1. **Officials** (as enclosed and released on website)
   1.1 All officials are required to **report to the Convenor at 8:00 am sharp** at the Marshalling Stand and 15 minutes before the afternoon session for the Officials Meeting.
   1.2 **Swimmers cannot participate unless their schools’ officials are on duty.**
   ➢ Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > General Circulars > Division One】

2. **Application for Official Split Time** (as released on website)
   2.1 An administrative fee of HK$50 will be charged for each application.
   2.2 Schools should exercise strict control on the application(s) to make sure all applications are truly necessary. The application form must be duly filled in and submitted to the Recording Room together with the administrative fee on the day one hour before the race. Please download the application form from HKSSF website as needed.
   ➢ Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > General Circulars > Division One】

3. **Ticket Arrangement** (as released on website)
   3.1 Ticket arrangements have been made due to expected popularity and safety concerns
   3.2 Tickets will be allocated based upon request and availability to each participating school in the Division One on Day One (18 October) and Final Day (25 October) respectively. These tickets will be distributed at the discretion by the participating school
   3.3 All participants (including competitors and officials) are required to have a ticket for admission to the venue
   3.4 For collection of ticket:
   - Participating schools in the Division One are kindly requested to send representatives to the HKSSF Office to **collect the tickets for Day One from 14 October and the tickets for Final Day from 22 October** during office hours.
   - The representative must bring along his/her own HKID Card (for verification of identity) and an Authorization Form duly signed by the Principal / Teacher-in-charge. Please complete the Authorization Form on the HKSSF website.
   ➢ Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > General Circulars > Division One】
4. **Floor Plan & Seating Allocation** (as released on website)

4.1 Seating has been allocated by dividing the number of seats in the lower stand. It is not possible to allocate the number of seats requested in most cases. Your kind consideration is highly appreciated.

4.2 The VIP Block will be strictly reserved for our guests of honour.

4.3 Due to the large number of swimmers and spectators, for the safety of all participants, schools are reminded to stay **within your allocated block** to watch the races.

4.4 Designated area will be reserved for TV crews on the upper spectator stand for finals.

4.5 If you do not need the assigned seats on the upper block on Final Day, **it is schools’ responsibility to inform the Federation office, appropriate arrangement will be made accordingly.**

> Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > General Circulars > Division One】

5. **Resting Area** (refer to floor plan)

5.1 Resting areas are assigned at the corridor in accordance to the seating allocation marked with same colour. Spaces are limited and schools are requested to be considerate and respectful to each other. **Schools are not allowed to occupy others’ area or swap with other schools without prior approval of Management Committee.**

5.2 For safety sake, **inflatable beds or similar are NOT allowed.**

6. **Clear of Corridor**

It has been noted that the corridor have been greatly occupied by swimmers, which has caused great congestion to the passage. For safety sake, swimmers are reminded to **KEEP CLEAR of the corridor and stay on the ONE SIDE as marked with tape.**

7. **Competition Program** (as released on website)

7.1 Programme **WILL NOT BE MAILED / DISTRIBUTED** to schools. Schools are required to download sufficient copies from the HKSSF website.

7.2 The Day One Programme will be uploaded to the HKSSF website on 14 October 2019. Participating schools may download the programme from the HKSSF website.

> Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > Programs and Results】

7.3 Final Day Programme will be available on the web on the next working day after competition.
8. **Banner Display Arrangement**
   For schools who have applied for banner display is required to gain the approval from the management committee which has been arranged as follow:
   
   **Date**: 18 & 25 October 2019  
   **Time**: 08:00 am – 08:15 am  
   **Venue**: Main entrance to the swimming pool spectator stand  
   Please be reminded the size of the **banner should not exceed 3 x 11ft**. Late comers will not be entertained.

9. **Team Changes**
   9.1 No team changes are permitted for individual events unless a registered doctor’s certificate is presented to the Convenor to explain the withdrawal of the swimmer. **The swimmer who is replaced will be prohibited to participate in any event on the same day.**
   9.2 The deadline for substitution is 8:30 am on Competition Day.

10. **Warm Up**
   10.1 Warm up will be allowed at the main pool before competition.
   10.2 First event will start at 8:45 am.
   10.3 Please try to ensure that your warm up lane is supervised by a teacher/coach or a senior student to minimize accidents.
   10.4 Competitors must leave the pool immediately once their warm up session has been ended.
   10.5 Competitors must use the stairs allocated on each side of the pool when leaving the pool. **DO NOT pull themselves up at the touch pad area**, as this may affect the operation of the automatic officiating equipment.
   10.6 Time for afternoon warm up will be announced on the competition day.
   10.7 Warm up lanes arrangement at the main pool.

<table>
<thead>
<tr>
<th></th>
<th>Boys (8:15am – 8:25am)</th>
<th>Girls (8:25am – 8:35am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lane 0</td>
<td>SPC / SSCS</td>
<td>HYS / KGV</td>
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<tr>
<td>Lane 1</td>
<td>YWC</td>
<td>PCMS</td>
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<tr>
<td>Lane 2</td>
<td>SPCC</td>
<td>GHS</td>
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<td>Lane 3</td>
<td>SJC</td>
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<td>Lane 7</td>
<td>PCMS</td>
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<td>Lane 8</td>
<td>LSC</td>
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<tr>
<td>Lane 9</td>
<td>WYK / FSS-KT</td>
<td>DGS / HKIS</td>
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</tbody>
</table>
11. **Cool Down**
The Training Pool will be opened for cool down during competition. For the sake of swimmers’ safety and proper control of the cool down activities, please note for the followings:-

11.1 Swimmers are only allowed to use the cool down pool right after their races.
11.2 Swimmers will only be given 15 minutes for cool down.
11.3 Swimmers must collect their registration card after cool down and return to the spectator stand.
11.4 No spectators will be entertained.

12. **Marshalling**
12.1 The last seating block at the left hand side of the pool is for marshalling.
12.2 **Relay HEATS** – Teams will **SUBMIT their relay team sheet and student registration cards when marshalling**.
12.3 **Relay FINALS** – Relay team sheet must be completed and signed by the teacher in charge and forwarded to the Recorders’ Room **BEFORE 3:00 pm**.
12.4 It is the responsibility of the teacher in charge and the competitor to ensure that the marshaling procedure is completed as required.

13. **Discipline**
13.1 Teachers should supervise your students’ discipline throughout the competition, special attention should be paid to the cheering team on the upper spectator stand.
13.2 For safety sake, **students are NOT allowed to stand on the seats**.
13.3 **Cheering during ‘Start’ of race and Announcement is forbidden. Any kind of cheering props for sound making such as musical instruments, loudhailers, whistles, clapper sticks, water bottles etc. will NOT be allowed**. The Management Committee reserves the right to stop any undue noise that would disturb the competition.
13.4 Flags should only be waved within own seating allocation, **DO NOT dangle the flag over the balcony** as it could be a danger to those below.
13.5 Students are reminded to take away all their belongings and garbage when leaving the swimming pool.

14. **Photography**
Only **ONE** photographer will be permitted on the pool deck at any one time. **For your safety, photographers are NOT allowed to enter to the restricted area, please refer to the floor plan for arrangement**. Photographer bibs are to be collected from the marshalling area in the morning. Photographer must wear clean slippers on the pool deck area.
15. **Prize Presentation**

15.1 Trophies will be presented to the top FOUR teams in each grade and the overall.

15.2 Winning schools should arrange for not more than four competitors/school representatives to collect banners/ trophies at the presentation ceremony at any time.

15.3 Certificate of Merit will **NOT** be presented to record breakers at the Prize Giving.

15.4 Full team photographs should only be arranged when the presentation ceremony has finished.

The smooth running of the competition greatly depends on the co-operation of all parties concerned. Thank you for your kind attention.

Grace Chau  Sin Man Fai
Convenor

To : Schools in Div. I
Date: 14 October 2019