

# **Final arrangements: 2019 Spring Junior Development Meet**

Welcome to Harlow for our 2019 Spring Junior Development Meet. We hope the following information will help ensure smooth proceedings and an enjoyable day.

## **Sign-in**

Tables will be set up to the far right of the foyer in front of the pool viewing window. **Coach's packs will also be on this table.** Please note we operate a strict sign-in. Swimmers who fail to sign-in before the closing time will not be re-instated. Two assistants will be on-hand during sign-in to ensure swimmers do so clearly. Any mistakes will only be corrected if there are spaces in the first heat and swimmers are already in the database. No new swims may be added during sign-in so please do not write on the sheets it will be ignored.

## **Session 1**

Sign-in will open at 17.15 and close at 18.00

Warm-up will begin at 18.00

Competition is scheduled from 18.45 until 21.32

There are village changing rooms. Lockers operate on a 20p coin-retain basis. There is a change machine inside the village. Swimmers should not take large bags onto poolside as there is limited space. Areas will be allotted for the largest clubs to ensure they are safely spread out. All litter to be place in the sacks provided.

The public will be in the pool until 17.30. Swimmers will not be allowed into the changing area until the public have cleared, and must queue in front of the glass and NOT block the exit barriers for the public.

## **Warm-up times and lanes**

| Start | End   | M/F   | Age                       | Lane 1    | Lane 2                           | Lane 3     | Lane 4                  | Lane 5                | Lane 6              | Lane 7    | Lane 8 |
|-------|-------|-------|---------------------------|-----------|----------------------------------|------------|-------------------------|-----------------------|---------------------|-----------|--------|
| 18.00 | 18.15 | Mixed | Boys 10/Un<br>Girls 11/Un | Braintree | Chelmsford                       | Chelmsford | Dunmow<br>Romford       | Hoddesdon<br>Cheshunt | Maldon<br>Redbridge | Harlow    | Harlow |
| 18.15 | 18.30 | Girls | 12/Ov                     | Dunmow    | Braintree<br>Romford<br>Thurrock | Cheshunt   | Chelmsford              | Hoddesdon             | Maldon              | Redbridge | Harlow |
| 18.30 | 18.45 | Boys  | 11/Ov                     | Dunmow    | Braintree<br>Romford             | Cheshunt   | Hoddesdon<br>Chelmsford | Hoddesdon             | Maldon<br>Redbridge | Harlow    | Harlow |

odd lanes swim anti-clockwise / evens swim clockwise

Swimmers are not permitted to use the small training pool which is out-of-bounds. Coaches and team managers are expected to monitor their swimmers' behaviour and see that they arrive at the marshalling area – which as usual will be through the changing village and out at the top.

## **Medals**

Awards will be given to places 1-3 in ages 9, 10, 11, 12, 13. There will not be separate disability awards.

The medals desk will be on poolside near the first aid room and will close 15 mins after the session ends.

## **Car Parking**

Harlow LeisureZone now has an additional upper car park to the left of the entry barriers. Even on exceptionally busy days there is now space to park somewhere at LeisureZone. The fee is determined by length of stay. A token is issued at the entry barrier and must be paid at the machine before proceeding to the exit. Parking for officials will be refunded (take your token to the reception desk to have it validated before exit. You can do this at any time so please try to do so in advance).

Alternatively there is a car park at ASDA supermarket, just opposite the round-about, and also a NCP – right-turn off round-about into Velizy Avenue – is 10 mins walk away.

There is not enough swing for a coach to enter the car park. There is space for two coaches to park for free in front of the building. Staff try to keep this clear and any cars found in this area are liable to be clamped.

## **Spectators**

Spectators may queue upstairs in the lounge, NOT down the stairs. There is room for 300 in the gallery. Entry per session will be £4. There are two sets of gallery doors, one for each side of the pool. Door attendants will be in place.

## **Refreshment**

The downstairs cafe will be open until 18.00. There are vending machines. Upstairs Penguins volunteers will be selling drinks, sweets and cakes throughout.

## **Officials**

There will not be an officials room, this being a 1 session meet. Officials will gather and be briefed behind the screen in the upstairs lounge area, where tea and coffee will be served. Bags with personal possessions should be placed in the changing room lockers or brought to the First Aid Room on poolside. Parking refund tickets will be handed out – please try and get your token validated before the start.