

**BERKSHIRE & SOUTH BUCKINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION
COUNTY AND AGE GROUP CHAMPIONSHIPS 2020**

11, 12, 25 & 26 JANUARY 2020

at

WYCOMBE LEISURE CENTRE, HIGH WYCOMBE

ADDITIONAL INFORMATION FOR COACHES/TEAM MANAGERS

Coaches/Team managers should refer to the Information for Competitors document as this also contains important information.

This document contains additional information for coaches.

POOLSIDE ACCREDITATION

All coaches and team managers on poolside will need to wear poolside accreditation. Anyone not wearing poolside accreditation will be asked to leave poolside. Each County club has nominated a person to apply for coach/team manager accreditation, which will be issued in the name of specific individuals, and accreditation will be distributed via that nominated person. Each person to whom accreditation is issued will also receive a coaches/team manager pack and these can be collected from the "Red Trays" on the referees table on poolside before session 1

Please note that we are NOT providing catering for coaches.

SESSION TIMES

The final session times are unchanged from the provisional sessions times noted in the meet conditions and are shown below.

Sess	Date	Warm up	Racing starts	Notes
1	11/01/20	9:00	9:35	Withdraw by 9:00
2	11/01/20	12:30	13:20	Withdraw by 12:30
3	11/01/20	16:30	17:05	Declare teams by 16:30
4	12/01/20	9:00	9:45	Withdraw by 9:00
5	12/01/20	12:50	13:40	Withdraw by 12:50
6	12/01/20	17:00	17:35	Declare teams by 17:00
7	25/01/20	9:00	9:35	Withdraw by 9:00
8	25/01/20	13:20	14:10	Withdraw by 13:20
9	25/01/20	17:45	18:20	Declare teams by 17:45
10	26/01/20	9:00	9:45	Withdraw by 9:00
11	26/01/20	12:30	13:20	Withdraw by 12:30
12	26/01/20	17:15	17:50	Declare teams by 17:15

TEAM EVENTS – DECLARATION FORMS

Team declaration forms for each team entered can be collected from the Red Trays on the announcers/referees table on poolside from 9:00am on 12 January. These must be completed with the names of the swimmers who will swim and returned to the Red Trays before the start of the warm up from the relevant session.

If team declaration forms are not posted by the times above, the team will not be able to swim.

WARM UP AND SWIM DOWN

Coaches are responsible for controlling their own swimmers during the warm up and must pay close attention to the instructions given by the announcers.

The Community Pool may be used during the warm up, but will not be supervised. It may also be used during racing sessions for warm up and swim down. Coaches must ensure that their swimmers are using the Community Pool appropriately.

WITHDRAWING FROM EVENTS

It is very important that team managers withdraw swimmers from any event they have entered but do not intend to swim. Otherwise, heats will inevitably be swum with empty lanes. The number of empty lanes will be monitored by the meet organisers.

A withdrawal sheet for each club will be placed in the Red Trays well in advance of the warm up for each session. This will list at the swimmers from that club in each event in the session. Team managers should mark on that sheet any swimmers who will not swim. This needs to be returned to the Red Trays before the start of the warm up. Team managers should still return the sheet even if they have no withdrawals, marking it "no withdrawals".

Team managers should ensure that swimmers know the process for withdrawing. Clubs with an unacceptable level of unreported withdrawals will be reported to the Performance Swimming Events Committee who may impose a penalty, including a fine.

WITHDRAWING FROM FINALS

Swimmers who qualify for finals are expected to swim in those finals, and withdrawals from finals should only occur in exceptional circumstances. A list of each club's finalists and reserves in each event will be placed in the Red Trays as soon as possible after the heats have been completed. This list of finalist will contain a withdraw by time. Team managers should sign against the name of any finalists or reserves who will not swim. The list should be returned to the Red Trays by the time indicated, marked "no withdrawal" where appropriate (NB in most cases there will be a very short time window to withdraw).

Announcements will be made where reserve swimmers are promoted to the final and team managers should listen carefully for these. A list of confirmed finalists will be posted in the marshalling area as soon as possible after the withdraw time.

Team managers should ensure that swimmers know the process for withdrawing from finals. A fine of £10 may be levied on clubs in respect of each finalist or reserve who do not compete without having complied with the above.

COACHES PACKS

These can be collected from the Red Trays on the referees table on poolside from 9:00am on 12 January. They will contain:

- A copy of the programmes for the relevant sessions (these is a separate programme for each weekend)
- The warm up protocols
- A list of their club's swimmers by event

Start lists for each session (one for each coach/team manager accreditation that your club purchased) can be collected from the Red Trays on the referees table on poolside shortly before the start of each session.

COACHES/FEEDBACK MEETING

We plan to hold a short conference call on Friday 31 January 2019 at 12:30pm. This is an opportunity to reflect on the Championships and to consider proposals for next year. Please nominate your representative and send their email address to championships@bsbasa.org so they can be sent an invitation and dial in details nearer the time.