**EISM 2018 - ROYAL COMMONWEALTH POOL, EDINBURGH 1st – 4th March 2018**

**INFORMATION FOR COACHES**

**Coaches Meeting**

A coaches’ meeting will take place at 18:00 on Wednesday 28 February 2018 in Studio 3, downstairs, to which all coaches/team managers are encouraged to attend. If this is not possible there will be another meeting at 07:00 on Thursday morning in Meeting Room 2 (on the balcony).

Coaches packs are available to collect at any time in the foyer area.

**Poolside Access and Seating**

Swimmers and coaches should enter and exit poolside through the changing village only. Please wear accreditation passes and show them when requested. Please **do not** go into the spectator area of the arena.

Swimmers and coaches’ seating is poolside in front of the teaching pool, around the diving pool as space permits and to the left of the spectator seating area above the diving pool. Seating space is at a premium. Please only bring essential kit onto the poolside and into seating areas. Access to the seating will be restricted during finals sessions so that competitors have the chance to prepare for their events.

Tea and coffee is available throughout the event for coaches in Meeting Room 1. Please use lockers £1. Pool shoes should be worn poolside and when moving around the seating area especially on the stairs and in the toilet area for hygiene and safety reasons. The toilets must not be used as changing rooms. Swimmers should also wear appropriate clothing poolside and take a towel to warm ups and marshaling so they can dry off prior to returning to their seats.

**Session Timings and Warm Ups**

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| --- | --- | --- | --- | --- |
|  | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning**  | **Session 1** | **Session 4** | **Session 7** | **Session 10** |
| Warm up | 07:30-08:35 | 07:30-08:35 | 07:30-08:35 | 07:30-08:35 |
| Start time | 08:45 | 08:45 | 08:45 | 08:45 |
| Session ends | 11:15/11:25 | 11:15/11:25 | 11:15/11:25 | 11:20 |
|  |  |  |  |  |
| **Afternoon** | **Session 2** | **Session 5** | **Session 8** | **Session 11** |
| Warm up | 11:30-12:20 | 11:30-12:20 | 11:30-12:20 | 11:30-12:20 |
| Start time | 12.30 | 12:30 | 12:30 | 12:30 |
| Session ends | 15.45 | 15:45 | 15:45 | 15:00 |
|  |  |  |  |  |
| **Evening**  | **Session 3** | **Session 6** | **Session 9** | **Session 12** |
| Warm up | 15:45-16:45 | 15:45-16:45 | 15:45-16:45 | 15:00-16:15 |
| Start time | 17:00 | 17:00 | 17:00 | 16:30 |
| Session ends | 19:10 | 19:20 | 19:20 | 19:00 |

The announcer will announce when sprint lanes are open. The swim down pool is available throughout. No fins or snorkels in either pool, at any time.

**Marshalling**

Marshalling times are provided for heats. Please do not be late to the marshalling area. Swimmers who fail to marshal will be deemed to have withdrawn from the event. A separate more detailed sheet of timings is provided for finals. Some adjustment may be necessary if the event is delayed for any reason.

The marshalling area is within the teaching pool area. For 50m events, swimmers should marshal at the end of the pool nearest to the diving pool. For all other events they marshal nearest the changing rooms.

Reserves should also marshal in case of late withdrawals. Reserves brought in to any event at short notice will swim in the vacant lane. There will be no reseeding.

**Withdrawal Process**

To withdraw when not at the pool contact eismwithdrawals@gmail.com. Provide, the swimmer’s name, the event number and club or team name. Use ‘withdrawal’ and your ‘club name’ in the subject line of your email.

Late withdrawals from heats should be made in person at the recorders desk on the poolside as soon as possible, or sent to the above email address no later than 18:00 on the day before the event:

Events on Thursday 1 March notified by 18:00 on Wednesday 28 February

Events on Friday 2nd March notified by 18:00 on Thursday 1 March

Events on Saturday 3rd March notified by 18:00 on Friday 2 March

Events on Sunday 4th March notified by 18:00 on Saturday 3 March

**Finals**

A list of qualifiers for finals will be shown on the results published around the pool, on the meet website and on meet mobile. *Prospective finalists and reserves after the morning session* should visit the treasury office to collect a stamp allowing them access to the pool area for the evening warm up. Any qualifying for the finals from the afternoon session should also collect a stamp. Those with stamps will gain priority access to the pool at night for warm up / the finals.

Withdrawals from finals (in session 3, 6, 9 and 12) should be made at the recorders desk on the poolside as soon as possible. The final time for withdrawals is within 30 minutes of the results list being published for the event.

Swimmers who have not been withdrawn in the way detailed above, and who do not appear for finals, may be fined and suspended from the rest of the competition.

**Finals running order**

Please note the running order for finals will be junior, B then open final. Only open finalists will be announced prior to the start. The fastest 16 in an event qualify for the B and open final. The next fastest 8 juniors qualify for the junior final. A junior may swim in the open or B final if their time is within the top 16.

There is no B final for 50m events. This is a skins competition – see the separate rules for the skins events.

The fastest 8 entries in 800m and 1500m events will swim in the evenings finals session.

**Relay changes and withdrawals:** Changes to team members, and withdrawals from relay events, may be made up to 1 hour before the start of either session 6 or 9 as appropriate. These should be handed to the recorder’s desk. After this time, changes to swim order cannot be made. Late withdrawals on medical grounds should be discussed with the meet director prior to submission to the recorders.

The recorders desk is situated half way up the pool deck on the spectator side of the pool.

**Start Sheets and Results**

Start sheets (for clubs), will be available from the recorders desk.

Results will posted behind the diving boards, in the spectator gallery and on [www.eism.org.uk](http://www.eism.org.uk)

**Presentations**

Prize money may be collected from the Treasury office (open each day from 9:30am) located at the turn end of the pool. All swimmers regardless of nationality may win a cash prize. There are cash prizes for first and second in the open event; and first and second in the junior event. The junior prize will be awarded to the fastest swimmer competing in any of the finals (junior, B or open), within the junior age group.

The top 5 athletes (FINA points winners) are required to attend a presentation at the end of the event on Sunday.

British Championships. As the meet is being used to identify British champions, the first three highest placed swimmers registered with GB as their FINA recognized sport nationality will be required for medal presentations – a schedule is provided. Swimmers must be appropriately dressed.

**Photographic Equipment**

Anyone who intends to use video or digital camera equipment must register by completing the appropriate form at the front desk in the foyer. If any swimmer wishes to opt out of static photography, forms are available at the front desk.

Please note Scottish Swimming’s Photographic/Mobile Phone policies will be enforced for the duration of the meet. Mobile phones or devices **may not be** used in the changing room, toilets or shower areas. Swimmers breaking this rule may be disqualified from the remainder of the meet.

**PLEASE NOTE THERE IS A STRICT NO SMOKING POLICY WITHN THE RCP. THIS ALSO INCLUDES E-CIGARETTES AND OTHER ELECTRONIC SMOKING DEVICES.**