



# GLASGOW INTERNATIONAL SWIM MEET

**24-26 MAY 2019**

TOLLCROSS INTERNATIONAL  
SWIMMING CENTRE

GLASGOW, SCOTLAND

*HELD UNDER FINA RULES/  
SCOTTISH SWIMMING REGULATIONS*

## £11,000

MINIMUM PRIZE FUND



# MEET INFORMATION PACK

HOSTED BY:



SUPPORTED BY:



Glasgowlife



Scottish  
Swimming

**#GISM19**

LICENCE: L1/600/SS/MAY19

# GLASGOW INTERNATIONAL SWIM MEET 2019

(Held under FINA Rules/Scottish Swimming Regulations)

**Dates:** Friday 24<sup>th</sup> May – Sunday 26<sup>th</sup> May 2019  
**Venue:** Tollcross International Swimming Centre, Glasgow  
**Pool:** 10 lane x 50 metre with separate 4 lane x 25 metre warm-up and swim-down facility  
**Meet Promoter:** City of Glasgow Swim Team (COGST)  
**Licence Number:** L1/600/SS/MAY19

## OUR MISSION

To deliver an annual international standard open long course swimming competition that is ideally placed in the UK and European calendar and attractive to regional, national and overseas athletes/clubs/teams. To showcase Glasgow as a city of sport, culture and education, with world-class swimming facilities and a club based training environment that supports a nation-leading programme.

## OBJECTIVES

- 1) Put competitors (and their clubs/teams) first – this meet's primary purpose is for them to perform to their best. Do everything we can to ensure the athlete experience is world-class.
- 2) Deliver a great event that athletes from Scotland, the UK and around the world want to come back to year after year.
- 3) Put/keep Glasgow on the international swimming map – meets, venues, programmes, universities, culture.
- 4) Event management, organisation, safety and security are of the highest standard given the resources available.
- 5) The profile of Glasgow as a place to live, study, work and swim is raised.
- 6) There is an opportunity for volunteer support and engagement.
- 7) Be spectator and athlete/team staff friendly.

## KEY PERSONNEL AND CONTACT INFORMATION

Meet Website: [www.glasgowswimmeet.com](http://www.glasgowswimmeet.com)  
General Email Enquiries: [info@glasgowswimmeet.com](mailto:info@glasgowswimmeet.com)  
General Phone Enquiries: **Ian Wright – 07956 881833**  
Email for Entries: [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)  
Facility Address: **Tollcross International Swimming Centre, 350 Wellshot Road, Glasgow, G32 7QP**  
Meet Director: **Lesley Prentice**  
Meet Referee: **Janice Morgan**  
Field of Play Manager: **Alan Fletcher**  
Entries Secretaries: **Brian McQueenie**  
AOE Team: **Sean Dawson**  
VIP Manager: **Marjorie Phillips**  
STO Manager: **Suzanne Gumbrell ([sto@glasgowswimmeet.com](mailto:sto@glasgowswimmeet.com))**  
Marketing Manager: **Thomas Scally ([tom.scally@glasgowswimmeet.com](mailto:tom.scally@glasgowswimmeet.com))**

## GENERAL INFORMATION

### Eligibility to Compete

All competitors must be registered with their National Federation to be eligible to compete (FINA Rule GR 1.1).

### Anti-Doping Testing

Please note that anti-doping testing may be in operation at this event.

### Swimwear

British Swimming and Scottish Swimming advise that FINA BL 8.1 only applies to Olympic Games and FINA events. A suit check will only be made if a World or European record is being claimed. There is no requirement for officials to check that costumes are on the approved FINA list. Bylaws BL 8.2 and BL 8.3 cover the requirements for design and material.

## MEET SCHEDULE AND CONSIDERATION TIMES

Friday 24 <sup>th</sup> May 2019		Saturday 25 <sup>th</sup> May 2019		Sunday 26 <sup>th</sup> May 2019	
Session 1 – Fastest Heats		Session 4 – Fastest Heats		Session 7 – Fastest Heats	
Warm-up: 08:00 Start: 09:05 Finish: 11:10		Warm-up: 08:00 Start: 09:05 Finish: 11:10		Warm-up: 08:00 Start: 09:05 Finish: 11:10	
Event	CT*	Event	CT*	Event	CT*
Women's 200m IM	2:35.89	Women's 400m IM	5:31.98	Women's 50m Butterfly	0:32.55
Men's 200m IM	2:28.51	Men's 400m IM	5:12.80	Men's 50m Butterfly	0:29.39
Women's 100m Butterfly	1:14.11	Women's 100m Breaststroke	1:25.65	Women's 400m Freestyle	4:51.02
Men's 100m Butterfly	1:05.72	Men's 100m Breaststroke	1:18.24	Men's 400m Freestyle	4:36.01
Women's 200m Backstroke	2:36.98	Women's 200m Butterfly	2:49.74	Women's 100m Backstroke	1:12.49
Men's 200m Backstroke	2:31.44	Men's 200m Butterfly	2:34.95	Men's 100m Backstroke	1:08.36
Women's 50m Freestyle	0:30.13	Women's 200m Freestyle	2:20.49	Women's 200m Breaststroke	3:04.84
Men's 50m Freestyle	0:27.23	Men's 200m Freestyle	2:09.66	Men's 200m Breaststroke	2:49.81
Women's 50m Breaststroke	0:39.71	Women's 50m Backstroke	0:34.69	Women's 100m Freestyle	1:03.65
Men's 50m Breaststroke	0:35.39	Men's 50m Backstroke	0:32.46	Men's 100m Freestyle	0:58.44
Session 2 – Remaining Heats		Session 5 – Remaining Heats		Session 8 – Remaining Heats	
Warm-up: 11:15 Start: 12:15 Finish: 15:15		Warm-up: 11:15 Start: 12:15 Finish: 15:15		Warm-up: 11:15 Start: 12:15 Finish: 15:15	
Women's 200m IM	2:35.89	Women's 400m IM	5:31.98	Women's 50m Butterfly	0:32.55
Men's 200m IM	2:28.51	Men's 400m IM	5:12.80	Men's 50m Butterfly	0:29.39
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Men's 50m Breaststroke	0:35.39	Men's 50m Backstroke	0:32.46	Men's 100m Freestyle	0:58.44
Men's 1500m Freestyle (HDW) – 3 heats	18:26.59	Women's 800m Freestyle (HDW) – 3 heats	9:57.27	Women's 1500m Freestyle (HDW) – 1 heat	18:34.94
				Men's 800m Freestyle (HDW) – 1 heat	8:54.21
Session 3 – FINALS		Session 6 – FINALS		Session 9 – FINALS	
Warm-up: 16:00 Start: 17:00 Finish: 19:30		Warm-up: 16:00 Start: 17:00 Finish: 19:30		Warm-up: 15:30 Start: 16:30 Finish: 18:30	
Fastest heat of Men's 1500m Freestyle		Fastest heat of Women's 800m Freestyle		C-B-A Finals of Women's 50m Butterfly	
C-B-A Finals of Women's 200m IM		C-B-A Finals of Men's 400m IM		C-B-A Finals of Men's 50m Butterfly	
C-B-A Finals of Men's 200m IM		C-B-A Finals of Women's 400m IM		C-B-A Finals of Women's 400m Freestyle	
C-B-A Finals of Women's 100m Butterfly		C-B-A Finals of Men's 100m Breaststroke		C-B-A Finals of Men's 400m Freestyle	
C-B-A Finals of Men's 100m Butterfly		C-B-A Finals of Women's 100m Breaststroke		C-B-A Finals of Women's 100m Backstroke	
C-B-A Finals of Women's 200m Backstroke		C-B-A Finals of Men's 200m Butterfly		C-B-A Finals of Men's 100m Backstroke	
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C-B-A Finals of Men's 50m Freestyle		C-B-A Finals of Women's 200m Freestyle		C-B-A Finals of Women's 100m Freestyle	
C-B-A Finals of Women's 50m Breaststroke		C-B-A Finals of Men's 50m Backstroke		C-B-A Finals of Men's 100m Freestyle	
C-B-A Finals of Men's 50m Breaststroke		C-B-A Finals of Women's 50m Backstroke			

- CT = Long Course Consideration Time. Swimmers must have achieved this time in an accredited long course meet (or the equivalent converted short course time) in order to enter.
- Warm-up and session times may be adjusted once all entries have been received and processed. Any changes to times will be notified when the draft programme is issued.
- HDW = Heat Declared Winner events

## COMPETITION RULES

- All ten lanes will be used for heats and finals.
- The top ten swimmers (regardless of age) from the heats of each event (except HDW events) shall progress to the 'A' final.
- The next ten swimmers (regardless of age) from the heats of each event shall progress to the 'B' final.
- The 'C' final shall be a 'Junior' final consisting of the next ten fastest swimmers from the heats aged 17/under (for males) and 16/under (for females) – all ages as at 31<sup>st</sup> December 2019.
- Finals for each event will be swum in C-B-A order.
- On each day, the fastest heats of each event shall be swum first, followed by all remaining heats of each event. The number of fastest heats swimming first shall be as follows: 50m events = six; 100m & 200m events = five; 200m butterfly and 400m events = three.
- The fastest three heats of 50m, 100m and 200m events and the fastest two heats of 400m events shall be cyclic seeded. All other heats will be spearheaded in time order.
- The Women's 800m and Men's 1500m Freestyle distance events shall be swam as Heat Declared Winner and limited to a maximum number of four heats with the fastest of those heats swimming during the respective finals session. The Men's 800m Freestyle and Women's 1500m Freestyle will be Heat Declared Winner with one heat of each racing in the Day 3 afternoon heats sessions.

Should the number of entries result in a combined heats session time of four hours or less on each or all days of the competition, the organisers reserve the right to alter the heats sessions at the time of the draft programme being issued, and swim them as one session. In this scenario, the slower heats will commence immediately after the faster heats have finished. If the meet is not full, the organisers reserve the right to adjust the placement of the freestyle distance events should doing so be deemed beneficial to the running of the meet.



## ENTRIES

Individual Events: **£10.00**

All payments must be made by electronic BACS transfer to the following account:

Account Name: **Glasgow International Swim Meet** Sort Code: **80-07-78** Account Number: **10117963**

Please use the reference **GISM and your Club Name** when making all entry fee transfers.

No entries will be accepted without the correct fee, or with the entry files incorrectly completed. Entry fees will not be refunded for any times submitted out-with the consideration time. No refunds will be given after the programme has been finalised.

Competitors must enter times achieved in accredited competitions held since 1<sup>st</sup> January 2016 and either be 50 metre pool times or conversions to 50 metre pool times (Official conversion tables: Hy-Tek standard conversion or ASA conversion tables may be used). All entries must be equal to or quicker than the respective event Consideration Time.

A proof of entry times report is required with entry. Random checks on entry times will be carried out prior to and during the event. Any swimmers submitting an unaccredited entry time will be withdrawn from that event and will forfeit their entry fee.

The organisers reserve the right to restrict entries to ensure session times are met and the overall smooth running of the meet. If it is necessary to reject entries, this will be done on the basis of entry time, slowest to fastest.

### Making Entries – Phase 1

All entries must be made using Hy-Tek Team Manager files. The entry file will be posted on the meet website [www.glasgowswimmeet.com](http://www.glasgowswimmeet.com) on [www.swimscotland.org.uk](http://www.swimscotland.org.uk) and [www.swimglasgow.co.uk](http://www.swimglasgow.co.uk) - and it can also be requested by emailing [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)

**The closing date for receipt of Phase 1 entries is 18:00 BST, Tuesday 30<sup>th</sup> April 2019**

The entry files and other required paperwork must be emailed to [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)

There will be no entries by post.

All payments must be received within three days of the entry closing date – i.e. by 18:00 BST, Friday 3<sup>rd</sup> May 2019.

Please ensure that you request an email read receipt, if you wish confirmation of entries being received.

The entry summary sheet (found in the entry pack) and proof of entry time report should be returned by email with the entry file.

A draft programme will be issued to teams by Monday 6<sup>th</sup> May.

### Making Entries – Phase 2

Clubs will be advised by Monday 6<sup>th</sup> May if any spaces are remaining. If the meet is not full, additional entries may be accepted until Friday 10<sup>th</sup> May. These entries must still meet the event Consideration Time and will be accepted on time basis (fastest to slowest). Phase 2 entries will not be eligible for the fastest heats sessions and will all be allocated where space remains in the slower heats sessions. Any such entries will cost £10 and must be made in the same way (i.e. via Hy-Tek file) or by submission of a spreadsheet (available in the entry pack). The programme will then be finalised and posted online.

### Reserves

Up to five reserves for the heats of each event may be allocated at the absolute discretion of the organisers. City of Glasgow Swim Team also reserves the right to fill any remaining lanes/spaces in the meet with additional City of Glasgow Swim Team swimmers. Reserve swimmers may be slotted into morning or afternoon heats depending on swimmer and lane space availability.

### Hy-Tek Team Manager Lite

For those clubs/teams who do not have a full copy of Hy-Tek Team Manager, the link to the Hy-Tek website for Team Manager Lite is: <http://www.Hy-Tekltd.com/downloads.html> Select **Team Manager**, then **Lite**

## WITHDRAWALS

### Withdrawals from Heats

Swimmers withdrawing from either heats sessions must do so by 19:00 on the day before the swim using the official withdrawal forms provided during the meet, or in advance by emailing [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)

Swimmers are requested to adhere to this deadline in order that accurate start sheets can be produced. Any swimmer needing to withdraw after the deadline must still do so on the relevant form at the Recorders' Desk. Empty lanes from withdrawals will be offered to any allocated reserves, followed by City of Glasgow Swim Team members where possible, so it is imperative that swimmers who do not intend to take part confirm their absence in advance.

### Withdrawals from Finals

Swimmers withdrawing from Finals must do so as soon as possible and no later than 10 minutes after the end of the session in which they have been competing. Any swimmer not wishing to compete in a final should withdraw using the appropriate form at the Recorder's desk.

### Reserves for Finals

Up to the point of 10 minutes after the end of the afternoon (slowest) heats session, meet recorders will allocate each withdrawn place in any final to the next eligible and available swimmer from the heats results. After this point there will be no named reserves and no further changes to the start list for finals. Any withdrawals after this point will result in empty lanes.

## AWARDS

**There will be a minimum total prize fund of £11,000.**

Prize money will be awarded to the top four male and top four female individual performances at the meet as recorded in the finals and HDW events only as determined by the FINA points system. The FINA points system used will be that which is used in the version of Hy-Tek Meet Manager under which the meet is operating. A swimmer can only win one of the top individual performance awards.

Prize money will also be awarded to the top three swimmers in each 'A' final and HDW event.

Prizes will also be awarded to the top ranked junior swimmer in each event (boys aged 17/under and girls aged 16/under as at 31<sup>st</sup> December 2019).

There will be no presentation ceremonies – swimmers will be able to collect their awards from the designated Awards Desk following confirmation of the results.

## RESULTS SERVICE & LIVE STREAMING

Live results will be made available on meet mobile and full results posted on the GISM and SwimScotland websites. [www.swimscotland.co.uk](http://www.swimscotland.co.uk) The meet will also be live streamed on YouTube and StreamScene.

## ACCREDITATION

All competitors and club/team staff in this meet will be issued with an accreditation pass which will allow them access to the changing village, designated seating areas and poolside. Accreditation passes must be worn and be visible at all times. Competitors should take their accreditation with them to the call room and marshalling areas.

## TRAINING PRIOR TO THE COMPETITION

A small number of lanes will be available at Tollcross International Swimming Centre from 16:00 until 20:00 on Thursday 23<sup>rd</sup> May 2019 for pre-meet training. These will be accessible on a first come first served basis and use may be restricted if demand is high. Clubs/Teams are encouraged to make their own booking with venue management should they wish to guarantee additional exclusive space outwith these lanes.

## PHOTOGRAPHY & VIDEO

Any person wishing to use digital video and/or photography of any kind must register their device(s) at the meet information desk. Throughout this event the organisers will have authorised personnel taking static photographs and video footage. These images are intended solely for the purpose of promotion of the event and may include live streaming on the internet. Images will be made available to our media partners and uploaded to our website and our social network sites. Should any competitor not wish to be photographed/videod please complete a form, available from the meet information desk. Anyone wishing their image to be removed from our website must give notice by email to [info@glasgowswimmeet.com](mailto:info@glasgowswimmeet.com) after which the data will be removed within seven days of receipt of said notification.

## ACCOMMODATION FOR INTERNATIONAL TEAMS

Event organisers have secured a number of rooms at the Holiday Inn Express at Strathclyde Country Park exclusively for international teams entering the meet. These can be reserved on a first come first served basis using the form within the Entry Pack. This hotel is a 10-minute drive from the pool approximately 6 miles (10 kilometres) south on the M74 motorway. Bed & breakfast accommodation is available at £100 per twin room per night (£50 per person) and £90 per single/double room per night. In addition, a 2-course evening buffet meal is available at a cost of £15 per person per day.

## ACCOMMODATION FOR UK BASED TEAMS

Glasgow has a wide range of hotels located throughout the city although there are only a small number of options within walking distance of the meet venue. Travelling teams are recommended to choose city centre based hotels for ease of access to transport routes and restaurants. Alternatively, the Premier Inn at Cambuslang is a useful option and is within 20 minutes walk of the pool.

### City Centre based (and within 10-15 minute drive from pool):

[Premier Inn City Centre \(George Square\)](#)

[Premier Inn City Centre South](#)

[Holiday Inn Express City Centre Riverside](#)

[Travelodge Glasgow Queen Street](#)

[Fraser Suites Serviced Apartments](#)

[Jurys Inn Glasgow](#)

[Apex City of Glasgow Hotel](#)

[CitizenM Hotel Glasgow](#)

### Out of city centre (and within short drive of the pool):

[Premier Inn Cambuslang](#) – 3 minute drive, or 15-20 minute walk from pool.

[Premier Inn Glasgow East](#) – 7 minute drive to pool.

[Premier Inn Glasgow Bellshill](#) – 15 minute drive to pool.

[Holiday Inn Express at Strathclyde Country Park](#) – 10 minute drive to pool.

## TRAVEL & TRANSPORT

Tollcross International Swimming Centre is in the east end of Glasgow, approximately 4 miles from the city centre which is well served by Glasgow Central and Glasgow Queen Street railway stations. The closest local railway station to the venue is Carntyne, approximately 0.7 miles (15 minute walk) north of the pool.

The venue is easily accessible by bus with multiple bus routes to/from the city centre immediately outside the pool on Tollcross Road and London Road.

Glasgow International Airport is located to the west of the city centre, 13 miles (20 minute drive) from Tollcross. Overseas teams wishing to arrange transfers from Glasgow International Airport to hotels should contact the meet organisers by email at [info@glasgowswimmeet.com](mailto:info@glasgowswimmeet.com) by Sunday 5<sup>th</sup> May 2019.

## PARKING

Free parking is available at the venue subject to the car park capacity. Further on street parking is available on the residential roads adjacent to the venue.

## CATERING FOR OFFICIALS & TEAM STAFF

Meals and refreshments will be provided free of charge for all meet officials. Club coaches/managers/staff may order meals and refreshments using the form provided in the Entry Pack.

## TECHNICAL OFFICIALS

Entering clubs/teams who are based in the SASA West District are requested to assist with provision of technical officials wherever possible. Travelling clubs are also welcome to provide technical official support.

Anyone wishing to officiate should contact: [sto@glasgowswimmeet.com](mailto:sto@glasgowswimmeet.com) to register their interest no later than Tuesday 7<sup>th</sup> May.

Guidance on kit, expenses and other requirements is available on request.

## SPECTATOR INFORMATION

**Spectator tickets will be available to purchase on arrival on each day of the meet as follows:**

Morning Heats tickets – Adults £4.00, Concessions £2.00

Afternoon Heats tickets - Adults £4.00, Concessions £2.00

Evening Finals tickets – Adults £8.00, Concessions £4.00

**Spectator tickets will also be available to purchase online in advance on the Eventbrite website (link to this also available on the meet website) as follows:**

Morning Heats tickets – Adults £3.00, Concessions £1.50

Afternoon Heats tickets - Adults £3.00, Concessions £1.50

Evening Finals tickets – Adults £7.00, Concessions £3.50

**A Meet Programme will also be available for sale at £5.00 in the venue and £4.00 online in advance.**

Food, drinks and other refreshments are available in the café at the venue.

## MEET SPONSORS

The Glasgow International Swim Meet is developed in partnership with Glasgow Life and Scottish Swimming. Other meet sponsors will be announced in due course.



## MEET RULES, REGULATIONS & CONDITIONS

- Entry and access to this competition is expressly subject to each and all of these regulations and may, where appropriate, also require compliance with the facility provider's regulations.
- Permission for any person to enter or to remain within the venue notwithstanding possession of any ticket by that person is at the absolute discretion of the venue staff, event stewards, officers of COGST and/or any police officer.
- No guarantee can be given by COGST that the event will take place at a particular time or any particular date and COGST reserves the right to reschedule the event without notice and without any liability for so doing.
- In the event of postponement, cancellation or abandonment of the event, refunds if any, will be made at the absolute discretion of COGST. COGST will have no legal liability to make a refund or to pay any form of consequential or indirect damage such as loss of enjoyment, travel and accommodation costs.
- The following are articles must not be brought into the venue: fireworks, smoke canisters, air horns, flares, any glass items, weapons of any sort. Any person in possession of such items will be refused entry at the absolute discretion of the venue staff, event stewards, officers of COGST and/or any police officer.
- No person may for commercial purposes take photographs or use any video recording equipment inside this event without the express written permission of COGST. The taking of photographs or use of video equipment for non-commercial purposes is permitted subject to compliance with Glasgow Life and Scottish Swimming guidelines.
- The use of mobile phones, cameras and audio/video recording devices is forbidden in the changing village, toilets and shower areas.
- Flash photography is not permitted at any time within the competition pool hall.
- No articles, periodicals, publications, flyers or goods of any nature may be offered either free or for sale by any persons within this event without the express written permission of COGST.
- Any person entering this event must at all times comply with any and all instructions of any venue staff, event stewards, officers of COGST and/or any police officer. Failure to comply within a reasonable time with any such instruction will lead to the person being asked to leave.
- COGST reserves absolutely the right to eject from this event any person failing to comply with each and all of these regulations.
- It shall be the swimmers' and coaches' responsibility to acquaint themselves with all of the information contained in this meet information book and information or changes announced at the Technical Meeting.



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**24-26 MAY 2019**

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SWIMMING CENTRE

GLASGOW, SCOTLAND

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**General Email Enquiries:** [info@glasgowswimmeet.com](mailto:info@glasgowswimmeet.com)  
**General Phone Enquiries:** Ian Wright – 07956 881833  
**Email for Entries:** [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)  
**Facility Address:** Tollcross International Swimming Centre, 350 Wellshot Road, Glasgow, G32 7QP  
**Meet Director:** Lesley Prentice  
**Meet Referee:** Janice Morgan  
**Field of Play Manager:** Alan Fletcher  
**Entries Secretary:** Brian McQueenie  
**AOE Team:** Sean Dawson  
**VIP Manager:** Marjorie Phillips  
**STO Manager:** Suzanne Gumbrell ([sto@glasgowswimmeet.com](mailto:sto@glasgowswimmeet.com))  
**Marketing Manager:** Thomas Scally ([tom.scally@glasgowswimmeet.com](mailto:tom.scally@glasgowswimmeet.com))

## GENERAL INFORMATION

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All entries must be made using Hy-Tek Team Manager files. The entry file will be posted on the meet website [www.glasgowswimmeet.com](http://www.glasgowswimmeet.com) on [www.swimscotland.org.uk](http://www.swimscotland.org.uk) and [www.swimglasgow.co.uk](http://www.swimglasgow.co.uk) - and it can also be requested by emailing [brian@swimglasgow.co.uk](mailto:brian@swimglasgow.co.uk)

**The closing date for receipt of Phase 1 entries is 18:00 BST, Tuesday 30<sup>th</sup> April 2019**

The entry files and other required paperwork must be emailed to [brian.mcqueenie@gmail.com](mailto:brian.mcqueenie@gmail.com)

There will be no entries by post.

All payments must be received within three days of the closing date – by 18:00 BST, Friday 3<sup>rd</sup> May 2019.

Please ensure that you request an email read receipt, if you wish confirmation of entries being received.

The entry summary sheet (found in this entry pack) and proof of entry time report should be returned by email with the entry file.

A draft programme will be issued to teams by Monday 6<sup>th</sup> May.

### Making Entries – Phase 2

Clubs will be advised by Monday 6<sup>th</sup> May if any spaces are remaining. If the meet is not full, additional entries may be accepted until Friday 10<sup>th</sup> May. These entries must still meet the event Consideration Time and will be accepted on time basis (fastest to slowest). Phase 2 entries will not be eligible for the fastest heats sessions and will all be allocated where space remains in the slower heats sessions. Any such entries will cost £10 and must be made in the same way (i.e. via Hy-Tek file) or by submission of a spreadsheet (available in the entry pack). The programme will then be finalised and posted online.

## Hy-Tek Team Manager Lite

For those clubs/teams who do not have a full copy of Hy-Tek Team Manager, the link to the Hy-Tek website for Team Manager Lite is: <http://www.Hy-TekLtd.com/downloads.html> Select **Team Manager**, then **Lite**

## ACCREDITATION

All competitors and club/team staff in this meet will be issued with an accreditation pass which will allow them access to the changing village, designated seating areas and poolside. Accreditation passes must be worn and be visible at all times. Competitors should take their accreditation with them to the call room and marshalling areas. Accreditation passes will be given out on arrival at the meet.

## SAFEGUARDING

The meet organisers are well aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. It should be acknowledged that the majority of images taken within Scottish Swimming licensed meets are appropriate and taken in good faith. However, images of children and adults can be misused, and sharing images widely without consent may betray a confidence or identify of a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

The meet organisers are committed to ensuring that all children who participate in this meet are able to take part in an enjoyable, safe environment and be safeguarded from harm. If you have any child safeguarding concerns at the event, please contact an Event Officer immediately to disclose your concerns.

## PHOTOGRAPHY & VIDEO

Any person wishing to use digital video and/or photography of any kind must register their device(s) at the meet information desk. Throughout this event the organisers will have authorised personnel taking static photographs and video footage. These images are intended solely for the purpose of promotion of the event and will include live streaming on the internet. Images will be made available to our media partners and uploaded to our website and our social network sites. It will not be possible to opt out of video footage being taken. Any competitor not wishing to be photographed must complete the necessary form, available in the Confirmation Pack or from the Meet Information Desk. Any person wishing to use their own digital video and/or photography of any kind must register their device(s) at the Meet Information Desk.

## ACCOMMODATION FOR INTERNATIONAL TEAMS

Event organisers have secured a number of rooms at the Holiday Inn Express at Strathclyde Country Park exclusively for international teams entering the meet. These can be reserved on a first come first served basis using the form within this pack. This hotel is a 10-minute drive from the pool approximately 6 miles (10 kilometres) south on the M74 motorway. Bed & breakfast accommodation is available at £100 per twin room per night (£50 per person) and £90 per single/double room per night. In addition, a 2-course evening buffet meal is available at a cost of £15 per person per day.

## ACCOMMODATION FOR UK BASED TEAMS

Glasgow has a wide range of hotels located throughout the city although there are only a small number of options within walking distance of the meet venue. Travelling teams are recommended to choose city centre based hotels for ease of access to transport routes and restaurants or those close to the pool east of the city. The closest hotel to Tollcross is the Premier Inn at Cambuslang and is within 20 minutes walk of the pool.

**City Centre based (and within 10-15 minute drive from pool):**

[Premier Inn City Centre \(George Square\)](#)



[Premier Inn City Centre South](#)

[Holiday Inn Express City Centre Riverside](#)

[Travelodge Glasgow Queen Street](#)

[Fraser Suites Serviced Apartments](#)

[Jurys Inn Glasgow](#)

[Apex City of Glasgow Hotel](#)

[CitizenM Hotel Glasgow](#)

**Out of city centre (and within short drive of the pool):**

[Premier Inn Cambuslang](#) – 3 minute drive, or 15-20 minute walk from pool.

[Premier Inn Glasgow East](#) – 7 minute drive to pool.

[Premier Inn Glasgow Bellshill](#) – 15 minute drive to pool.

[Holiday Inn Express at Strathclyde Country Park](#) – 10 minute drive to pool.

## TRAVEL & TRANSPORT

Tollcross International Swimming Centre is in the east end of Glasgow, approximately 4 miles from the city centre which is well served by Glasgow Central and Glasgow Queen Street railway stations. The closest local railway station to the venue is Carntyne, approximately 0.7 miles (15 minute walk) north of the pool.

The venue is easily accessible by bus with multiple bus routes to/from the city centre adjacent and close to the pool on Tollcross Road and London Road.

Glasgow International Airport is located to the west of the city centre, 13 miles (20 minute drive) from Tollcross. Overseas teams wishing to arrange transfers from Glasgow International Airport to hotels should contact the meet organisers using the form in the Entry Pack and emailing it to [info@glasgowswimmeet.com](mailto:info@glasgowswimmeet.com) by Sunday 5<sup>th</sup> May 2019.

## PARKING

Free parking is available at the venue subject to the car park capacity. Further on street parking is available on the residential roads adjacent to the venue.

## CATERING FOR OFFICIALS & TEAM STAFF

Meals and refreshments will be provided free of charge for all meet officials. Club coaches/managers/staff may order meals and refreshments using the form provided in the Entry Pack.

## TECHNICAL OFFICIALS

As with all Level 1 meets, a full complement of qualified Swimming Technical Officials will be required for this competition. Entering clubs/teams who are based in the West District and throughout Scotland are requested to assist with provision of technical officials wherever possible. Travelling clubs are also welcome to provide technical official support.

Anyone wishing to officiate should contact the STO Manager for this meet, Suzanne Gumbrell, at [sto@glasgowswimmeet.com](mailto:sto@glasgowswimmeet.com) to register their interest no later than Tuesday 7<sup>th</sup> May.

Guidance on kit, expenses and other requirements is available on request.

## ENTRY SUMMARY FORM

<b>GLASGOW INTERNATIONAL SWIM MEET 2019</b>			
<b>Name of Club:</b>			
I certify that the total number of male and female entries for the above named club is as follows:			
<b>Total number of staff accreditations required (coaches, managers, chaperones etc):</b>			
<b>Total number of male entries:</b>			
<b>Total number of female entries:</b>			
<b>Cost per entry:</b>	£10.00	<b>Total Cost of Entries:</b>	
<b>Total number of coaches/team managers' meals at £5 &amp; £8 per meal:</b>		<b>Total Cost of Meals:</b>	
<b>Total Cost to Transfer by BACS:</b>			
<b>Signed:</b>			
<b>Print name:</b>			
<b>Position in club:</b>			
<b>Date:</b>			
Please return this form by email to: <a href="mailto:brian.mcqueenie@gmail.com">brian.mcqueenie@gmail.com</a>			

All payments must be made by electronic BACS transfer to the following account:

Account Name:     **Glasgow International Swim Meet**

Sort Code:             **80-07-78**

Account Number:       **10117963**

Please use the reference **GISM and your Club Name** when making all entry fee transfers.

## COACHES & TEAM MANAGERS MEALS ORDERING FORM

<b>GLASGOW INTERNATIONAL SWIM MEET 2019</b>			
<b>Name of Club:</b>			
Please order meals during the meet for coaches and/or team managers from the above club as follows: (enter the number of meals required for each session in the boxes below)			
<b>Friday</b>	Morning (light meal) £5:	Afternoon (main meal) £8:	
<b>Saturday</b>	Morning (light meal) £5:	Afternoon (main meal) £8:	
<b>Sunday</b>	Morning (light meal) £5:	Afternoon (main meal) £8:	
<b>Total number of meals ordered:</b>		<b>Total cost of meals:</b>	
Please return this form by email to: <a href="mailto:info@glasgowswimmeet.com">info@glasgowswimmeet.com</a>			

*The cost of above meals includes tea, coffee or water.*

*Tea, coffee and water will also be available throughout the day in the Coach's Room.*

## AIRPORT TRANSFER BOOKING FORM

Teams arriving from outside the UK can book transfers to their hotel from Glasgow International Airport by completing the form below:

GLASGOW INTERNATIONAL SWIM MEET 2019			
<b>Name of Club:</b>			
<b>Total number of people who need airport transfer:</b>			
Please provide flight and contact details below:			
<b>Date &amp; Time of Arrival at GLA:</b>		<b>Flight Number:</b>	
<b>Date &amp; Time of Departure at GLA:</b>		<b>Flight Number:</b>	
<b>Contact Name:</b>		<b>Contact mobile phone number:</b>	
Please return this form by email to: <a href="mailto:info@glasgowswimmeet.com">info@glasgowswimmeet.com</a>			

## HOTEL BOOKING FORM FOR INTERNATIONAL TEAMS

Teams travelling from outside the UK can book accommodation at the Holiday Inn Express (Strathclyde Country Park) using the form below. Enter the number of rooms you require in the appropriate space:

<b>GLASGOW INTERNATIONAL SWIM MEET 2019</b>			
<b>Name of Club/Team:</b>			
<b>Thursday 23<sup>rd</sup> May</b>	Twin rooms:	Singles/Doubles:	Evening Meals:
<b>Friday 24<sup>th</sup> May</b>	Twin rooms:	Singles/Doubles:	Evening Meals:
<b>Saturday 25<sup>th</sup> May</b>	Twin rooms:	Singles/Doubles:	Evening Meals:
<b>Sunday 26<sup>th</sup> May</b>	Twin rooms:	Singles/Doubles:	Evening Meals:
<b>Contact Name:</b>		<b>Contact mobile phone number:</b>	
Please return this form by email to: <a href="mailto:info@glasgowswimmeet.com">info@glasgowswimmeet.com</a>			

**\*PLEASE NOTE THIS BOOKING FORM IS FOR INTERNATIONAL TEAMS ONLY\***

**Twin Rooms are available at £100 per room per night (£50 per person)**

**Single/Double rooms are available at £90 per room per night**

**2-course Evening Buffet Meals are available at £15 per person per day**



# SWIMMING TECHNICAL OFFICIALS APPLICATION FORM

On behalf of the Glasgow International Swim Meet Organising Committee I have pleasure in inviting your application to officiate at the above event being held at:

Tollcross International Swimming Centre, Glasgow, Scotland  
Friday 24<sup>th</sup> May to Sunday 26<sup>th</sup> May 2019

**Session start times each day are:**

09.05      12.15      17.15 (16.45 on Sunday)

**Please complete the following sections and return by email to: [sto@glasgowswimmeet.com](mailto:sto@glasgowswimmeet.com)**

or by **post** to:

**Suzanne Gumbrell, 17 Rosehall Way, Uddingston, Glasgow, G71 7FN**

Tel: 07561 555086

**Closing date for applications is 7th May 2019**

The club will be providing polo shirts so please advise your size in the box below if you did not receive a GSM officials polo shirt last year.



## Glasgow International Swim Meet 2019

Name							
Address							
Post Code							
Tel No.			BS Licence No.				
STO Reg No.			Timekeeper No.				
E-mail Address							
<b>Please advise polo shirt size required *</b>	S 35"	M 37"	L 39"	XL 41"	2XL 44"	3XL 46"	4XL 48"

Please indicate your current qualification(s):

Timekeeper		Judge 1		Judge 2		Judge 2S		Referee	
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Meal Requirements			Lunch			Afternoon Tea		
Friday 24 <sup>th</sup>	Session 1			Session 2			Session 3	
Saturday 25 <sup>th</sup>	Session 4			Session 5			Session 6	
Sunday 26 <sup>th</sup>	Session 7			Session 8			Session 9	

Please tick availability of sessions and if officiating at consecutive sessions if you will be taking the meal provided.

**Permission for an accommodation allowance must be approved in advance. If such approval is required please tick box/boxes below adding A for allowance.**

23 <sup>rd</sup>		24 <sup>th</sup>		25 <sup>th</sup>		26 <sup>th</sup>	
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## Important Notes for Ranking Files for United Kingdom Clubs Entering the Glasgow International Swim Meet

After the Glasgow International Swim Meet is complete the results will be sent to British Swimming for inclusion in their Rankings database. Only times included in the Rankings database can be used to enter British National and many other meets taking place in England.

However, British Rankings are now receiving what they consider to be an unacceptable amount of errors when they import these Ranking Files. Obviously, every error means extra time taken to check and usually they import the correct results and will then send back a list of errors where they cannot match the Ranking files sent to their database. Unless and until these are corrected, the swimmer's results will not appear on Rankings. Usually they are either name or date of birth errors and you will be contacted by the person who took the entries for the Meet to identify the swimmer's correct name spelling (remember to check for hyphens etc) and date of birth. Scottish clubs should ensure their Team/Swim Manager database is exactly the same as the Scottish Swimming membership database. English and Welsh clubs using Team Manager Lite should ensure that their database matches the information already in the British Rankings.

We need to minimise these errors as much as possible as they cause a lot of extra work both for Rankings and the person trying to process the results from the Meet. And most importantly for your swimmers who may otherwise find themselves disadvantaged.

British Swimming have also produced a new check whereby you can check your Team Manager database against Rankings, to use this tool please follow this link: <https://www.swimmingresults.org/teammanagercheck/>

***We request that all UK based clubs entering the Glasgow International Swim Meet run a check of their information through this link before submitting their entries.***

The British Swimming Rankings department also advise that we use the correct allocated "short name" for all Clubs - some clubs do, some are simple and obvious i.e. the short name for Aberdeen ASC is Aberdeen but some are less so and some clubs simply use either the 4 digit code or an abbreviation of their Club name i.e. NSNX or SASC for Stonehaven. Some example club codes are listed below and if all Clubs entered these 4 digit codes as the "short name" in their Team/Swim Manager it would help Rankings and it would also help Announcers as some of the currently used "short names" are not always immediately obvious to them either.

<u>Name</u>	<u>Code</u>	<u>"Short name"</u>
Aberdeen Dolphins ASC	NADX	Aberdeen Dol
Aberdeen ASC	NANX	Aberdeen
Alford Otters ASC	NAOX	Alford Otter
Aberdeen Diving Club	NAVX	Aberdeen DC
Bon Accord Thistle ASC	NBAX	Bonn Accord
Banchory Beavers ASC	NBBX	Banchory
Bridge of Don ASC	NBDX	Bridge O Don

The official club codes can be downloaded from  
<https://www.swimmingresults.org/clubcodes/>