

Edinburgh International 2018

Event Handbook



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THE UNIVERSITY of EDINBURGH
SPORT

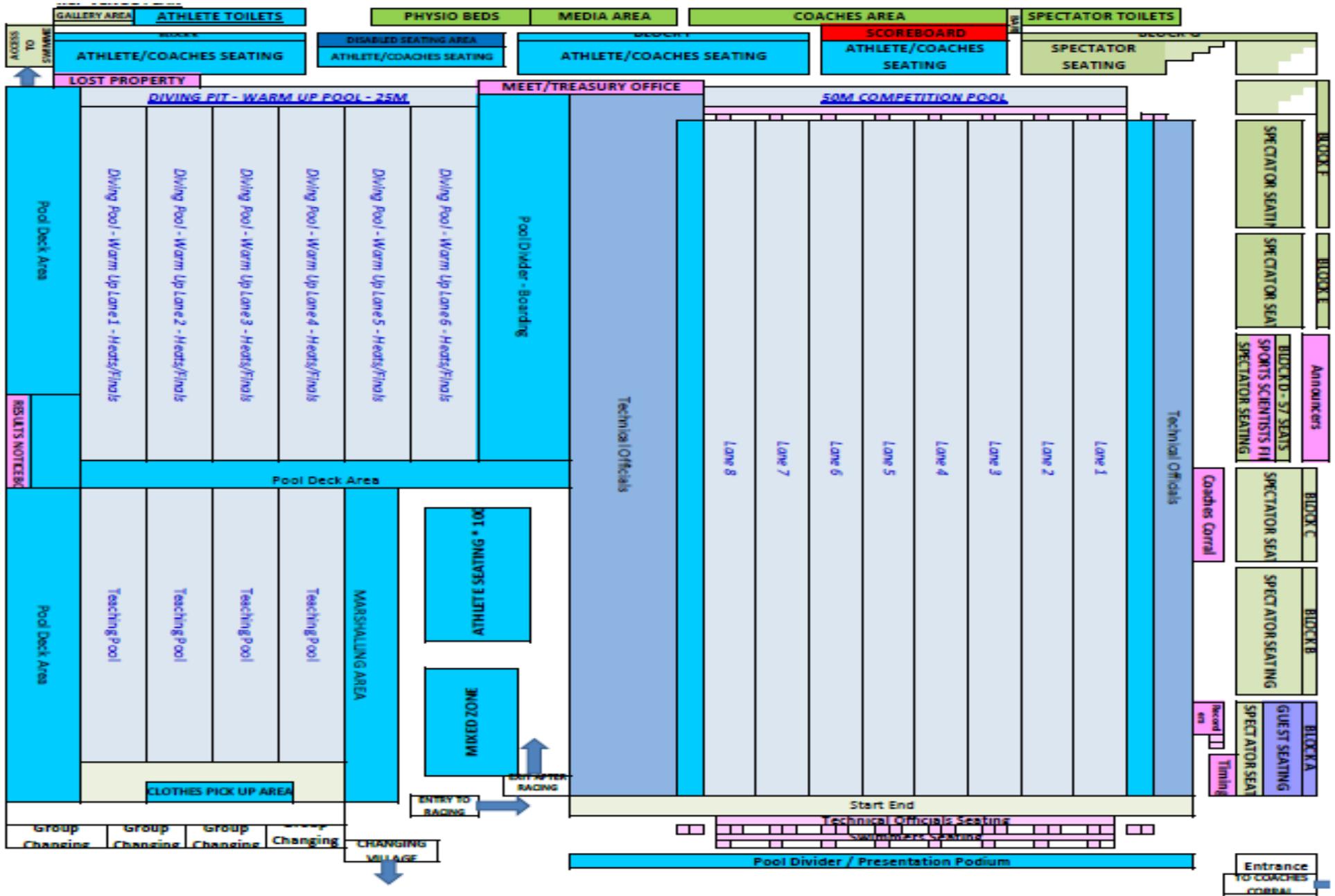
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Venue location



The venue is located south of Edinburgh's Old Town, close to Cameron Toll Shopping Centre and Pollock Halls of Residence (University of Edinburgh Campus). Details are:

Royal Commonwealth Pool,
Dalkeith Road,
Edinburgh,
EH16 5BB
Telephone: 0131 270 9300

Contact: Mark Quinn/Duty Manager

Opening times

The event team will be able to access the venue for set up from 6:00am each day (6:15 on Sunday). Athletes and coaches should arrive from 6:45am onwards.

The pool café will be open from 7:30 on Thursday – Saturday until 18:00 during the competition, and from 8:30 on Sunday.

GENERAL INFORMATION - Confirmed session times

	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

Event Team

Meet Director	Andra Laird	Transport Manager	Gordon Somerville
Meet Referee	Andrew McRoberts	Stewards Manager	Jack Walker
FINA Officials	Tom Baster Kevin Paterson	AOE Manager	Ralph Payne
STO Manager	Alistair Shields	Treasury	Jackie Lawrie James Laird
Chief Recorder	Cameron Mackie	Guest Host	Margaret Somerville
Meet Entry Secretary	Susan Liddle	Contractors	John MacPhail, Great Big Events
Scoreboard Presentation	Tony Dane	Media	Stuart Johnston, Kirsten Noble, Becky Inman, Dan McDermott
Wetside Manager	Elizabeth Barnes	Live results	www.eism.org.uk and Meet Mobile
Dryside Manager	Carolyn Crichton	Jury of Appeal	Colin Kennedy (chair)
Field of Play Manager	Lindsay Lewis	Facility Manager	Mark Quinn
Commentary	Duncan McKinnell, Paul Noble, Bob Ballard, Rebecca Adlington	British Swimming	Sophie Turner, Rebecca Macreath
University of Edinburgh	Steve Guthrie	Chair of the Organising Committee	Helen Murray

Sponsors

The main meet sponsor is the **University of Edinburgh** – providing support to visiting teams of athletes, prize money, access to the University's accommodation and catering facilities and pool dressing, and **The City of Edinburgh Council** and **Edinburgh Leisure** providing facility support.

In addition, **Scottish Swimming** and its partners **Edinburgh Airport** and **Strathmore Water** have provided pool dressing, refreshments and media and press assistance. **TYR** have provided kit for the officials

Awards and prize money

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. All swimmers regardless of nationality may win a cash prize.

Prize money should be collected from the treasurer in the meet office and signed for by the winner in person. The meet office is situated at the turn end of the main pool, near the diving pool.

There are cash prizes for the top five FINA points scorers based on swims throughout the meet. These awards will be presented poolside on Sunday evening at the end of the session.

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. Swimmers must be appropriately dressed.

Photography

No photography is permitted on poolside apart from previously authorised accredited media photographers/ journalists and authorised team personnel. Forms to register devices for use poolside are provided in coach packs, and extras can be obtained in the pool reception area.

Official photographer – we have a photographer to take photos at various sessions during the meet. Any individual swimmer, coach or team member who does not wish to be photographed should complete a 'refusal of consent form', available from the front desk in reception.

There are certain areas within the building where photographic devices or devices capable of taking a photograph may not be used **for any purpose**. Thus all such devices, including mobile phones, should not be used in the changing rooms, toilet or shower areas.

Media

Members of the press may be present. All will have been accredited for poolside access. Photographers will wear coloured bibs if working poolside.

Transport and parking arrangements

Minibuses with permits from East District should park as directed by RCP car park staff, in the rear car park (first right, and right again after the main entrance to the RCP). There are a limited number of other spaces available in the car park areas on a first come first served basis. Please do not come up to the car parks on spec, later in the day. They will be full and you will congest the area for everyone.

In addition, most of the streets around the pool have restricted or pay at meter parking on **Thursday, Friday and Saturday morning**. For on street car parking, this link brings you to a map which shows restrictions. The closest unrestricted parking areas to the pool lie to the south and east of Priority Parking Area B7 on the map. Its about a 10 minute walk.

http://www.edinburgh.gov.uk/info/20083/parking_permits/577/parking_permit_map

Also, try here :

Easi-Park; St Leonard's Street, City of Edinburgh, Edinburgh EH8 9SW – 100 space manned, uncovered car park, available all day at around £12.50 a day – payment by cash or cheque. Hourly rates available if only staying part of the day. For location and charges see: <http://en.parkopedia.co.uk/parking/near/royal-commonwealth-pool-and-sauna/>

Spectators

Spectator seating is located around the side of the pool overlooking the competition area. A number of seats for invited guests will be designated throughout the competition.

Some tickets may be available to buy at the venue, but only for sessions which have not sold out online.

Programmes and start sheets

£5 per commemorative programme

£1 start sheets (for heats and finals sessions)

Photography

Spectators are welcome to take photographs from the spectator area provided they have registered at the front desk by completing the photographic registration form and display the wristband provided on their camera/video equipment.

Event regulations

For all

- The meet is organised by SASA East District and British Swimming and licensed by Scottish Swimming.
- Entry to the spectating area is by ticket only. The stewards and officers of the East District and British Swimming and the facility management have discretion to ask any person with or without a valid ticket to leave the venue.
- Those at the event must at all times comply with the instructions given by any steward or officer of the East District and British Swimming and / or the facility management.
- Alcohol may not be consumed within the venue.
- The following articles must not be brought within the venue (fireworks, glass, smoke canisters, air horn, flares, weapons of any sort, large bags). Any person with such an item will be refused entry as instructed by a steward or officer of the East District and British Swimming or the facility management.
- Any device capable of taking photographs or video must be registered on the appropriate form available at the front desk.
- No articles, periodicals, publications, flyers, or goods of any nature may be offered either free or for sale by any persons, save only the East District or British Swimming, without written permission of the East District and British Swimming.
- Only accredited personnel are entitled to be in the changing village, on the pool deck or areas set aside for coaches, swimmers and guests.
- The East District and British Swimming reserves absolutely the right to eject from events any person or persons failing to comply with any of these event regulations.
- Anything not covered above or included in the ancillary information will be at the promoter's discretion.

For competitors and team staff

- Swimmers should comply with the health and safety instructions in place for the meet. Swimmers may not use the gallery stairways or top corridor when wearing wet swimsuits or without appropriate footwear.
- Swimmers should use the facilities provided in the changing village. They should not change in the seating area or toilets.
- All swimmers are responsible for the care of their belongings in the pool area. There are lockers in the changing area which should be used. Large bags and clothes should not be brought into the seating area.
- Photography is not permitted in the changing rooms, showers or toilet areas. Nor should any device with a photographic capability be used in these areas.

For spectators

- Spectators may not throw objects within the venue, nor use foul or abusive language or other offensive words such as racial or sexual abuse within the venue.
- The facility management request that the following procedures are adhered to :
 - All spectators will vacate the spectator area in between sessions.
 - No standing on the balcony during the event or obstructing stair ways and passageways.
 - No large bags or clothing on seats in the spectator area.
- Anything not covered above or included in the ancillary information will be at the promoter's discretion.
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INFORMATION FOR VISITING TEAMS

Coaches information and athlete passes

Coaches packs will be available for collection from the desk in the foyer area of the RCP from 16:00 – 20:30 on Wednesday evening, and from East District staff in the reception area throughout the competition. A short **coaches meeting will take place in studio 3 at 18:00 on Wednesday 28th**. Please send a team representative. Any not able to attend should come to the follow up meeting at meeting room 2 at **7:15 on Thursday 1st**.

Athletes and all team personnel will need to show accreditation passes to enter the changing village and gain access to the pool area. Athlete passes will be included within the coaches packs. Coaches/team managers should consider and make an arrangement to get passes to athletes arriving while they are on the poolside.

Coaches/team staff should have printed a pass and brought it with them. For any who have forgotten, there is a facility to print them at the pool. See British Swimming staff.

There is a coaches meeting area behind the athlete seating in the spectator gallery, where tea, coffee and water will be available all day.

Pool access and training use on Wednesday

On Wednesday teams may swim at the RCP, from 09:00-20:00.

On competition days, on entering the Royal Commonwealth Pool, all groups should go to the stairs on the left of the main reception desk. Stewards will direct each group to the staircase that takes them to the correct changing area. Passes must be shown to enter this area.

Athletes, team staff and coaches should enter the pool through the wetside changing rooms.

Warm ups

Warm ups each day will commence at 7:30; the main competition pool will be cleared at 8:35 for racing to start at 8:45. The diving pool will be open throughout the day for warm up and swim down.

The competition pool will reopen for warm up / swim down after completion of the heats. It will remain open until 15 minutes before the finals sessions are due to commence. Only those swimming in finals will have access to the pools for warm up.

Changing facilities

Changing should take place in the designated areas and not on poolside or in the toilet areas. Clothes should be stored in lockers for which a returnable £1 coin is required.

Accommodation

Athletes, team staff and coaches' accommodation booked through the East District is at one of the following locations, as confirmed by email:

Masson House, Pollock Halls, Holyrood Park, Edinburgh EH16 5AY. Check in 14:00, check out 10:30am. Tel 0131 651 2198. Reception at Masson House on the Pollock Halls campus

Salisbury Green Hotel, Pollock Halls, Holyrood Park, Edinburgh EH16 5AY. Check in 14:00, check out 10:30am. Tel 0131 651 2198. Reception is at Salisbury Green on the Pollock Halls campus

Richmond Apartments and KM Central. 5-9 Richmond Place, Edinburgh, EH8 9VE. Check in 14:00, check out 10:30am. Tel 0131 545 2245. Reception is at Kenneth McKenzie House (7 Richmond Street).

The Inn Place and Grove Apartments. Teams staying at this accommodation will have received separate confirmation.

Car parking during the competition

Teams that have booked accommodation at Masson, Salisbury or Richmond through the East District should send details of car / minibus registration numbers to info@eism.org.uk to book a parking space in the University grounds at Pollock Halls – it is a very short walk from there to the pool. You may leave cars at Pollock Halls overnight.

Catering

Breakfast is available at KMC, Masson House and Salisbury Green from 6:00am each day throughout the competition (and 7:30 on other days ie Wednesday and Monday). Guests are advised to confirm their breakfast arrangements with the venue when they arrive.

Team staff meals at RCP; Some team staff have requested tickets to eat at the pool during the day. These meals will be served in Studio 3; the tickets for these will be included in the coaches' packs. Soup, roll and light snacks are provided before the finals with a main meal at lunchtime.

JMCC lunches/dinners; All other hot/cold meals requested by athletes and team staff are served at JMC centre on the Pollock Halls campus. The correct number of meal tickets for each day will be included in the coaches' pack of information set aside for each team. A ticket must be presented by any individual wanting access to the dining area at JMCC.

Meal times at JMC centre are as follows:

Lunch

Wednesday – Friday 12:30 – 14:00

Saturday – Sunday brunch 10:00 – 14:00

Dinner

Wednesday 17:00 – 19:30*

Thursday - Sunday 17:00 – 20:00* * doors close; 30 mins to complete meals

Packed lunches; these can be collected on a daily basis from JMCC from about 8:00 onwards. Or we can arrange to bring them up to the pool area for teams if they so wish – speak to the front desk at reception who will put you in touch with one of the drivers to do this.

Transport

The transport manager, Gordon Somerville, can be contacted on 07876 346118 (or gordonsomerville@aol.com) to arrange travel during the competition.

Other

Doping control – testers are on site each day of the competition. For further information speak to the wetside manager, Elizabeth Barnes.

Groceries - There is a Sainsbury's supermarket at the Cameron Toll Shopping Centre and on the corner of South Clerk Street / Bernard Street, 2 blocks from the pool.

Medical – In the event of an accident/emergency the venue staff will deal with any first aid incidents. An accident form (available from the front desk) must be filled in if any incidents occur. Carolyn Crichton (Dryside Manager) must sign all accident report forms. The **Nearest Hospital** is Edinburgh Royal Infirmary, Old Dalkeith Road, Edinburgh, EH16 4SA. Emergencies - 999

INFORMATION FOR OFFICIALS AND EVENT TEAM

Car parking

Where possible officials and event staff are asked to park off site at Peffermill and use the shuttle buses. The site is located at University of Edinburgh National Hockey Academy, 42 Peffermill Road Edinburgh EH16 5LL. Contact Alistair Shields for further information saseastdistrictsto@gmail.com

Accommodation and catering

Requested accommodation for event staff has been booked. An emailed confirmation has been sent to those for whom accommodation is arranged setting out details and dinner and breakfast arrangements. Any queries please contact Andra Laird, andra.laird@eism.org.uk

Refreshments, lunch and snacks will be available throughout the day in Studio 3 at the RCP.

Officials' expenses

Expense claim forms are available from Morag Taylor from the front desk and Alistair Shields. Expenses incurred during the event can be reclaimed on completion of your expenses form (including receipts).

Clothing

East District staff and officials should wear the shirts provided and follow the guidance issued previously for trousers. White for officials and navy or black for event team staff. No denim.

Briefings

Technical officer and steward briefings will take place before each session in the Officials Room (Studio 3). The TO briefing for morning sessions will take place at 8:00 each day, at 12:00 for the afternoon session and at 16:30 (Thursday – Saturday) and 16:00 on Sunday.

Changing Facilities

Officials and volunteers can use the dryside changing village. All belongings should be stored in the lockers provided and not left in the Officials' Room. Lockers are available for a £1 deposit.