

## **INFORMATION for ACC SWIMMING CARNIVAL 23rd FEBRUARY 2018**

Please note the meet will commence at 7 pm sharp. Pool entry will be from 6.00 pm and warm ups can be commenced at 6:15 pm.

### **GENERAL INFORMATION**

#### **BUS DROP-OFF / PICK UP & PARKING**

**Please note that there will be very limited access for buses on-site at MSAC for drop off and pick – the Lakeside car park is the best option. Traffic is certain to cause parking problems, so please ensure you allow for this when planning transport details.**

Teams should be carefully supervised when crossing Aughtie Drive and may access their allocated seating **via the back entrance** of the centre as indicated on the map. Signs will be placed around the grandstand to assist schools moving to their designated seating area.

#### **INDIVIDUAL CAR PARKING**

Please advise staff and parents that there is very limited parking available at MSAC. All parking around MSAC is ticketed so please ensure that they have money to cover these costs. Some parking is available on-site, both in the front and rear car parks. The rear car park (multi-level) is accessed from Albert Rd (opposite Cecil St). A large number of parking spaces are available in the Lakeside Car Park – parking fees also apply. Everyone will need to allow plenty of time to arrive on time and locate parking. Further details regarding car parking can be found on the ACC website.

#### **AFTER MEET REFRESHMENTS**

Note that there will be the traditional after meet refreshments for Principals, Directors of Sport and Officials in the Champion's Room immediately after presentations are completed and you along with your key support staff are, of course, invited.

#### **Please also note the following points:**

1. Team Submission this year will once again involve the use of "Team Manager" software. A separate information sheet and event database will be emailed within the next few days. Deadline for submission is **Thursday February 22nd at 11:30am**. Changes can be made, but an official change of entry sheet will need to be completed and submitted to the Control Room at MSAC on the evening (or emailed prior to midday on the 23rd to the ACC Office). Should there be a late change in entries during the carnival, the official change of entry sheet needs to be submitted to the AOE Room window on pool deck. This must have the name of the student, his date of birth, the event number he is entering and the name of the student he is replacing. **Division 2 schools will also need to list the lane number.**
2. A program template will be distributed to schools electronically the day prior to the event. Each school will then be able print off their own copies.
3. Official's list and information booklet will be emailed out once all schools have submitted official's names.
4. Seating allocations will be similar to last year in the outdoor pool. Swim teams will generally be allocated seating in the lower half of the stand, with spectators and cheer squads sitting in the top section. All schools have been rotated several places since last year's event.

5. Coaches and spectators are strictly prohibited from the pool deck. Directors of Sport are responsible for informing your staff and students and actively supervising this. Access to the pool deck is via the stairwell in the level 2 foyer – this will be strictly managed to ensure only athletes and officials enter the marshalling area and pool deck. Directors of Sport from each College will be permitted if required (ie when submitting a change of entry sheet). If a school wishes to have a photographer access the pool deck, they will need to check in with the Event Coordinator and be provided with an orange official's vest. **Strictly no more than ONE person from each school will be allowed on deck for photography** and they must not get in the way of officials or competitors. All photographers must remain on the opposite side of the pool deck to the grandstand. All photographers will need to sign in before being provided with an official's vest and an ID name tag.
6. Standing on seats is strictly prohibited and any damage will see the relevant college sent a repair bill. Strong supervision by staff is desirable to manage this.
7. To ensure good order please:
  - a) ensure students have permission before they leave their designated area in the stands.
  - b) MSAC Security Staff will be patrolling during the Carnival, but we would appreciate each school regularly checking the change rooms and toilets.
  - c) There will be a large number of competitors gathering in the foyer area below the stand waiting to be marshalled. Please keep your students out of this area as much as possible to reduce the likelihood of competitors missing an event.
  - d) Please ask students to place rubbish in the bins available, not on the floor. All schools will face an excess cleaning bill if the grandstand or other areas are left in a mess.
8. It is crucial that your appointed officials arrive on time to meet with the Event Coordinator at **6:00pm** in the Marshalling Room. I would ask that each Director of Sport have a back up staff member nominated to step in should one of your officials not arrive by 6:45 pm. Please ensure that they understand the importance of arriving **on time, at 6:00 pm**.
9. SWIM CAPS - Please note the request for swim coaches to send two swim caps to the marshalling room for any swimmer that forgets. The ACC currently has a few spares for most Colleges, which will be left in the Marshalling Room.
10. **WARM UP** – Students may enter the complex at 6.00 pm and may begin warm up in allocated lanes **at 6:15pm**. All swimmers must exit the pool **by 6.45 pm**. Lanes are allocated as follows:
 

<b>Competition Pool</b>	
0. St Joseph's FTG & Mazonod	5. St Bede's
1. Simonds & Emmanuel	6. St Bernard's
2. St Joseph's Geelong	7. Whitefriars
3. Salesian	8. De La Salle
4. Parade	9. CBC St Kilda

Competitors can warm-up before the Carnival but not during the proceedings.

## 11. LANE ALLOCATIONS

The list of lane allocations for each event has been supplied with this information package. Please note that the lanes are the same for each event and will not change.

12. Division 2 schools are able to have two competitors in the applicable events. Every effort should be made by Division 2 schools to ensure that you have 2 competitors where possible (refer to the rules and lane allocations sheet to work out which events are allowed 2 competitors).
13. In order to streamline the marshalling process, each competitor is asked to have their event number/s written on their hand.
14. REMINDER TO ALL COMPETITORS - Do NOT climb over the Electronic Timing Device, even during warm up time. At the end of each race the competitors must leave the pool at the direction of the referee. No students are to enter the pool during or after presentation times. Please enforce these rules rigorously to avoid embarrassment for everyone.
15. Protests should be lodged by the school's Director of Sport to the ACC Executive Officer (Paddy McKenna) or the Event Coordinator (Ben Turner) within fifteen (15) minutes of the announcement of the result. The result of the protest will be forwarded to the school's Director of Sport as soon as the result is determined.
16. Please ensure you read the ACC Handbook rules pertaining to General Championship Rules and the Swimming Rules. These rules are also available on the ACC website: [www.accmelb.com.au](http://www.accmelb.com.au) under the "Sports & Events / Championship Rules" section.
17. Please note that the process for announcing disqualifications - only the **event number, lane number and DQ code to be announced** over the PA. The name of the school will not be announced publicly. DQ information will also be displayed on the scoreboard between races. The DQ codes used will be those of "Swimming Australia".
18. There were a number of disqualifications in recent years for incorrect attire – ie participants that wore underpants or speedos under their jammers were disqualified for having more than one swimming costume. Please ensure that your athletes are aware that only ONE piece of attire is legal under Swimming Victoria rules.
19. Meet Mobile App – heat sheets, results and times will once again be made available live via the app. An information sheet will be distributed providing details about how to download the app to your mobile device. The company that has produced the app has enforced a new payment system as part of a recent upgrade. Please note that there will be a cost to utilise the app this year: \$2.99 for a monthly account or \$9.99 for an annual account. This payment goes directly to the app provider and has nothing to do with the ACC. Further details are available in this Information Package.
20. Cups and Trophies to be returned for this year's event:
  - Div 1
    - WFD (Walsh Shield, Senior Cup)
    - SBM (Junior Cup)
    - DLS (Intermediate Cup)
  - Div 2
    - SAL (Div 2 Cup, Senior Cup, Junior Cup)
    - CBC (Intermediate Cup)

Please return the cups to the Control Room prior to the event commencing, ensuring that they are engraved and cleaned.

21. Information that I require from each school by **Wednesday February 14<sup>th</sup>** includes the **names of two staff that will act as ACC officials** at the event. I also require the **name and mobile phone number of the staff member from your school in charge of your cheer squad and spectators**. Please email them through asap and by Wednesday at the latest.

Should you have any questions please call the ACC office on 8561 1132 or 0433 282 445.

**Best wishes,**

A handwritten signature in black ink, appearing to read 'Paddy McKenna', with a stylized, cursive script.

**Paddy McKenna**  
**ACC Executive Officer**