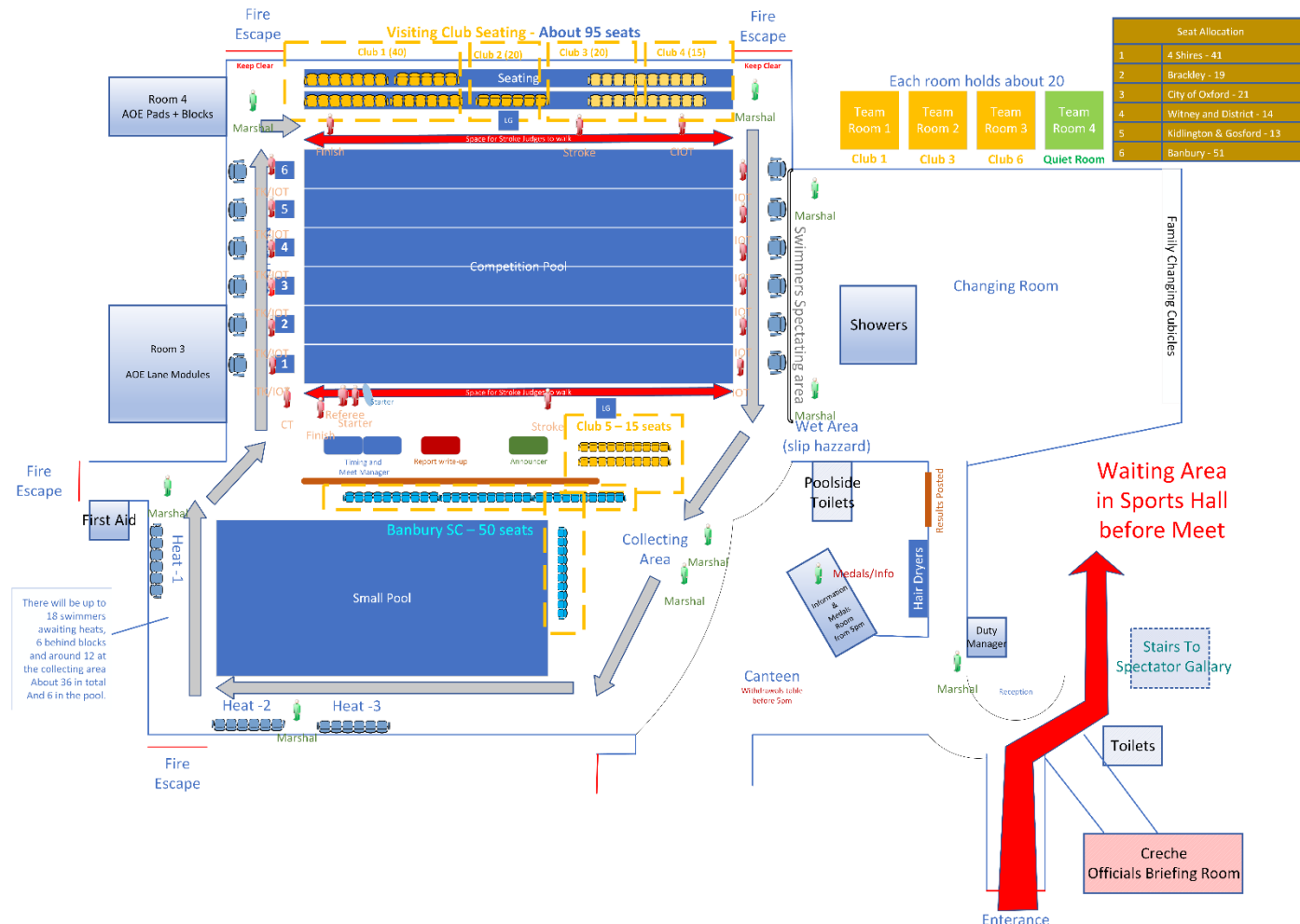


Meet Update

The Lead referee for the meet is Sally Stow.

Layout



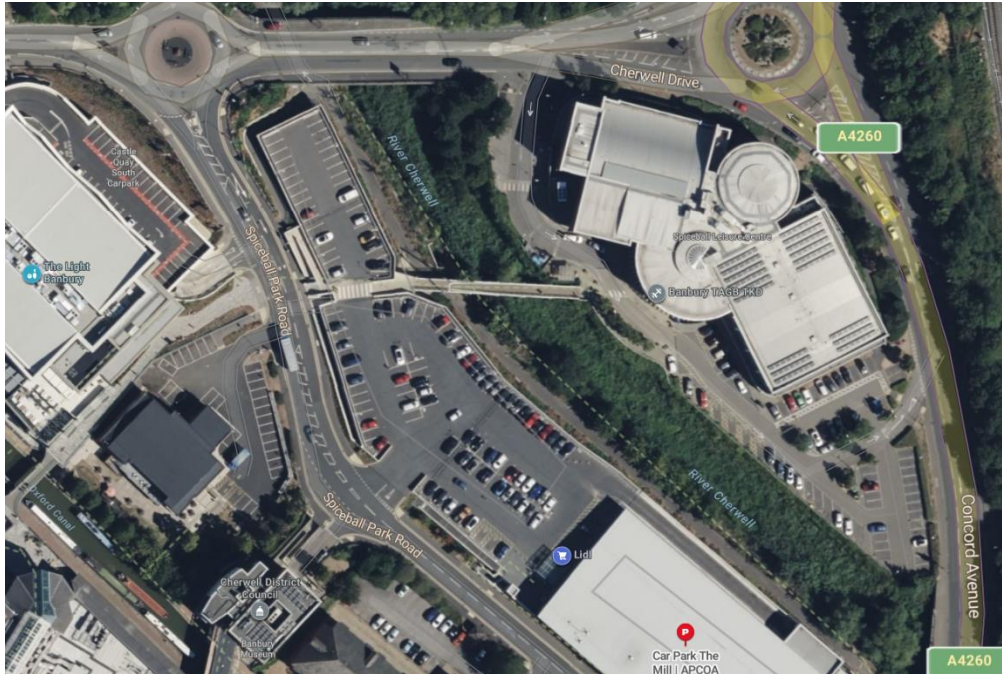
Schedule

- 3.45 Club Representative collects Poolside Passes and Meet Sheets and receives Meet Briefing
- 4.00 Teams enter the venue when called
Access to the Changing Area and Team Rooms
- 4.10 Start of Warm-Up
- 4.30 Officials Briefing in Creche
- 4.45 Swimmers for first 5 heats to marshalling
- 4.55 End of Warm-Up
Swimmers for first four heats ready to start
- 5.00 Start of Meet

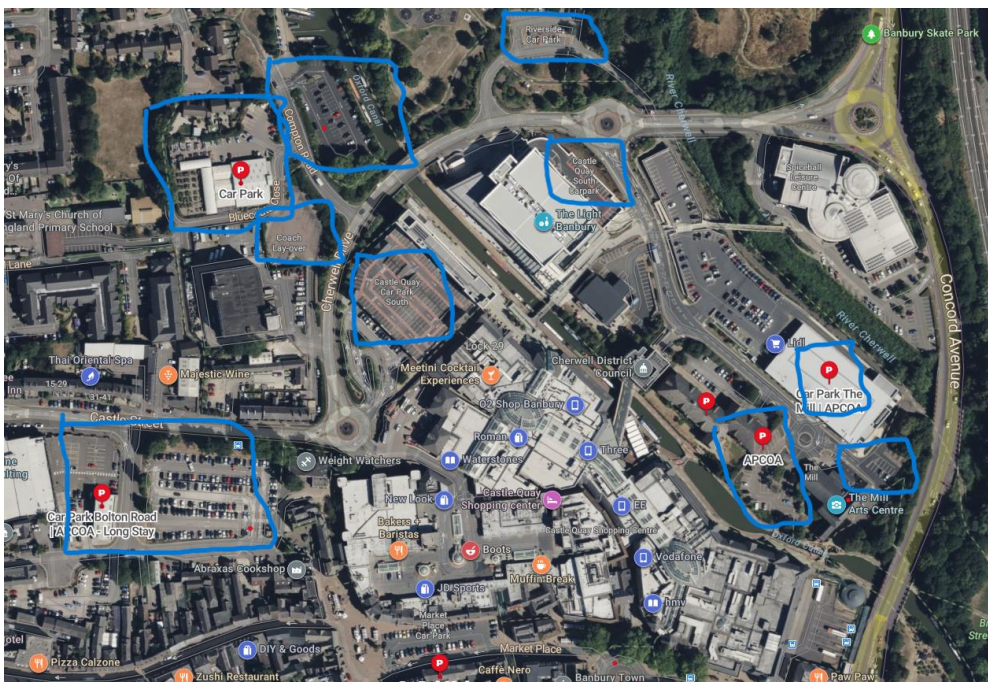
Any revision to this will be circulated nearer the event.

Parking

Spiceball has requested that the **Centre Car Park is not used**, the Centre's drop off point (next to the entrance) should also be avoided. There are many car parks close to the Centre and it is easy to drop off nearby and walk across the bridge. Please be aware that Lidl's car park is restricted to Lidl customers with a registration entry system within the store and maximum duration of 90 minutes which is actively enforced.



Both Google and Bing maps show the available car parks and the coach layup park and there is a Council Car Park Map on the Meet website.



Note that some of the car parks close to Spiceball are free after 6pm.

Access to Spiceball for Swimmers, Coaches, Team managers

There is very limited space in the entrance to Spiceball, however the centre has made space available in the main hall for the teams to gather before the meet and until 6pm the Centre is in use by the General Public. It is requested that Clubs (swimmers, coaches, team managers) **wait in the main hall or outside the venue until 4pm** when they will be called in by marshalls.

At that point there is access to the changing areas and poolside. Only swimmers, team managers, coaches and volunteers/officials will be permitted past reception to the changing areas and poolside.

Access to Spiceball for Spectators

It is requested that spectators **do not enter Spiceball until 4.30pm**. Access to the viewing gallery should be requested at reception.

As highlighted previously there is very limited seating on the Spectators Balcony and the Centre has maximum numbers it needs to enforce (45 seated and 20 standing). The centre will be enforcing its limits and may request spectators to leave the gallery or centre at their discretion. Please can parents limit their use of the spectating balcony to viewing their swimmers' heats and allow others to see their swimmers.

Spiceball have a strict **no photography policy**, please do not take video or photographs within the building.

Spiceball has a small self-service café next to reception however there are nearby amenities at The Light and Loch 29, providing food, refreshments, and entertainment. The town centre is close by with restaurants, cafes, and pubs. Banbury Cross and Banbury Gateway retail parks are also a short drive away.

Volunteers

The best views of the meet will be from poolside and we are happy to welcome helpers from all attending clubs. Volunteers from visiting clubs should make themselves known to the Meet Manager as soon as they arrive, near reception. We ask that anyone volunteering signs up on swim meet where they can request any preference.

<https://swim-meet.com/VolunteersSignup/Banbury/>

Lockers

There are **no bags permitted poolside**. Each visiting club has been allocated a team room and there are lockers available in the changing room that take a £1 coin or similar token. These should be used for personal belongings and valuables.

Rubbish

Rubbish sacks will be located near the seating, Clubs are requested that any rubbish is placed in these (e.g. empty drinks bottles or cartons).

Warm-Up

Warm up is expected to run from 4.10pm to 4.55pm. Details of the warm-up will be circulated nearer the meet.

Please note the first 5 heats need to **present to collecting by 4.45pm**

Poolside

There is a limit on the number of people on poolside at any one time as well as limited seating, as such we have allocated the clubs approximately enough seats poolside for their swimmers and the bigger teams have been allocated a team room which can accommodate approximately 20. It is requested that swimmers with a significant wait before their heat use the team room and that clubs ensure their swimmers are supervised.

Spiceball have highlighted the following:

- No bags poolside
- No food poolside, a water bottle is permitted
- No Photography within the building
- No use of mobile phones on poolside, in the changing area or toilets
- Supporting should be from the allocated seats or from behind the glass barrier in the changing area at end of lane.

Water fountains for refilling water bottles are available in the changing area.

Due to limited space and wet surfaces there is **no supporting/standing at the pool edge or around the Officials at end of lane**. Please can Clubs ensure their swimmers are aware of this and adhere to this. Supporting should be from seats or behind the glass partition in the changing area at end of lane.

Please be aware that the areas near the showers and between the showers area and poolside can become very slippery and care should be taken when traversing these.

Withdrawals

It is requested that clubs notify the Meet Manager of any withdrawals by the 15th November. However, we do recognise that it may be necessary to withdraw an entry on the day, withdrawals on the day should be lodged with the Meet desk (initially in the canteen) on arrival for the meet and at the latest 4.30. Swimmers that have not been withdrawn and fail to swim may incur a fine of £10 at the promoter's discretion.

During the Meet

An estimated schedule of the event will be posted on the Meet Website and the meet is also available on Meet Mobile. The Referees are aiming to complete the meet as quickly as possible and as such it is requested that swimmers present to the collecting area approximately 6 heats ahead of theirs. Team Managers should keep track of the events and not rely on the meet programme for timings as we have used approximate intervals. Should any delay occur, the meet may need to have a 15-minute break for the Officials which would be instigated at the Referees convenience.

Swimmers for the first 5 heats should present at collecting by 4.45pm to ensure there are ready for the 5pm start.

Protests (in accordance with SE rule 120) must be made orally to a referee and confirmed in writing as soon as reasonably practicable (and within 30 minutes) following the conclusion of the event during which the incident giving rise to the Protest took place, unless the reason for the Protest is known before the event, in which case the Protest must be made as soon as reasonably practicable before the event starts. Protest and Complaint forms are available in the Meet Information and Medals room next to reception, this will be open from 5pm.

Complaints should be brought to the Referee's attention who may deal with it or refer to the Meet Manager or the Centre staff. Formal complaints form will be dealt with in accordance with Swim England procedures as laid out in the Swim England handbook.

We request that Clubs are quiet for the start of each heat.

We request that swimmers follow Swim England guidance with respect to Jewellery

<https://www.swimming.org/library/362/1424>

As per World Aquatics rules (10.17) for swimming competitions: "No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect." Watches should not be worn during a swimmers heat.

Safeguarding

The Meet Welfare Officer is Clare Parsons.

Should anyone have a safeguarding concern this should be brought to the attention of the Meet Welfare Officer.

Officials

Firstly, we are still short of Officials, anyone who can officiate, who has not, we would ask to sign up as soon as possible.

<https://swim-meet.com/Availability/?m=3304>

Officials should report to the Creche at 4.15 and sign in.

The Officials briefing will take place at 4.30 and they should be poolside in position by 4.50-4.55.

Dress code for Officials in Oxfordshire is now a White Polo top, Black trousers and White or Black Poolside Shoes. If possible, Officials should conform to the new standard however if you have not yet invested in new trousers then Whites are acceptable.

Please bring your own water bottle.

Whilst we will be briefed in a room in the centre personal belongings should not be left there. The Centre has lockers in the Changing Rooms which should be used for personal belongings.

Care should be taken close to the pool edge.

Team Managers

A representative of each club should come to reception at **3.45 to collect their Poolside Passes and Finalised Meets Sheets** from the Meet Manager who will brief them on the Operation of the Meet.

Medals and Information

An information desk for the meet is located in the room next to reception by the entrance to the changing rooms. Please ask general questions about the meet at the information desk rather than the Centre Reception.

The information desk will have:

- Withdrawal forms
- Protest Forms
- Complaints Forms

Competitors will be able to collect their Medals about 30 minutes following completion of their event to allow for any protests with respect to it to be lodged particularly if they may affect the medal placings.

Lastly

We hope you greatly enjoy this meet and have a lot of fun and great PBs.

