

Coaches – Team Manager Briefing.

Venue access

- Please do not enter the main changing village - this is to protect yourselves as well as the swimmers. We have the capacity to provide an alternative route for coaches and TMs so we want to use it.
 - Access to the changing rooms will be a 'need' basis. I.e, in an emergency or for use of disabled toilet. If there is a need to enter the changing rooms for any reason please ask the event staff first where possible, and go in a pair, ideally this would be a Team manager not a coach.
- Toilets are underneath the spectator balcony
 - Additional lockers are upstairs by the sports hall if needed
- You can access reception by going either outside via the way you came in and round to the front, by going through the volunteer function room and up the stairs, or onto the spectator balcony and across. Take your pass.
- Medals will be collected on poolside. You may take pictures facing the banner
- The swim shop is in reception

Accreditations

- You have all got your accreditations, please keep these on you at all times. Our volunteers may check them, and you will be asked to show them on entry back to poolside.
- If you don't have a printed pass, you need to get this printed in the office, there will be an admin charge for this.
- Keep these visible, especially going in and out from poolside

Finals and withdrawals

- There will be 10 finalists and 2 reserves. All 12 swimmers need to withdraw from the final within the time frame if they don't wish to swim.
 - The withdrawal window will end 15 minutes after the conclusion of the session that the event was in.
 - Reserves who would like to race, should wait until this time and ask at the AOE office if they have a swim or not. If they don't, they will be free to go with no penalty. If they do, they will have already been added to the start sheet and must swim.
 - Reserves should not go home assuming that they won't be called up for a final. Wait, or withdraw.
- Swimmers who leave an empty lane in a final will be charged a fine. This will be via an OrderWhizz link, so the payment can be made by anyone, the fine will be £35.

If you are unsure - **PLEASE ASK**

Warm-ups

- Please wait for the lifeguards to be ready for the safety of the swimmers

- No equipment please - allowed in swim down pool if appropriate
- No swimming in the diving pit - we will use the non-comp pool
- Swimmers to be managed by TMs and coaches in warm up and cool downs - going in the right warm ups, behaving in the cool down pool
- If swimmers need wedges during warm-up and they aren't in, please feel free to put one in the lane the announcer is specifying. We will try to monitor but aware it's sometimes easier when you are there already.

Code of conduct/ safeguarding concerns

- Swimmers behaviour is the responsibility of the team managers, and associated club
 - If they do not show to marshalling we will not be chasing them
 - Behaviour issues will be reported back to the clubs
 - Please seek our support for any safety or safeguarding concerns

Photography/ filming

Not permitted unless no consent withdrawals are made or a filming request form has been submitted and approved. We will update on the day, once entries are in.

Phones

Please remind all swimmers no phones are allowed in the changing rooms at all. Any swimmer caught with their phones out in their hands will be reported to their club and it will be treated as a breach of Code of Conduct, we will expect clubs to record, deal with the matter and report back to us.

Anyone caught taking photos in the changing rooms, inc selfies, will be reported to the police and may be excluded from further activities whilst any investigation is ongoing.

Any misogynistic language heard at the event will also be reported to the Police.

It is vital that you as coaches & team managers instill the seriousness of the situation and the consequences of failing to abide by the rules.