1. Attached please find:
   1.1 Officials List
      All officials should report to the covenor at 8:05am at the Marshalling Stand.
   1.2 Seating Allocation
      Due to the large number of swimmers and supporters, seating has been allocated by lot drawing, school
      must co-operate to sit according to the Seating Allocation.
   1.3 Floor Plan of Victoria Park Swimming Pool

2. Officials
   2.1 If any official fails to report duty on time, students from the school concerned will be strictly prohibited
      from participating in any competition throughout the official absence period and further action will be
      taken.
   2.2 Official vest will be provided for easy identification. All officials must wear the vest during duty and
      return the vest to the Marshalling by the end of each competition day.
   2.3 All officials should wear clean slippers when entering the Pool Deck Area.

3. Programme
   3.1 Programme WILL NOT BE MAILED / DISTRIBUTED to schools. Schools are required to
      download sufficient copies from the HKSSF website.
   3.2 The Day One Programme will be uploaded to the HKSSF website on 14 October 2019.
      ➢ Go to www.hkssf.org.hk【Inter-secondary Schools Sports Competition HK Island and
      Kowloon > Swimming > Programs and Results】
   3.3 Final Day Programme will be available on the web on the next working day after competition.

4. Substitution
   Substitution can only be done before 8:45am prior to the start of 1st event on Heats Day & should be supported
   by doctors’ certificates. The swimmer who is replaced will be prohibited to participate in any event on the
   same day.

5. Marshalling
   5.1 Block 7 to 9 (E7 – E9) at the East Spectator Stand is for Marshalling.
   5.2 Each event will be called twice. All competitors must report to the Marshal.
   5.3 Any competitors who arrive after their race being sent to the poolside are liable to disqualification.

6. Registration Card
   6.1 Registration card must be produced when competitors report to the Marshal.
   6.2 When swimmers finish their race, they must collect their registration cards and go back to the Spectator
      Stand / Cool Down Pool immediately. They are not allowed to wander around the Pool Deck Area.

7. Warm Up
   7.1 Warm up will be allowed at main pool before competition.
7.2 Please try to ensure that your warm up lane is supervised by a teacher/coach or a senior student to minimize accidents.

7.3 Competitors must leave the pool immediately once their warm up session has been ended.

7.4 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.

7.5 Time for afternoon warm up will be announced on the competition day.

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<tr>
<th>Boys</th>
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<td>Lane 8</td>
<td>Lane 9</td>
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8. **Cool Down**
The Diving 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:-

8.1 Swimmers are only allowed to use the cool down pool right after their races.

8.2 Swimmers must register with their registration card at the counter before entering the cool down pool.

8.3 Swimmers will only be given 15 minutes for cool down.

8.4 Swimmers must collect their registration card after cool down and return to the spectator stand.

8.5 No spectators will be entertained.

9. **Hygiene**

9.1 Swimmers, officials entering pool deck area MUST WEAR SLIPPERS or without shoes.

9.2 Swimmers should get changed and wash their bodies before warm up in the main pool.

10. **Safety**

10.1 Swimmers must not wander around or chasing each other in the corridor and the Spectators’ Stand.

10.2 Please keep the passageway clear to avoid congestion.

10.3 No eating, drinking is allowed at the Spectators’ Stand.

10.4 Teachers must instruct their swimmers to look after their personal belongings.

11. **Prize Presentation**

11.1 All winning teams can only send four representatives at the Prize Presentation Ceremony.

11.2 Due to limited space, photo taking is only allowed at the spectator stand.

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

Chan Tik Kei
Convenor

To : Schools in Swimming Division II
Date : 14th October 2019