



# Berkshire & South Buckinghamshire ASA

## County and Age Group Championships 2026

### ADDITIONAL INFORMATION FOR COACHES & TEAM MANAGERS

Please also refer to the separate “**Information for Competitors**” document.

This document contains some extra information relevant for all TMs and Coaches.

#### COACHES PACKS & POOLSIDE PASSES

Coaches and TMs should register with the welcome desk on arrival at the pool and collect their poolside passes. A printed copy of the meet programme is also available.

Each club must provide a list of names of the coaches and team managers who will be attending the championships. The list should be emailed to the promoter before the day of the meet. We remind you that they need to have up to date DBS checks and safeguarding training. Access to poolside and the sports hall will be restricted to swimmers, coaches, team managers, officials and volunteers who have poolside passes.

Coaches, officials, team managers (and volunteers) will be provided with wrist bands so that they can easily be identified. The numbers of coaches and team managers that will be permitted access per session is limited to the number of passes your club has purchased.

This year we have been provided the use of the central section of the sports hall during the competition providing space for swimmers to relax while waiting to swim, as well as perform their land warm-ups. The hall can be a cool so swimmers should bring warm clothing.

Clubs must ensure that their swimmers are supervised by a coach or TM when in the sports hall.

Swimmers may also wait poolside, however please ensure that there is space for the officials to perform their duties and maintain access around the edge of the pool for the lifeguards and volunteers. If poolside becomes overcrowded, we will ask coaches and TMs to send some of their swimmers to the sports hall.

#### WARM-UP

Please refer to the separate “**Warm Up Protocol**” document.

#### MARSHALLING

Competitors in the first event of each session must report to the stewards in the marshalling area of the sports hall 10 minutes before the scheduled start time. Competitors in later events must report to the stewards during the preceding event to that in which they are swimming, or when called by the announcer or stewards.

Hard copies of the start lists will be printed for TMs & Coaches and can be collected from the red trays in the sports hall next to the marshalling area. These will be available towards the end of the warm-up before the start of each session.

Start lists can also be accessed at <https://bsbasa.org/startlist>, or by using this QR Code



#### SWIM DOWN

Access to community pool is restricted this year due to changes forced upon us by the leisure centre. There will be no swim down facility during the first session each day.

Swimming lessons will be taking place until 15:00 on Saturday meaning we will only be able to offer swim down facilities toward the end of session 2 on the 10<sup>th</sup> January and halfway through session 11 on 24<sup>th</sup> January.

Public swimming will take over the community pool until 12:30 on Sundays, so we will only be able to provide warm-down facilities for the afternoon and evening sessions on 11<sup>th</sup> and 25<sup>th</sup> January.

## MEET PAPERWORK

Only limited amounts of paperwork can be printed at the meet.

**Hard copies of the Relay Team Declaration Forms, Withdrawal Sheets and Start Lists can be collected from the red trays** in the marshalling area in the sports hall.

We will not provide hard copies the information documents sent out by email ahead of the competition.

Copies of the event schedule and warm-up protocol will be posted poolside and in the sports hall.

### RELAY TEAM DECLARATION FORMS

PDF versions of the relay declaration forms are attached to the same email as this document. Additional hard copies of the forms will be available to collect from 9:00 on Day 1.

Completed hard copies of the forms must be returned to the red trays before the start of the warm-up for the relevant session, with the names of the swimmers in the order in which they will swim.

If team declaration forms are not posted by the start of the warm-up, the team(s) will not be able to swim.

### WITHDRAWAL SHEETS

**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.

- Withdrawal sheets will be available for collection well in advance of the warm-up for each session.
- The Withdrawal sheets list the swimmers from your club in each event of the session.
- Team managers should mark on the sheet any swimmers who will not swim.
- If you have no withdrawals, team managers should still return the sheet marking it "No Withdrawals".
- The sheets need to be signed and returned to the red trays before the start of the warm-up of the corresponding session.

Please make sure that your 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 qualifying heats have been completed. There will be a very short time window to withdraw.
- This list of finalists includes a "withdraw by" time. Team managers should sign against the name of any finalists or reserves who will not swim and return the list to the red trays by the time indicated.
- If you have no withdrawals, team managers should still return the sheet marking it "No Withdrawals".

Announcements will be made where reserve swimmers are promoted to the final. 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 by time.

Team managers must ensure that swimmers understand this withdrawal process. A fine of £10 may be levied on clubs in respect of each finalist or reserve who fails report for a final and has not withdrawn.