



# IAPS Swimming Finals

## Saturday 3 June 2023



## Event information

[#iapsswim](#)

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## Qualifying for the finals

It is the school's responsibility to notify competitors whether they have qualified for the finals.

IAPS assumes all competitors that have qualified for the finals are attending unless otherwise informed.

The qualifying process is:

- **Individual races** - top 20 competitors in each age group/gender
- **Relays** - top 20 schools in each age group/gender
- **Small schools' relays** – top 10 schools
- **Para-race** – invitation only

### Replacing individual competitors

If a competitor cannot take part in their individual race due to injury, illness or another reason, the place will be offered to the next fastest competitor (**not to another competitor at the school**). Please notify IAPS if your competitor cannot take part.

If a competitor moves to another IAPS school between the qualifier and the finals, they must represent the school they competed for at the qualifier.

If a competitor moves to a non-IAPS school between the qualifier and the finals, they will no longer be eligible to compete.

### Replacing relay competitors

Relay teams should be made up of the same competitors who swam at the qualifier.

Replacement competitors are only accepted if this is necessary due to illness or injury.

# Getting to LAC

## Travelling to LAC

Public transport is the best and easiest way to get to and from the LAC, either by train, underground, bus or cycle.

The nearest London Underground stations are located at Stratford (10-minute walk) and Hackney Wick (15-minute walk)

- Stratford International railway station is a five-minute walk away
- St Pancras International & King's Cross railway stations are just seven minutes away by train to Stratford International
- The M25 is a 25- minute drive away
- Car parking is available in nearby [Westfield](#), which provides the best full day rate
- There are more than 140 cycle racks outside the LAC, including a Santander Cycles docking station located outside the centre

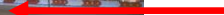
## On arrival at Stratford

- Follow signs for the Olympic Park
- As you walk towards West Ham United's London Stadium, with Westfield shopping centre behind you, the LAC is on the left-hand side
- You will see the big glass-fronted entrance
- Coaches and competitors should use the left-hand side doors to enter the building
- Spectators should use the right-hand side doors to enter the building
- Volunteers will be waiting to signpost you to the correct door

Coaches and competitors to enter the LAC to the left-hand side of the pool.



Spectators to enter the LAC to the right-hand side of the pool.



# 2023 schedule

Each year we rotate the schedule. This year the sessions are as follows:

## Morning session - girls'

### Session one warm-up - relays

Warm-up: 0800 – 0850

SS – 0800 - 0808 then 2 minutes sprint lanes 0,1,2,8,9

U10 – 0810 - 0818 then 2 minutes sprint lanes

U11 – 0820 - 0828 then 2 minutes sprint lanes

U12 – 0830 - 0838 then 2 minutes sprint lanes

U13 – 0840 - 0848 then 2 minutes sprint lanes

### Session one - relays (heat declared winner)

Start of relays: 0900

Estimated finish: 1000

Presentations **on poolside** throughout the session

### Session two warm-up - individuals

Warm-up: 1010 - 1050

U10 – 1010 - 1015 then 2 minutes sprint lanes 0,1,2,8,9

U11 – 1017 - 1022 then 2 minutes sprint lanes

U12 – 1024 - 1029 then 2 minutes sprint lanes

U13 – 1031 - 1036 then 2 minutes sprint lanes

### Session two - individuals (prelims then straight into finals)

Start of individual prelims: 1050

Estimated finish of individual prelims: 1150

### Para race warm-up

1150-1200

Start of finals: 1200

Estimated finish of finals: 1240

Presentations on poolside throughout the session

**POOLSIDE TO BE COMPLETELY CLEARED BY 1300**

**The above scheduled timings are subject to change.**

**There will not be another warm-up before the final races.**

## Afternoon session - boys'

### Session one warm-up - relays

Warm-up: 1330 – 1420

SS –1330 - 1338 then 2 minutes sprint lanes 0,1,2,8,9

U10 –1340 - 1348 then 2 minutes sprint lanes

U11 –1350 - 1358 then 2 minutes sprint lanes

U12 –1400 - 1408 then 2 minutes sprint lanes

U13 –1410 - 1418 then 2 minutes sprint lanes

### Session one – relays (heat declared winner)

Start of relays: 1430

Estimated finish: 1530

Presentations on poolside throughout the session

### Session two warm-up - individuals

Warm-up: 1540 – 1606

U10 –1540-1545 then 2 minutes sprint lanes, 0,1,2,8,9

U11 –1547-1552 then 2 minutes sprint lanes

U12 –1554-1559 then 2 minutes sprint lanes

U13 –1601-1606 then 2 minutes sprint lanes

### Session two - individuals (prelims then straight into finals)

Start of individual prelims: 1620

Estimated finish of individual prelims: 1720

Start of finals: 1730

Estimated finish of finals: 1800

Presentations on poolside throughout the session

**POOLSIDE TO BE COMPLETELY CLEARED BY 1830**

**The above scheduled timings are subject to change.**

**There will not be another warm-up before the final races.**

# General information

## Organising team/volunteers

The IAPS Sport team comprises two members of staff. Everyone else you will see on the day are volunteers, giving up their time to help make sure the event goes as smoothly as possible.

Please respect the volunteers and be mindful they may not know all the answers straight away. They will help you as quickly as they can.

All volunteers will be wearing a bright green/yellow top.

## Access into the venue

- Spectators will need to show their tickets to be allowed access.
- Coaches/competitors will come in another door and register with a volunteer.
- Everyone entering the LAC will be subject to a bag search.
- **No food or drink** can be taken inside, except by competitors.
- Entry into the venue is access-friendly, with lifts available to move between the spectator concourse (entry level) and competition pool.

## Toilets and changing rooms

- There are toilets located in the changing rooms for all competitors and coaches.
- There are toilets located on the spectator concourse and on the ground floor of the venue.
- Disabled toilets are accessible on the spectator concourse and in the changing rooms.

## Refreshments

- Only competitors are permitted to bring food and drink into the venue.
- All other food and drink must be purchased from the LAC Café, by the main reception.

## First aid

- First aiders will be located on the spectator concourse and the poolside.
- If anyone requires first aid, please contact a member of the organising team for assistance.

## Presentations

- All presentations will be held on the poolside immediately after each race.
- The top three competitors in each final will attend a presentation immediately after their race.
- Competitors should wear a T-shirt for presentations.
- Spectators **cannot** get onto the poolside to take photos. Please ask a member of school staff to take the photo.
- There will be an opportunity for photographs to be taken on the spectator concourse with IAPS branding.

## General information (continued)

### Merchandise

- Merchandise can be bought online before the finals [HERE](#).
- Merchandise is also available to purchase on the day.
- Any commission made from IAPS' official merchandise is reinvested in running the IAPS Sport programme.



### Results on the day

- All heat sheets, results and final races will be available on the Meet Mobile app.
- There will be **no printed** results available on the day.
- All results will remain available on the Meet Mobile app after the event.
- The Meet Mobile app is available to purchase on [app stores](#) (Apple devices) or via Google Play (Android devices).
- There is a small cost for downloading and use the Meet Mobile app.

### Officials and volunteers

- Officials will be wearing white clothing.
- Please respect the officials, they are giving up their time for free to ensure the finals are a success.



# Coach information

## Meeting your competitors

- Coaches must arrange to meet their competitors outside the LAC before entering the venue together.
- Spectators and competitors will be separated on entry to the venue, so it is **important** that coaches meet their competitors outside the venue beforehand.

## Coach passes and registration

- Coaches **do not** need to buy spectator tickets for the session their competitors have qualified for.
- Coaches will be given a coach pass at the registration desk on arrival.
- Coaches will be allocated coach passes as follows:
  - 2 coach passes available for up to 11 competitors
  - 3 coach passes available for more than 11 competitors
- You will only be given the exact allocation of coach passes required.
- If additional coaches/school staff wish to attend, they will have to purchase a spectator ticket and sit in the spectator seating area. They will **not** be allowed on the poolside.
- Coaches **MUST** be in school kit and/or have their school ID card to collect the passes.
- **Anyone in plain clothing or without a school ID card will not be permitted a coach pass or permitted on the poolside.**
- There will be no school packs to collect. All information will be available via the digital programme available on our website ahead of the event.

## Warm-ups and races

- It is the competitor's responsibility to attend their scheduled warm-up, report to the marshalling area and be ready on the starting block.
- There will **not** be any announcements calling for competitors to attend races.
- Please use Meet Mobile app to track which event is taking place and encourage the competitors to go down to the changing room in plenty of time.
- Heats and finals will run without a competitor if they are not in attendance on time.
- For individual races, the finals' list will be published on the Meet Mobile app. Please check this regularly to confirm whether a competitor has qualified for the final.

## Coach information (continued)

### Accessing the poolside and changing rooms

- Only coaches (in school kit/with school ID and with a lanyard) and competitors will be allowed into the changing rooms and on the poolside. Please note there will be security on the changing room doors, preventing other people entering.
- Coaches are allowed on the poolside for warm-ups.
- Coaches are not allowed on the poolside for races.
- Competitors should use the lockers in the changing rooms to store their belongings. Only string bags with a towel, water bottle and a T-shirt will be permitted onto the poolside.

### Discrepancies/appeals

- Any discrepancies should be taken up immediately after a race has finished with the chief official.
- Please go to the announcer on the poolside who will contact the chief official to speak with you.
- No photo or video evidence is allowed.
- The chief official's decision is final.

### Presentations

- Presentations will be held on the poolside immediately after each race.
- Coaches will be allowed onto the poolside to attend the presentation.
- There will be an opportunity for photographs to be taken on the spectator concourse with IAPS branding.

### Leaving the LAC

- When leaving the building you will be asked to leave from the ground floor to prevent congestion.

# Competitor information

## Meeting your coach

- You should arrange to meet your school coach outside the LAC before entering.
- You will be separated from spectators upon entry into the venue, so you must meet your coach outside first.

## Seating area

- Competitors are allowed to move between the competitor and spectator seating.
- Spectators cannot access the competitor side of the seating.

## Warm-ups

- Each age group will have eight minutes to warm up, including a two-minute sprint before the relay and individual prelim sessions. Please see the schedule for the exact timings.
- If you qualify, **there will not be another warm-up before the final.**
- Competitors should warm up in the allotted time.

## Heats

- It is your responsibility to be in the calling room/marshalling area on time.
- Officials will check competitors in for your race.
- Coaches are not allowed to follow competitors beyond the changing room.
- Competitors will be called **ONCE**. If you are not in the marshalling area, it is up to you to make sure you are at the block on time and ready to race.
- No show-no swim.

## Clearing the competitor/coaches' concourse

- It is imperative that the poolside is kept clean and tidy.
- Please collect all your belongings after your race.

## Leaving the LAC

- All competitors and parents who are leaving the venue will be asked to leave the building from the ground floor to prevent congestion.

# Spectator information

## Spectator tickets

- Spectator tickets must be purchased before the event via the website [here](#).
- Spectators are limited to purchasing four tickets per session.
- Tickets are sold on a first come, first served basis. Once they have sold out, there will be no more tickets.
- If there are any tickets left, they can be purchased on the day [online](#).

## Ticket prices

- Adults - £10 per ticket, per session, plus admin fees.
- Children aged 16 and under – free
- Competitors and coaches are free and do not need to purchase tickets.

## Entering the LAC

- Doors will open to spectators at approximately 0730 for the morning session and 1300 for the afternoon session.
- Tickets must either be printed out and brought to the event **OR** available on your phone ready to scan the QR code.
- Tickets will be exchanged for a wristband on arrival at the venue. The wristband will allow you entry for the purchased session(s) only. Once your session has ended, you will be asked to leave the venue. If you have booked both a morning and afternoon ticket, you will be allowed to stay in the venue all day.

## Seating and access to competitors

- Spectators are only permitted to sit on one side of the concourse.
- Seating is unreserved so please take all belongings with you as you leave your seat.
- Spectators cannot access the competitor side of the seating.
- Competitors are allowed to move between the competitor and spectator seating.
- Spectators are not allowed onto the poolside and should arrange to meet their school/child in a designated location after the races.

## Safeguarding

IAPS believes that the welfare and wellbeing of all children (young people under the age of 18) and adults at risk whilst attending an IAPS event is of the highest concern. All such persons have the right to safety and protection and any suspicions, concerns or allegations of harm will be taken seriously and will be dealt with swiftly and appropriately.

IAPS expects all adults attending the finals to have read the IAPS Code of Conduct for Spectators, Photo Policy and Anti-Bullying Policy. These are available to read and download from our [website](#).

IAPS expects all coaches/teachers present at the finals to be DBS checked, have read the IAPS Code of Conduct for Teachers/Coaches and have received relevant safeguarding training at their school/club.

IAPS expects all adults who are engaged with the delivery of sports events to fully comply with safeguarding procedures as laid out in the **IAPS Safeguarding Policy** and procedures and the **KCSiE** document.

If you have any safeguarding concerns at the event, please do not hesitate to speak to Emily Connell or Mike Kershaw or a member of the IAPS organising team.

# IAPS Codes of Conduct

IAPS Sport events are held in high regard by member schools. This Code of Conduct is a set of behaviours expected at IAPS events to ensure that they are enjoyable and fair for all children involved.

IAPS withholds the right to withdraw a school from a competition if they fail to comply with the Code of Conduct.

## Coaches

As a **coach/teacher/school representative**, you have a responsibility to:

1. Ensure that you have read and understood our Safeguarding Policy and Procedures.
2. Ensure that you have read and understand your school safeguarding policy and procedures and have undergone the necessary safeguarding checks. Ensure that all competitors understand your schools safeguarding procedures.
3. Ensure that all competitors are competing in the correct age groups according to their date of birth and not their school year.
4. Ensure, where appropriate, you have sought advice and/or consent from IAPS/NGBs for a pupil to play out of their age group.
5. Ensure that you and your competitors respect the rules of the game and that they are followed for competitors' safety.
6. Remember that your competitors play for fun and enjoyment, winning is only part of this.
7. Respect the officials and ensure your competitors and parents also respect the official's decisions. Without them we wouldn't be able to play our sports.
8. Ensure that you always use appropriate language and behaviour; never ridicule or shout at competitors for making mistakes or losing a competition.
9. Ensure that all equipment used meets the NGB safety standards and is appropriate to the age and ability of your competitors.
10. Provide opportunities for all competitors who wish to participate without overplaying the most talented.
11. Understand the effort that goes into organising an IAPS event. Late withdrawals create problems for the organiser and schools who have entered. Your place could have been given to another school on the waiting list.
12. IAPS withholds the right to withdraw your school from sports competitions if you fail to comply with the code of conduct.
13. Staff should respect all other schools in attendance and under no circumstances poach children from other schools at events.
14. Fully commit to this code of practice.

## Competitors

As a **competitor** at an IAPS sports event, you have a responsibility to:

1. Play for the fun and enjoyment of it, not just to please your coach/teacher or parents.
2. Accept the official's decisions at all times.
3. Respect your opponents and the match officials. Without the officials, you wouldn't be able to play the sport and compete.
4. Remember that the aim of the game is to have fun, improve skills and to feel good. Winning is part of this but not the sole reason why we play.
5. Work equally hard for the team as for yourself.
6. Treat all teammates and opponents as they would wish to be treated.
7. Co-operate with your coach, teammates and opponents – without them there would be no game.
8. Appreciate and respect the adults who make these opportunities possible.
9. Fully commit to this code of practice.

## Spectators/parents

We are delighted to welcome spectators to attend IAPS events.

As a **spectator/parent** at an IAPS sports event, you have a responsibility to:

1. Be a positive role model and lead by example. Children are involved in sport for their enjoyment and without undue spectator pressure.
2. Encourage children to play by the rules and respect the officials and their decisions
3. **Respect the officials and their decisions at all times. Video evidence from spectators will not be accepted in any cases to dispute decisions.**
4. Respect the coaches and their decisions; they give their time, energy and experience to coach your children.
5. **Refrain from any form of abuse towards players, officials and fellow spectators.**
6. Be friendly and respectful to the opposition.
7. Teach children that effort and teamwork are as important as victory so that the result of each event is accepted without undue disappointment.
8. Turn defeat into victory by helping children work towards skill improvement and a positive sporting attitude.
9. Be aware that IAPS events have comprehensive safeguarding policies and procedures, available on our website: <https://iaps.uk/sport/safeguarding.html>
10. Relax and enjoy the event.

IAPS wants all competitions to run without any negative incidents. Excitement and emotions can run high at events, not least amongst the supporters. Unpleasant and inappropriate behaviour is very rarely seen but you should be aware that **IAPS retains the right to ask you to leave the event if you fail to comply with the Code of Conduct.**

Thank you for your support.



**Website** <https://iaps.uk/sport.html>

**Twitter & Instagram** @iapsuksport

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