COMPETITION NAME

DATE – LOCATION

Technical Bulletin

TECHNICAL BULLETIN TEMPLATE – The following is a template, all content should be carefully reviewed and updated by meet management in order to ensure it matches the needs for each competition.

OPTIONAL – Include a statement about the competition including number of swimmers.

**REGISTRATION:**

Registration will take place on <DAY OR DATE> from <TIME> to <TIME>.

Each team will be provided a package of bag tags for distribution to their swimmers, to be picked up by coaches at the athlete/competitor entrance. Swimmers are required to use these tags to access the facility for every session.

**FACILITY ACCESS:**

Access to the change rooms and the pool deck will be through the athlete/competitor entrance on the bleacher side of the entrance area. Please do not use the main turnstiles for entrance. All participants and spectators shall use the North entrance to the building.

**COACHES MEETING:**

The coaches meeting will take place on <DAY OR DATE> at <TIME> on deck between the dive tank and the entrance to the hospitality room.

**GENERAL POOL & WARMUP INFO:**

* The facility has XXX number of lanes.
* If needed, one lane will be designated for Para Swimmers during warm up in the warm-up pool.
* One backstroke start lane will be available, during each session in which there is a backstroke event (Thursday, Friday and Saturday) \*. Backstroke ledges will be used and provided for warmups.

**WARMUP INFO (Competition Pool):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Session | General Warm-Up | Dive Lanes (1 & 8)  Pace Lane (2) | Backstroke / Dive Lane  (Lane 7) |
| Day 1 | Preliminaries | 7:30 – 8:20 | 7:50 – 8:20 | 7:50 – 8:20 |
| Day 1 | Finals | 3:30 – 4:20 | 3:50 – 4:20 | 3:50 – 4:20 |
| Day 2 | Preliminaries | 7:30 – 8:20 | 7:50 – 8:20 | 7:50 – 8:20 |
| Day 2 | Finals | 3:30 – 4:20 | 3:50 – 4:20 | 3:50 – 4:20 |

**Warm-up Lanes (training pool):**

Additional warm-up/cool down space will be provided for the duration of the competition including the warm-up period as per the below.

* Preliminaries –Training Pool, Lanes 1-3
* Finals –Training Pool, Lanes 1-3

**50M START END (LC Events Only, possibly 25M Race Info for Novice Competitions)**

* All 50m races will start from the North End

**Para Swimmer Awards**

* Para awards for the mixed events (50 Free, 100 Free, 100 Back & 100 Breast) will be presented during finals after the event has finished and scoring is confirmed, regardless of the numbers entered.
* Time final Para medal winners will be recognized during finals warm-up on Sunday.

**Time Final / Additional Awards**

* Timed final awards to be presented prior to *O Canada* for the previous day’s events as follows:
  + 4:10 pm – Day 2 – 4 x 50 Freestyle Relay
* End of Final Session
  + 4x50 Medley Relay
  + Team Awards

**400 Freestyle Preliminaries**

* The 400 freestyle preliminaries heats will be swum alternating gender (Female then Male).

**Distance Events**

The 800 & 1500 freestyle will be senior seeded alternating gender and may be swum as mixed gender at the discretion of Meet Management. These events require positive check-in by the deadlines listed below.

|  |  |  |
| --- | --- | --- |
| **Day** | **Event** | **Check-in Deadline** |
| Thursday July 29 | 800 Freestyle | 8:30 am |
| Sunday July 31 | 1500 Free | 8:30 am |

**Relays**

Relay events are time finals and will be swum by category, seeded slow to fast. The deadlines for name submission and name changes are below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Event** | **Name Submission Deadline** | **Name Change Deadline** |
| Day 1 | 4x50 Free | 4:30 pm | 6:00 pm |
| Day 2 | 4x50 Medley F/M | 4:30 pm | 6:00 pm |

**OTHER IMPORTANT POINTS TO NOTE:**

* Results will be posted on Meet Mobile. Meet mobile results are unofficial and all final results will be published to Swimming Canada after the end of the meet.
* Heat sheets will be provided to coaches and officials, but there will NOT be any heat sheets available for sale. Heat sheets will be available on Meet Mobile as well.
* Please remind all swimmers of the warm up rules, as they will be adhered to during each warm up session.
* Hospitality will be offered in the XXX room for officials and coaches.
* Please remind your team to use the garbage bags and recycling receptacles provided. The facility requests that bleachers are cleared of all garbage by the end of the session. It would be greatly appreciated if you could assist us in this area.
* ***Parking will be at a premium, please carpool when possible. Overflow parking is also available at the overflow lot.***

**Scratches: As per the Swim Alberta Scratch Rule**

All known scratches to be submitted to the Meet Manager prior to the start of the meet.