



# TEAM LEADERS GUIDE

## IRISH OPEN SC CHAMPIONSHIPS

29<sup>TH</sup> NOVEMBER – 1<sup>ST</sup> DECEMBER, 2013



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## WELCOME



Dear Swimmers, Parents, Coaches and Officials,

On behalf of Lisburn City Council I would very warmly welcome you to the Lagan Valley LeisurePlex and the 2013 Irish Open Short Course Swimming Championships.

Sport has historically played a very significant role in the history / traditions of this city and these championships are firmly established as a key event in our sporting calendar. The fact that Lisburn is currently celebrating its status as European City of Sport make the 2013 championships especially important and we are delighted to be hosting such a prestigious event as part of our year long sporting celebrations.

Whether you be competing, coaching, officiating or cheering on friends or family, I wish you good luck and a thoroughly enjoyable visit to Lisburn, the European City of Sport 2013.

The Right Worshipful the Mayor  
Councillor Margaret Tolerton

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Although swimming is an individual sport, athletes could not achieve their goals without the help and support of their families. We hope that you will enjoy your athletes' achievements and reflect with pride on your contribution to their performance.

Swim Ireland are continuing to work hard with our dedicated band of volunteers, referees and officials to make sure our National competitions are a memorable experience for our athletes and the same standard, if not better, than what is experienced internationally.

Finally, we would like to take the opportunity to thank the organising committee and volunteers for their commitment, support and time, without whom this competition could not take place.

**Swim Ireland**

## **Key Information**

### **2.1. Key dates**

Training Period Thursday 28<sup>th</sup> November  
16.00 – 19.00  
Lagan Valley Leisureplex

Team Leaders Meeting 28<sup>th</sup> November  
19:30 Lagan Suite, Lagan Valley Leisureplex

Officials Meeting 29<sup>th</sup> November – 1<sup>st</sup> December  
Heats - 09:00 Lagan Suite, Lagan Valley Leisureplex  
Finals – 17:00 Lagan Suite, Lagan Valley Leisureplex (Sunday 16:00)

Official Championships period 29<sup>th</sup> November – 1<sup>st</sup> December  
Heats 09:30  
Finals 17:30  
Lagan Valley Leisureplex  
For the full Championships schedule please refer to Appendix 2: Championships Schedule

### **2.2. Organization and Contact information**

#### 2.2.1. National Organising Committee (NOC) contact details

E-mail: [competitions@swimireland.ie](mailto:competitions@swimireland.ie)

Phone: +353 1 6251142

Website: [www.swimireland.ie](http://www.swimireland.ie)

#### 2.2.2. National Organising Committee (NOC) postal address

Swim Ireland  
Irish Sport HQ  
National Sports Campus  
Blanchardstown  
Dublin 15  
Ireland

#### 2.2.3. NOC Competition and Swimming Contact Person

Name: Michael Angus

E-mail: [competitions@swimireland.ie](mailto:competitions@swimireland.ie)

Note: For a detailed Organization schedule please see: Appendix 1: Local Organising Committee

### **3. Arrival Information**

#### **3.1. Travelling to Lisburn, Northern Ireland**

##### Coming by Air

Northern Ireland is served by flights into [Belfast International Airport](#), [George Best Belfast City Airport](#) and [City of Derry Airport](#).

Scheduled air services operate from nearly all major UK airports. There are many direct flights from major European cities. Major airlines operate scheduled services from the US and Canada to Belfast International Airport via UK and Republic of Ireland airports. Additionally, there are charter flights direct from New York and Toronto to Belfast.

##### Crossing by Ferry

Coast to Coast from Scotland to Northern Ireland in an hour!

Northern Ireland has first-class ferry connections with Scotland, England and the Isle of Man. New, high-speed vessels, enhanced on-board amenities, entertainment and shopping, together with lower prices\*, make the car ferry a very attractive way to go.

*\*Check prices with the operators at time of booking.*

Port information can also be obtained from the [Port of Larne](#) and [Belfast Harbour](#).

#### **3.1.1. Passports and visas**

Valid passports are required for all visitors to the Northern Ireland & UK. Visitors from within the EU require a valid passport or identity card. Visitors from outside the EU require a valid travel document (passport), which is valid for at least 3 months beyond the length of stay. A Visa may also be necessary, for an overview list of countries requiring a visa please visit the following website:

<http://www.ukba.homeoffice.gov.uk/customs-travel/>

For further information, please contact the Irish embassy or consulate in your country. If an official letter of invitation and entry confirmation is required, please contact the National Organising Committee at [admin@swimireland.ie](mailto:admin@swimireland.ie)

#### **3.2. Accommodation**

There is no official hotel partner for this event.

#### **3.3. Accreditation**

3.3.1. Accreditation will be provided for all Swimmers, Coaches and Officials. Team Manager will be provided with generic accreditation (max 2 per club)

Detailed information was made available to all Federations by Swim Ireland.

Accreditations will be ready for collection at the Team Leaders meeting at the swimming pool.

Loss of accreditation card has to be reported immediately. New accreditation will only be released when the athlete or staff member presents himself at the Accreditation Desk with (valid) passport or identity card.

#### 3.3.2. Access control

Security staff will guard the Championships venue and stewards will control access to its zones. It is mandatory to visibly wear accreditation for all participants and staff at all times during both the training and Championships period.

- Security and accreditation control for entrance of the venue and inside the pool will be operational from Friday 29<sup>th</sup> onwards.

## **4. Championships Venue**

### **4.1. Competition Venue**

#### **Lagan Valley LeisurePlex**

Based at Lisburn Leisure Park just outside the city centre, the LeisurePlex boasts the largest leisure pool of its kind in Northern Ireland, with some of the fastest, longest and wettest water rides in Ireland.

#### **SWIMMING AND DIVING POOLS**

As well as providing the fun-filled leisure pool Lagan Valley LeisurePlex is also home to a competition and diving pool.

The 25-metre competition pool has eight lanes. The diving pool is equipped with three levels – 1metre, 3metre and 5metre.

A 300 seat viewing gallery is incorporated into the competition pool and diving pool arena. Both pools have submersible floors, which can be raised and lowered for use by children, beginners and disabled swimmers.

#### **National Centre of Excellence**

Such is the high standard of water facilities, the swimming pools have been granted National Centre of Excellence for Swimming Status, the only such Centre in Northern Ireland.

##### **4.1.1. Venue Address:**

Lagan Valley Island  
Island Civic Centre  
The Island  
Lisburn  
Co. Antrim  
BT27 4RL

##### **4.1.2. Restaurant facility**

A small Cafe is available on the ground floor of the venue, which is accessible for all participants and spectators.

## **5. General Championships Information**

Irish National Short Course Championships 2013:

Technical Director: Geoff Massey

Meet Manager: Michael Angus

Referees: Mary Seery (Lead), Mary Haughney, Michael McCausland, Gary Stoops, Alison Honan (Mary Phelan – shadow)

Starters: Wally Clarke, Aidan Hickey, Barry Robinson

Announcer: Robin Smythe

### **5.1. Rules and Regulations:**

FINA Swimming Rules and Swim Ireland Competition Rules and Regulations shall apply to this meet. These rules can be found on the official FINA web site: [www.fina.org](http://www.fina.org). These rules include: FINA approved swimsuits.

## 5.2. Victory Ceremonies:

Dress requirements for Victory Ceremonies are:

- Fully Clothed in Club Tracksuit
- Shoes;
- No goggles;

## 5.3. Competition programme and time schedule

### 5.3.1. Training schedule

Thursday 28<sup>th</sup> November

1600 - 1900

### 5.3.2. Competition programme

#### **29<sup>th</sup>, 30<sup>th</sup> November**

		Competition pool	Training Pool
Morning	Warm-up	0800 until 0915	0800 until 1330
	Heats	0930 until 1300	
	Cooling down	until 1330	
Afternoon	Warm-up	1615 until 1715	1730 until 2030
	Finals	1730 until 2000	
	Cooling down	until 2030	

#### **1<sup>st</sup> December**

		Competition pool	Training Pool
Morning			
	Warm-up	0800 until 0915	0800 until 1330
	Heats	0930 until 1300	
Afternoon	Cooling down	until 1330	
	Warm-up	1515 until 1615	1630 until 2030
	Finals	1630 until 1930	
	Cooling down	until 2000	

### *Swimming Program*

Freestyle	50 m	100 m	200 m	400 m	800 m	1500 m
Breaststroke	50 m	100 m	200 m			
Butterfly	50 m	100 m	200 m			
Backstroke	50 m	100 m	200 m			
Ind. Medley			200 m	400 m		
Freestyle relay	4 x 100 m	4x 200				
Medley relay	4 x 100 m					

For detailed information see : Appendix 2: Championships Schedule

### 5.3.3. Opening and Closing Ceremony

The Opening Ceremony will begin at 17:15 on Friday 29<sup>th</sup> November prior to the first finals session.

#### **5.4. Team Leaders Meeting**

The Team Leaders Meeting for the competition is scheduled for November 29<sup>th</sup> at 1930 hrs. at Lagan Valley Leisureplex and will provide updated sport specific information for all teams. It is mandatory that all clubs are represented; failure to attend or be represented will incur a €100 fine

At this meeting information will be provided with regard to:

- NOC organization and Key Contacts
- Competition procedures;
- Information distribution;
- Athlete flows and pathways at Championships Venues;
- Warm-up procedures;
- Withdrawal procedures;
- Entrance and presentation;
- Victory Ceremonies;
- Mixed zone operations.
- Anti-doping control

This meeting is also a last opportunity for:

- Review of starting lists by name.
- Printed copies of entry lists will be available at the Swim Ireland Technical Desk in the National Aquatic Centre.
- Team Leaders are asked to check all entry data including entry times and the spelling of athletes' names.

### **6. Athlete preparation**

#### **6.1. Warm-up, swim down & training during competition**

During competition days the competition pool will be available for 1.5 hours until 15 minutes prior to the competition for warm-up and training. The 25m Training pool is available for warm-up and swim down with exception of cleaning and lunch break. Warm ups will be manned to ensure the safety of all competitors. Please ensure that all athletes follow the instructions of the safety marshals.

##### 6.1.1. Massage area

An area has been appointed for teams to bring their own massage table to the competition venue. Because of the limited area available we kindly request all clubs to cooperate and respect each other. Teams are requested to assure order and cleanliness in this area.

#### **6.2. Athlete seating**

Seating for all teams is positioned on the balcony. All team members, swimmers and staff are obliged to only use this area for seating which is the only area made available. The Athletes seats are easily accessible from the main entrance corridor, from the pool deck and training area.

##### 6.2.1. Coaching area

During heats only, coaches will be permitted to stay on poolside on the spectator side of the pool. No swimmers are permitted in this area. Should swimmers be entering this area, all coaches will be removed.

### **6.3. Preparation for Competition**

#### 6.3.1. Information

##### *Start lists and Results*

Entry lists will be made available at the Team Leaders Meeting.

Start lists will be made available to all teams

##### *Correction & Withdrawal*

A Swim Office Table will be operated from 1½ hours before the start of each session by the Swim Ireland Technical Director and will be located at the pool deck outside the Omega Timing Office. The Swim Office Table will have available all forms required by teams and will resolve all matters pertaining to the competition including:

- *Swimming Relay Entry Card submission:*

To be submitted not later than 1 (one) hour before the start of the session.

- Submission of competition specific information.
- Swimming Withdrawals submission
- Withdrawal from semi-finals and finals no later than 30 minutes after the announcement of the qualifiers.
- Reserves must withdraw if they do not want to swim
- -Protest: Must be made in writing to the referee. To be delivered to the Swim Office Table not later than 30 min after the event together with the fee of € 50.
- Specific enquiries from Team Leaders concerning the conduct of the Championships. Forms for swimming withdrawals, swimming relay entry card, swimming substitution and correction card and all championship related forms will also be available at Swim Office table and during the Team Leader Meeting.

All forms have to be fully filled in and signed before submission at the Swim Office table.

The submission has to be performed by a Club Representative & not a swimmer.

#### 6.3.2. Access to the Pool Deck

The professional presentation of the pool deck during the competition is of the utmost importance at Championship time. All athletes and team delegates are asked to respect the need for a clear deck during competition by ensuring only competing athletes are on the pool deck, and by complying with directions given by competition staff and volunteers. Access to the pool deck will be strictly limited to those persons with the correct accreditation. Further information relating to athlete and team delegates pathways during competition will be presented at the venue orientation and the Team Leaders Meeting.

#### 6.3.3. Warm-up

During competition all athletes must enter the pool deck through the designated athlete entrance. Competitors will conduct their warm-up prior to the athlete introductions and the competition will then commence as programmed.

## **6.4. Competition**

### 6.4.1. Marshalling and Call room procedures

Athletes are to check in at the First Call Room, a minimum of 15 minutes before their scheduled competing time for heats and semi-finals and finals. During competition, Officials will manage the athlete entry onto and exit from the pool deck. All athletes have to present their valid Accreditation Card to enable marshalling supervision and procedures.

#### *Call Room procedure*

The Call Rooms will be operated by Marshalling Volunteers under the direction of Swim Ireland Technical Officials. There will be two (2) Call Rooms in operation:

- First Call Room - all athletes to report here 15 minutes prior to their Heat. Athletes will be given a lane number card to present to the last call Stewart. There may be a compliance check on FINA swim suit rules
- Last Call Room - athletes competing will be taken to this area prior to their entry onto the pool deck.

### 6.4.2. Athlete Marching and pool deck entry.

Competitors will be escorted from the Last Call Area to the pool deck where they will be introduced by name and Club. There will be a different procedure for heats, semi-finals and finals. All athletes have to follow the instructions given by the officials and the procedures as described.

#### *Athletes Clothes -Finals*

Clothing baskets will be situated on the pool deck besides each lane. After introduction Athletes should put their belongings into the basket prior to the start of their race.

## **6.5. Post Swim**

### 6.5.1. Doping sample collection

All athletes may be subject to "Doping Control" sample collection and testing throughout the Championships. The Irish Sports Council (ISC) will randomly select athletes for in-competition testing.

In the Mixed zone, athletes will be notified of their selection by a member of the ISC Doping Control Team. Athletes will be required to submit to testing no later than 60 minutes following notification.

However, if the athlete has another closely following event, he or she may, on request to the member of the ISC Anti-doping Officer or his representative, delay his arrival at the doping control station until sixty (60) minutes after his final event of that session. If an athlete is selected for testing a Chaperone will be in possession of the athlete's accreditation pass and will escort the athlete up until he or she reports to provide a sample. In addition to the usual urine sample collection, blood samples will also be taken.

### 6.5.2. Mixed zone

Following the events, competitors must exit the pool deck via the mixed zone to enable interviews with press representatives. The mixed zone is located on the exit of the Competition pool deck. Team Managers wearing a Mixed Zone pass will be allowed to escort their swimmer in the mixed zone. For this a meeting point is available just after exit of the pool deck and Doping/Accreditation table. This meeting point is accessible via the corridor under the Swimmers/Media stand.

### 6.5.3. Announcement finals

Based on the results of heats and/or semi finals the start list of the (semi-) finals will be announced. In addition hard copies of the start lists will be available on the assigned publication boards as soon as possible.

### 6.5.4. Withdrawal from Finals

Withdrawal from (semi-) final has to be submitted, on an official form, to the Swim Office Table within 30 minutes after the announcement of the qualifiers.

## **6.6. Medals and Victory Ceremonies**

Medals shall be awarded to the first three places both in individual and team final events. When the competition results are finalised, those athletes who will participate in the victory ceremony but have been appointed for doping control will be escorted by doping chaperones to the medal ceremony assembly room.

Athletes have to report in the Ceremony Assembly room at least 10 min before the expected start of the ceremony. Athletes are reminded to attend all victory ceremonies fully clothed with appropriate footwear. The assembly point is located in the First Call Room.

Athletes are requested to enter this area via the corridor **and not the pool deck.**

Athletes will be briefed about ceremony procedures in the assembly area. Both at start of the victory ceremonies as well as at its completion athletes will participate in the line-up and marching on.

Medallists will be escorted at the conclusion of the victory ceremony to the applicable athlete area.

## **6.7. Medical procedures**

### 6.7.1. (Medical) emergency procedure

Within the competition venue there is a special emergency plan. In case of emergency, make yourself known to the appointed pool responsible person or volunteer.

At the Team Leaders Meeting, attention will be given to the procedures of evacuation in case of emergencies. We kindly request you to take notice of the procedures and the instructions given.

In addition we trust you and all participants to support your fellow athletes and staff members to enable smooth and secure exiting of the pool and swimming stadium in case of an emergency. A gathering place would be announced in due time.

In case of a medical emergency, the appointed pool staff will organize transportation of the affected person. Information on location of medical facilities and notification of required team support will be applied by the Swim Office Table

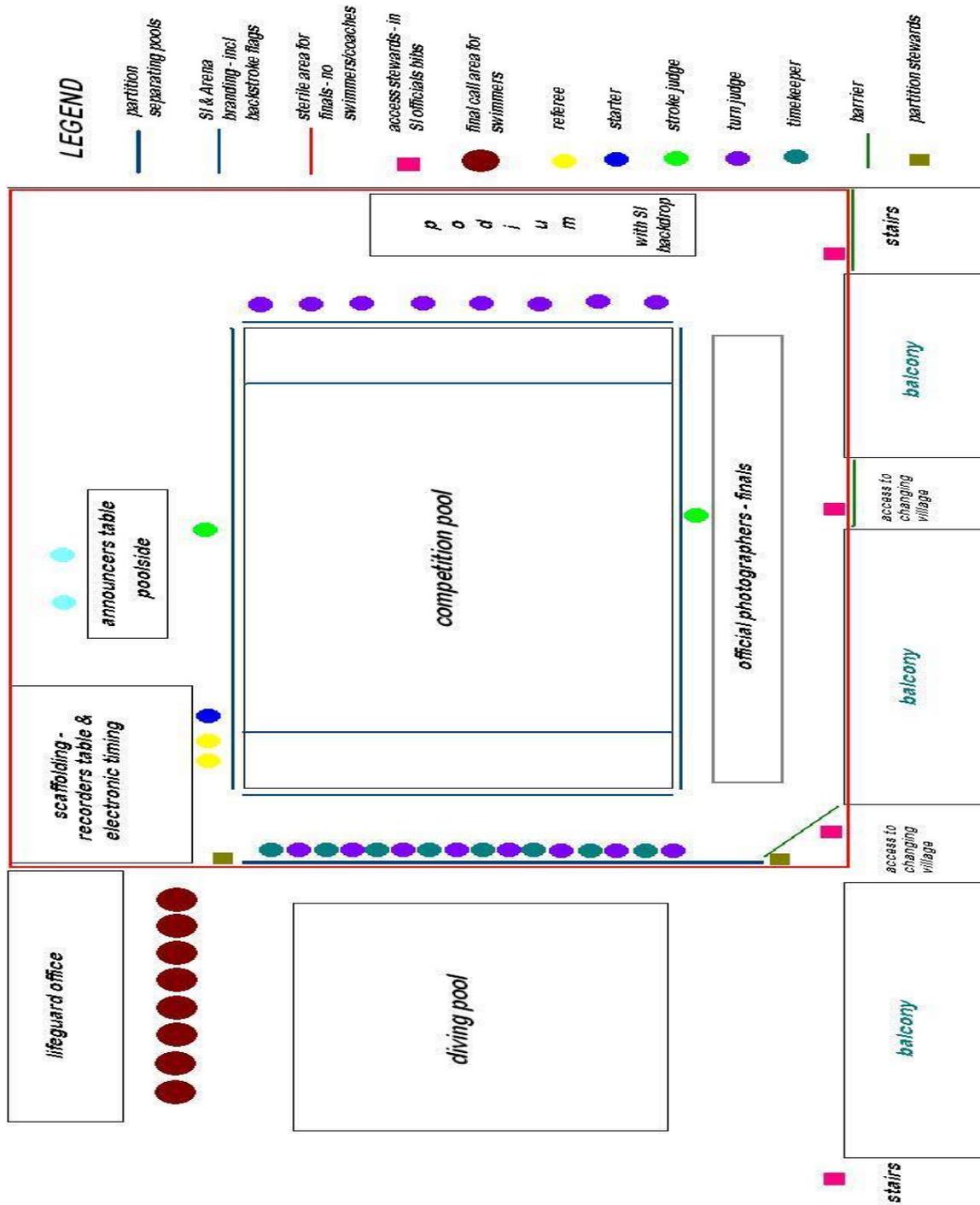
### 6.7.2. Medical Service

Trained life guards will be on duty during both training and competition sessions. They will supervise and regulate all swimming and pool deck activities.

First aid personnell will staff the first aid emergency room. First aid and limited medical facilities will be available at the First aid / Emergency room located near the pool deck.

Appendix 1:

Floor Plan Venue



## **Appendix 2:**

### **National Organising Committee**

#### **Chief Executive Officer**

Sarah Keane

#### **Media:**

Trish Mayon

#### **Sport:**

Competition Manager – Michael Angus

National Federation Liaison – Niamh McDonnell

Medals & Victory Ceremony – Patricia Cleary/Betty Beattie

Doping Control – Betty Beattie

#### **Services**

Timing & Scoring – Lagan Valley Leisureplex staff members, Pat Donovan

## **Appendix 3:**

### **Emergency Procedures**

Action to be taken in the Event of the Fire Alarm Being Sounded

1. If you are in the area of the pool hall including pool bank, spectator seating etc when the alarm is sounded
  - Remain where you are whilst the cause of the activation is investigated.
  - Should it be necessary to exit the building you will be instructed to do so by staff and the PA system (Code Red). Exit the building via the nearest emergency exit.
2. If you are in all other areas of the building (including the restaurant, changing rooms etc) when the alarm is sounded
  - On hearing the alarm immediately proceed to the nearest muster station and await further instructions from staff or the PA system.
  - If instructed to leave the building by staff or the PA system. exit via the nearest emergency exit.

## Appendix 4:

### Championship Schedule

Session 1: Friday 29 <sup>th</sup> November			Session 3: Saturday 30 <sup>th</sup> November			Session 5: Sunday 1 <sup>st</sup> December		
1	M	50m Freestyle	15	W	50m Freestyle	29	W	400m Ind. Medley
2	W	100m Breaststroke	16	M	100m Breaststroke	30	M	400m Ind. Medley
3	M	200m Backstroke	17	W	200m Backstroke	31	W	50m Butterfly
4	W	200m Butterfly	18	M	200m Butterfly	32	M	50m Butterfly
5	M	100m Butterfly	19	W	100m Butterfly	33	W	200m Freestyle
6	W	50m Backstroke	20	M	50m Backstroke	34	M	200m Freestyle
7	M	50m Breaststroke	21	W	50m Breaststroke	35	W	100m Backstroke
8	W	200m Ind. Medley	22	M	200m Ind. Medley	36	M	100m Backstroke
9	M	400m Freestyle	23	W	400m Freestyle	37	W	200m Breaststroke
10	W	100m Freestyle	24	M	100m Freestyle	38	M	200m Breaststroke
11	M	100m Ind. Medley	25	W	100m Ind. Medley	39	W	4x50m MTR (HDW)
12	W	800m Freestyle (HDW)	26	M	1500m Freestyle (HDW)	40	M	4x50m MTR (HDW)
Session 2: Friday 29 <sup>th</sup> November			Session 4: Saturday 30 <sup>th</sup> November			Session 6: Sunday 1 <sup>st</sup> December		
12	W	800m Free (Fastest Heat)	26	M	1500m Free (Fastest Heat)	43	W	1500m Free (1 Heat)
1	M	B & A Final 50m Freestyle	15	W	B & A Final 50m Freestyle	44	M	800m Free (1 Heat)
2	W	B & A Final 100m Breaststroke	16	M	B & A Final 100m Breaststroke	29	W	B & A Final 400m Ind. Medley
3	M	B & A Final 200m Backstroke	17	W	B & A Final 200m Backstroke	30	M	B & A Final 400m Ind. Medley
4	W	B & A Final 200m Butterfly	18	M	B & A Final 200m Butterfly	31	W	B & A Final 50m Butterfly
5	M	B & A Final 100m Butterfly	19	W	B & A Final 100m Butterfly	32	M	B & A Final 50m Butterfly
6	W	B & A Final 50m Backstroke	20	M	B & A Final 50m Backstroke	33	W	B & A Final 200m Freestyle
7	M	B & A Final 50m Breaststroke	21	W	B & A Final 50m Breaststroke	34	M	B & A Final 200m Freestyle
8	W	B & A Final 200m Ind. Medley	22	M	B & A Final 200m Ind. Medley	35	W	B & A Final 100m Backstroke
9	M	B & A Final 400m Freestyle	23	W	B & A Final 400m Freestyle	36	M	B & A Final 100m Backstroke
10	W	B & A Final 100m Freestyle	24	M	B & A Final 100m Freestyle	37	W	B & A Final 200m Breaststroke
11	M	B & A Final 100m Ind. Medley	25	W	B & A Final 100m Ind. Medley	38	M	B & A Final 200m Breaststroke
13	W	4x100m MTR (HDW)	27	M	4x100m FTR (HDW)	41	W	4x50m FTR (HDW)
14	M	4x100m MTR (HDW)	28	W	4x100m FTR (HDW)	42	M	4x50m FTR (HDW)