age as at 16th October 2011.

Boys & Girls 12/13 years, Boys & Girls 14/15 years & Boys & Girls 16/17 years
7. A member of a County team shall be a member of a club within that county.
 - 7.1. Swimmers who are members of more than one club in different counties, are eligible to compete for the County in whose County Championship they competed in during 2011. Swimmers eligible to compete for either an English County team or a representative Scottish District or Welsh Area team shall be free to select for which team they will compete.
 - 7.2. Any swimmer whose eligibility is not determined by 7.1 shall be eligible for selection for the County to which their club, of longest unbroken membership, is affiliated.
8. The order of events for this competition are as published in a separate document.
9. Initial Entries should be submitted by means of an Excel Spreadsheet to be received by the National Entries Administrator not later than the 16th September 2011 email address national.entries@swimming.org

Alterations to the team, if any, must be sent to the said Administrator no later than four days prior to the event (by Wednesday, 12th October.) No further changes after this date will be permissible with the exception of name changes. Final name changes will be permitted up to the end of the team managers meeting on Sunday 16th October 2011.
10. Events: 100m The events for both sexes shall be:

Individual: 100m Backstroke, Breaststroke, Butterfly and Freestyle for Boys and Girls in all age groups.
Team: 4 x 50m Medley Team for Boys and Girls in all age groups.
6 x 50m Mixed Freestyle Team - one male/one female from each age group swum in any order.
11. Over the top starts will be used except for the backstroke events.

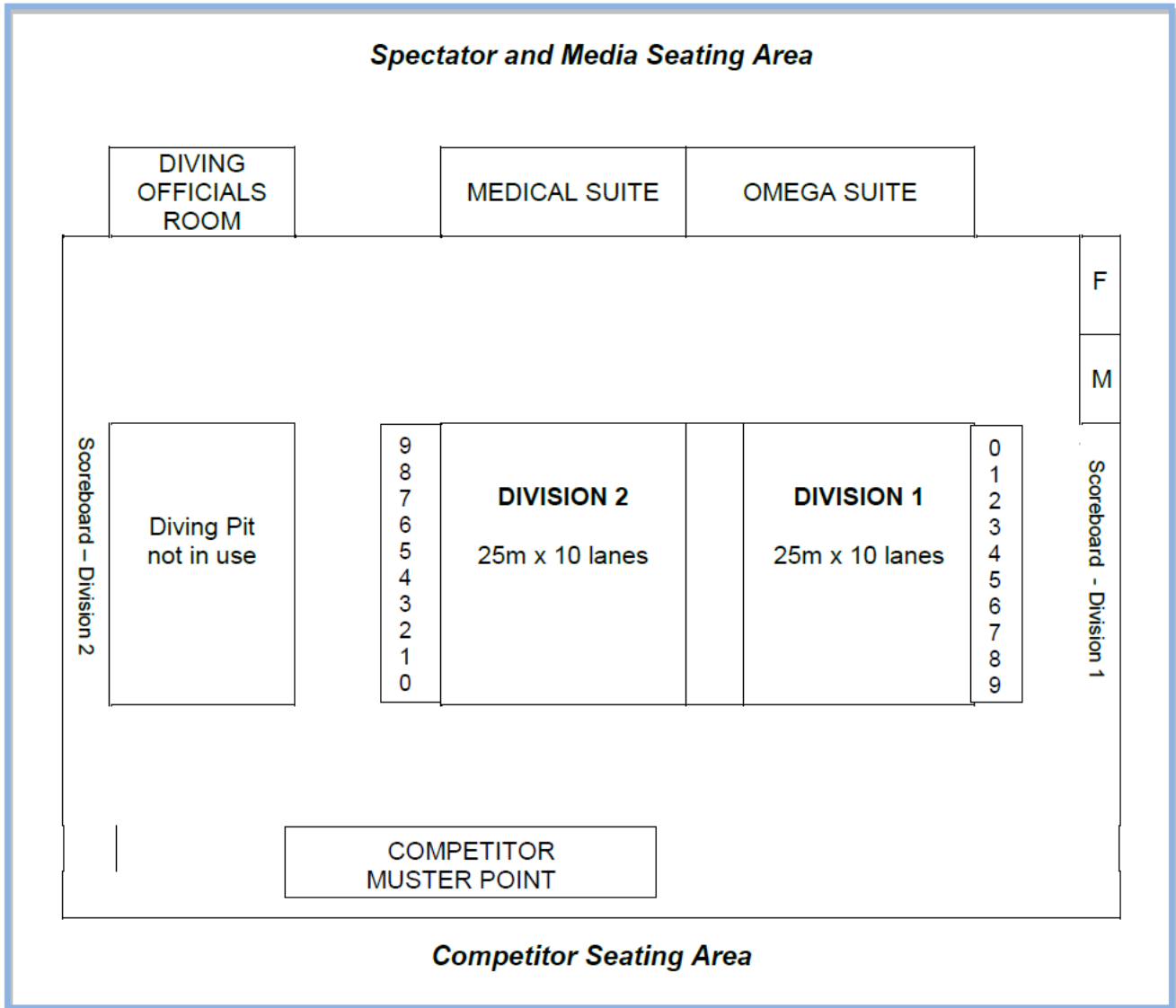


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12. Each county is allowed a maximum of 30 swimmers in their team and is allowed one swimmer in each individual event and one team in the team events. There is no swimming out of age group. Swimmers are limited to two individual swims plus the relay events. All events in the two separate divisions will be decided on a Heat Declared Winner basis.
3. Points for both team and individual events shall be 20 descending down to 1 point in order of finishing (both Divisions). In the event of a tie in points between teams, the higher placed of the teams (involved in the tie) in the Mixed Freestyle Team race shall be declared the winner. In the case of a tie in this event, the team having the most first places and so on in succession, shall be declared the winner. NB No points shall be awarded for a disqualification.
14. The winning team in each Division will receive a trophy.
15. Counties will be requested to bring two licensed technical officials.
16. Any subsidies towards a team's travel and accommodation will be provided at the discretion of the team's respective National Association.
17. The ASA Technical Swimming Committee shall determine any dispute, question, or other matter, for which these conditions do not provide. On the day of the event the Executive Director shall act as promoter.

vi. Pool Plan





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viii. Warm Up and Changing Room Schedule Division 1

Scoreboard End

SESSION 1

9.35am: Access to changing rooms

9.45am: Warm up starts

10.25am: Please leave the pool

Go straight to the changing rooms to change for the competition

LANE 1	Berkshire & South Bucks
LANE 2	Essex
LANE 3	Hertfordshire
LANE 4	Kent
LANE 5	Middlesex
LANE 6	East Wales
LANE 7	Somerset
LANE 8	Suffolk
LANE 9	Surrey
LANE 10	Sussex

SESSION 2

10.15am: Access to changing rooms

10.25am: Warm up starts

11.05am: Please leave the pool

Go straight to the changing rooms to change for the competition

LANE 1	Cheshire
LANE 2	Derbyshire
LANE 3	Nottinghamshire
LANE 4	Scotland East
LANE 5	Hampshire
LANE 6	Lancashire
LANE 7	Northumberland & Durham
LANE 8	West Wales
LANE 9	Scotland West
LANE 10	Yorkshire

**We request that everyone is seated by 11.25 am for
the Opening Ceremony starting at 11.30am**



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ix. Warm Up and Changing Room Schedule Division 2

Diving Pit End

SESSION 1

9.45am: Access to changing rooms

9.55am: Warm up starts

10.35am: Please leave the pool

Go straight to the changing rooms to change for the competition

LANE 1	Cornwall
LANE 2	Gloucestershire
LANE 3	Leicestershire
LANE 4	Lincolnshire
LANE 5	Norfolk
LANE 6	Northamptonshire
LANE 7	Devon
LANE 8	Staffordshire
LANE 9	Wiltshire
LANE 10	<i>spare lane</i>

SESSION 2

10.25am: Access to changing rooms

10.35am: Warm up starts

11.15am: Please leave the pool

Go straight to the changing rooms to change for the competition

LANE 1	Bedfordshire
LANE 2	Cambridgeshire
LANE 3	Cumbria
LANE 4	Oxford & North Bucks
LANE 5	Dorset
LANE 6	Worcestershire
LANE 7	Shropshire
LANE 8	Scotland North
LANE 9	Warwickshire
Lane 10	<i>spare lane</i>

We request that everyone is seated by 11.25 am for

the Opening Ceremony starting at 11.30am



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x. Order of Events & Division Lists

101. Girls 16/17 100M FREESTYLE
102. Boys 16/17 100M FREESTYLE
103. Girls 12/13 100M BREASTSTROKE
104. Boys 12/13 100M BREASTSTROKE
105. Girls 14/15 100M BUTTERFLY
106. Boys 14/15 100M BUTTERFLY
107. Girls 16/17 100M BACKSTROKE
108. Boys 16/17 100M BACKSTROKE
109. Girls 12/13 100M FREESTYLE
110. Boys 12/13 100M FREESTYLE
111. Girls 14/15 100M BREASTSTROKE
112. Boys 14/15 100M BREASTSTROKE
113. Girls 16/17 100M BUTTERFLY
114. Boys 16/17 4 X 50M MEDLEY TEAM
115. Girls 12/13 4 X 50M MEDLEY TEAM
116. Boys 14/15 4 X 50M MEDLEY TEAM
117. Boys 16/17 100M BUTTERFLY
118. Girls 12/13 100M BACKSTROKE
119. Boys 12/13 100M BACKSTROKE
120. Girls 14/15 100M FREESTYLE
121. Boys 14/15 100M FREESTYLE
122. Girls 16/17 100M BREASTSTROKE
123. Boys 16/17 100M BREASTSTROKE
124. Girls 12/13 100M BUTTERFLY
125. Boys 12/13 100M BUTTERFLY
126. Girls 14/15 100M BACKSTROKE
127. Boys 14/15 100M BACKSTROKE
128. Girls 16/17 4 X 50M MEDLEY TEAM
129. Boys 12/13 4 X 50M MEDLEY TEAM
130. Girls 14/15 4 X 50M MEDLEY TEAM
131. Mixed 6 X 50M MIXED FREESTYLE TEAM

(ONE MALE/ONE FEMALE SWIMMER FROM EACH AGE GROUP IN ANY ORDER)

DIVISION ONE

1. Berkshire & South Bucks
2. Cheshire
3. Derbyshire
4. East Wales
5. Essex
6. Hampshire
7. Hertfordshire
8. Kent
9. Lancashire
10. Middlesex
11. Northumberland & Durham
12. Nottinghamshire
13. Scotland East
14. Scotland West
15. Somerset
16. Suffolk
17. Surrey
18. Sussex
19. West Wales
20. Yorkshire

DIVISION TWO

1. Bedfordshire
2. Cambridgeshire
3. Cornwall
4. Cumbria
5. Devon
6. Dorset
7. Gloucestershire
8. Leicestershire
9. Lincolnshire
10. Norfolk
11. Northamptonshire
12. Oxford & North Bucks
13. Scotland North
14. Shropshire
15. Staffordshire
16. Warwickshire
17. Wiltshire
18. Worcestershire



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xi. Team Managers Meeting

Sunday 16 October 2011

10.00am

Diving Officials Room, Poolside

Agenda

1. Welcome
2. Role Call
3. Name Changes
4. General Information
5. Any questions

xii. Officials Briefing

Sunday 16 October 2011

10.30am

Diving Officials Room, Poolside

Agenda

1. Welcome
2. Role Call
3. General Information
4. Referees Briefing
5. Any questions



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xiv. Alternative Car Parking

Nunnery Square

After passing Gala Bingo on your left, follow signs for 'Park & Ride'. Move into the outside lane, as you approach the traffic lights move into the 4th lane. **NB. Drive slowly through these lights as they can be confusing.** Follow the right hand sweep to the next set of lights on your right. Go through these lights and straight forward following the 'Park & Ride' sign, which directs you to turn right through another set of lights. Follow signs for M1 and Park & Ride, the entrance is a few hundred yards on your left.

Victoria Quays from the A630/A57:

After passing the Gala Bingo on your left, move into the 3rd lane. Follow signs for 'Victoria Quays - North / South Car Parks'. **NB. Drive slowly through these lights as they can be confusing.** At the traffic lights, bear right. You will immediately come to a second set of lights. Go straight ahead and follow signs for 'North Quay Car Park'. The Entrance to the car park is 100 yards down the hill on your left.

Blonk Street NCP Car Park from the West Via the A57

After passing the Gala Bingo on your left, move into the 3rd lane. Follow signs for 'Victoria Quays - North / South Car Parks'. **NB. Drive slowly through these lights as they can be confusing.** At the traffic lights, bear right. Go straight ahead through 2 sets of traffic lights and at the next junction, turn left - signposted 'Wicker'. Follow the road as it bears left and turn left into the NCP Car Park.

On Sunday the on-street parking around Ponds Forge is free of charge.

The security of your car is your responsibility.