



Hitchin Swimming Club Annual Open Meet 2018

18th November 2018

The Venue, 1 Elstree Way, Borehamwood, Herts, WD6 1JY

INFORMATION FOR PARENTS AND SWIMMER

Firstly thank you to all clubs and swimmers who have entered into our Annual Open Meet, we hope you will enjoy it just as much as we do. Below is some information about the meet for swimmers and parents/spectators, please read this carefully.

Session Timings: We are due to run to time however if there is any change regarding the timings of the sessions this will be communicated via our twitter page @hitchinssc

Session Number	Warm-Up Duration	Start Time
1	8:00am – 8:45am	8:50am
2	12:15pm – 1pm	1pm
3	4:45pm-5:30pm	5:30pm

Warm up – Warm-up will be split into 2 x 20minute sessions, clubs will be allocated lanes, however it is up to the coach of the club to organise their swimmers accordingly.

Parking: There is a large car park at The Venue, Borehamwood, there will be no parking fee on the day as it is a Sunday, and therefore parking is free.

At the Meet:

Poolside and Changing Rooms- On arrival at The Venue, Borehamwood, and swimmers will not need to register as this meet is an “active withdrawal” competition. Swimmers should go directly to the changing rooms to change and register with their coaches on poolside. There will be allocated areas where each club will be based, these will be well signposted.

Swimmers will be allowed to take their bags poolside, however we do request that swimmers keep their bags/chairs and any other equipment away from the fire exit.
No OUTDOOR Shoes are to be worn poolside.

If swimmers wish to visit their parents in the spectator gallery they must be fully clothed and have the appropriate footwear on.

Parents will not be able to go beyond the changing room entrance. Only swimmers, coaches, Officials and DBS Checked Hitchin SC Volunteers will be allowed to enter the changing rooms.

Swimmers are PROHIBITED from taking any photos in the changing rooms.

No GLASS, NUTS or HOT DRINKS are allowed on poolside.

Only adults with a relevant coach’s pass are allowed on poolside. Coaches’ passes are contained in packs which will be given out on the day, please collect the coaches’ packs from the entrance desk and sign the sheet to say you have collected your passes.

Photography:

In accordance with the Swim England Child Safeguarding Policies and Procedures any parents or carers of swimmers under the age of 18 who wish to take photographic or video images are requested to focus on their own child as much as reasonably possible and to

avoid including other children in those images, particularly if those images are being shared with family and friends through social media platforms.

"We are pleased to announce that DE Photo has been appointed as the Official Photographers for our event. This event, by its very nature, is in the public arena and may result in the recording and publication of your image. If you do not wish your photo to be taken please let a member of the DE Photo team know. All DE Photo staff have been DBS checked and the company operates very strict privacy and data protection policies and are fully compliant with the General Data Protection Regulation (GDPR). Full copies of DE Photo's GDPR documentation can be found at dephoto.biz/GDPR"

If anyone has any concerns about inappropriate or intrusive photography please reports it to the Promoter or another official.

Entrance Fees:

1 Session = £4

2 Sessions = £7

3 Sessions = £10

Senior Citizens = £2 all day

Under 16's = Free

Programme = £1

Raffle Tickets = £1 a strip

The company Rapid SwimShop will be in attendance at the meet; they will be situated in the foyer by the entrance of the centre.

Withdrawals: If for any reason you are unable to swim please let your coaches know so that they can withdraw you on the day. Withdrawals close 10minutes after the start of warm up. If for any reason a swimmer does not withdraw without handing in the proper withdrawal form or letting the promoter/entries officer know they will be subject to a fine.

The fines will be processed after the meet and an invoice sent to the clubs for the money to be settled, it is the clubs responsibility to then collect the money off of the parents of the swimmer.

If swimmers are withdrawing on medical grounds and the correct evidence has been shown to the promoter/entries officer then the swimmer may be eligible for a refund on their entry fees.

If there are any questions or queries please do not hesitate to speak to the promoter or gala manager about these and we will try and sort out the issue. The promoter and Gala Manager will be wearing YELLOW shirts with their position displayed on the back of the t-shirt. All helpers will be wearing YELLOW and will be happy to point you in the direction of the Promoter or Gala Manager.

If you would like further information, please do not hesitate to contact us on the below contact details.

We are looking forward to welcoming you all to our annual open meet and we hope your swimmers enjoy the competition.

Many Thanks

Louise Hughes
Hitchin Open Meet Promoter / Entries Officer 2018
hughesy_lh1993@hotmail.co.uk

Kris Cooper
Hitchin Open Meet Gala Manager 2018
hscgalahelp@yahoo.com



Good Luck Everyone and Thank You for Attending.

Next year's event is booked for the 24th November 2019 at The Venue, Borehamwood.

We look forward to welcoming you back in 2019!