Inter-School Swimming Competition 2019-2020
Division One
REMINDER

All information are available at the HKSSF website.

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

1. **Officials Reporting Time**
   All officials are required to report to the Convenors at **8:00 am** at the Marshalling Stand.

2. **Warm Up Session**
   2.1 Warm up will be allowed at the main pool before competition.
   2.2 Please try to ensure that your warm up lane is supervised by a teacher/coach or a senior student to minimize accidents.
   2.3 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.
   2.4 Please note for the warm up sessions:
      Boys:  8:10 – 8:20 am  
      Girls:  8:20 – 8:30 am

3. **Competition Program**
   Programme **WILL NOT BE MAILED / DISTRIBUTED** to schools. Schools are required to download sufficient copies from the HKSSF website.
   - Go to [www.hkssf.org.hk](http://www.hkssf.org.hk)【 Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > Programs and Results 】

4. **Floor Plan & Seating Allocation** (Final Day - 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 greatly appreciated.
   4.2 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.
   4.3 The VIP Block will be reserved for media & ONE student photographer of each school.
   4.4 Media & ONE student photographer will be allowed to stay in the designated area of pool deck area for presentation ceremony
   4.5 **Schools are not allowed to swap with other schools for any area at the lower stand or upper spectator stand without prior approval of Management Committee.**
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. **Ticket Arrangements**
   New tickets will be arranged for 25 October. All participants (including competitors and officials) are required to have a ticket for admission to the venue.
   6.1 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 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.

7. **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 on ONE SIDE as marked with tape.**

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** : 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. **Discipline**

10.1 Teachers should supervise your students’ discipline throughout the competition, special attention should be paid to the cheering team on the upper spectator stand.

10.2 For safety sake, **students are NOT allowed to stand on the seats.**

10.3 **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.

10.4 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.

10.5 Students are reminded to take away all their belongings and garbage when leaving the swimming pool.

11. **Photography**

Only **ONE** student photographer will be permitted at the VIP Block at any time on Final Day. **For your safety, photographers are NOT allowed to enter to the pool deck area, please refer to the floor plan for arrangement.** Photographer bibs are to be collected from the **Recorders’ Room** from 8:30 am.

12. **Relay Finals Entry**

Relay team sheets can be collected at the **Recorders’ Room** from 09:30 am. Completed and signed entry sheets must be forwarded to the **Recorders’ Room BEFORE 3:00 pm.** No Late Submission will be entertained.

13. **Prize Presentation**

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

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

13.3 **Representatives of all winning schools are requested to assemble at the Marshalling Area immediately after the last event at or before 4:45 pm.**

13.4 Certificate of Merit will **NOT** be presented at the Prize Giving. All Certificate can be collect at **Recorders’ Room** after presentation ceremony

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

Grace Chau  Sin Man Fai
Convenor

To : Schools in Div. I
Date: 21 October 2019