



Jellie Park Swim Meets – Protocols / Information (11/08/13)

1. Setting up

Host clubs can arrive early and begin setting up some of peripheral gear for their meet prior to the booking start time. However, other water users (e.g. water polo) may be using the facility so every care must be taken to ensure there are no disruptions.

Computer equipment, catering and tables (if that area is not being used by other sports) can normally be set-up but any other pool deck equipment cannot be set up until the your booking begins.

2. Administration

The area adjacent to the west side stand is for computer and quantum staff to be setup. If no electronics equipment is being used, the laptop can also be set-up out by front reception.

3. Food Preparation

Friday night sessions, the table area in the cafeteria can be used.

Saturday and Sunday sessions, the small portacoms alongside the Council staff office (on the south side of the Jellie Park complex) can be used to prepare food. Ask reception to unlock the doors.

It is paramount that we leave any food preparation area clean and tidy. Don't forget to offer food to the council staff (front desk and life guards).

4. Entry to the venue

Swimmers must wear their club gear on entry so that they are easily identifiable to Council staff, otherwise they will be charged an entry fee. Spectators are no charge.

Swimmers can arrive earlier than the designated booking time but will not be allowed to warm up in the pool beforehand.

5. Storage of gear between meet sessions

None of the Wharenui based equipment is to be stored at Jellie Park between sessions. Instead this equipment must be taken offsite to a secure location by the host club.

Jellie Park based equipment is to be returned to its storage location.

6. Seating Plan

Clubs must organize a seating plan for all participating clubs(for club meets only). The seating plan must be emailed to the SCWC Administrator for posting on the SCWC website at least 2 days prior to the event beginning.

Copies of the seating plan should also be displayed at the door on entry to the sports hall. Spectators are encouraged to arrive later rather than earlier in order to allow other users sufficient space for their requirements prior to the start of a swim meet.

7. Medal table & results

The medal table can be set-up in the recessed area by the hydro slide or along the western wall (away from the exit doors) if this area isn't required for additional seating.

8. Marshalling

Swimmers to be marshaled in the area adjacent to lanes 6 to 8 in the recreation pool area.

9. Stationery

For club run meets, clubs must provide all their own stationery, including paper for the printer, pens and highlighters.

SCWC will provide the necessary stationary for Centre run meets and this can be picked up with the Wharenui based equipment.

10. Raffles / Programmes

This can be set up in the entrance hall by the Administration area. Care must be taken not to block exits and access. Please check with Council staff at reception on exactly where you can locate a table for this purpose.

11. Dry land warm up – winter meets

If an outside area is needed, the tiled space by the outdoor pool will be set aside for swimmers to stretch and loosen prior to the start of the pool warm up. Swimmers **MUST** be accompanied and actively supervised by a team manager or coach at all times. This area is to be accessed via the courtyard doors nearest to the changing facilities (not the exits doors of the sport pool) and swimmers must remain off the grass.

12. Equipment

What equipment is based at Wharenui?

1. Black briefcase containing the stop watches
2. The walkie-talkies
3. The Quantum case (which includes the laptop to operate Quantum)
4. Competition Laptop for operating Meet Manager 4 (contained in backpack)
5. Brother (model TN2270DW) mono laser printer for fast printing
6. Photo copier
7. Stationary supplies for center run meets

The club running the swim meet must arrange the pick-up and drop off of any of this equipment with Fiona Campbell (at Wharenui Pool). Do not rely on other people to do this.

- If you pick up the above equipment from Wharenui, you need to ensure it is taken into your home for protection and not left in the back of your vehicle (frozen electronics / laptops don't work too well after while). None of this equipment is to be left at Jellie park between sessions
- Do not open the Quantum case or remove anything from this case. This is very specialised equipment and only a handful of people are experienced to handle this so it should only be opened at pool side by experienced personnel
- Clubs can access the Meet Manager Laptop that is stored in the backpack
- Under no circumstances is any club to download any software (including printer drivers) onto either of the laptops (Meet Manager or Quantum) without discussing with someone for the SCWC Committee

What equipment is based at Jellie Park?

- 5 carry cases of electronic equipment – all carry cases are marked and labeled with their contents
- 1 x Cable carrier for the electronics (wind-up carry holder)
- 8 x plastic Button Holders
- 8 x Lunch boxes that are used for swimmers clothing
- Plastic warm up signs (stored in red storage bins)
- **Black starter box (packed in a “see through” plastic container) – to be used when the electronic equipment isn’t being used**
- 3 x square shaped fold-up tables (just purchased)
- White and green plastic chairs
- Clip Boards and lane markers
- 1 x Electronic scoreboard

The electronic scoreboard is stored at the northern end of the sports pool complex behind the grandstand in the hydro slide area. There is plastic cover that needs to be placed around it when put away for storage.

It is important that the electronic equipment is handled carefully (i.e. do not force connections, place it back into its respective container, roll the cords up neatly and wipe dry before putting into storage). If we fail to do the simple things right then the equipment will not last for which we have paid a significant sum of dollars for (i.e. treat it like you would your own).

All gear / equipment must left stored in a tidy condition

13. Recreation pool

Lanes 6, 7 and 8 in the recreation pool can be booked for warm down in after the event has started. If your meet has numbers warranting this additional space then your club needs to liaise with CCC re the booking of this space. There are many other users of the recreation pool so we need to ensure we respect all users.

14. Exits

All exits are to be kept clear at all times. The exit doors on the glassed side of the pool are to be used only by officials and for the retrieval of equipment. Swimmers are not to use these exits.

15. Car parking

There is limited car parking available at Jellie Park, although there is plenty available on the surrounding streets. Please allow sufficient time to walk a short distance to the facility if necessary.

16. Invoicing

The Christchurch City Council will send the invoice for the event to the host club. The host club is to advise the CCC within 2 days of the completion of the event of the overall numbers of swimmers taking part; less those who have withdrawn from the complete event (i.e. not turned up at all). Please note this does not include swimmers who have withdrawn from some events and not others.

The above entry fee will be added to club invoices; all swimmers will be charged at the same price, (e.g. \$3 per swimmer) and there is no differentiation between child and adult.

17. Rubbish

Please respect the pool environment and other pool users and ensure all rubbish is put in the bins provided in the facility and not left under seats. Team managers are expected to ensure club areas are left clean and tidy at the end.

If litter is left in a club's area SCWC may consider fining clubs if their designated area is left in an unacceptable condition, as has unfortunately happened sometimes in the past.