

Inter-School Swimming Competition 2024-2025  
Division Three (Hong Kong Island & Kowloon Two)

The following information has been / will be uploaded to the website and will NOT mail to schools.

- Go to [www.hkssf.org.hk](http://www.hkssf.org.hk) 【Inter-secondary Schools Sports Competition HK Island and Kowloon > Swimming > General Circulars > Division Three】

**1. Electronic Registration Card**

Electronic registration card (E-card) will fully replace the use of physical registration cards in competitions. The electronic device will be RETURNED to student immediately after Marshalling instead of picking up at the Registration Card Counter after the race.

**2. Marshalling**

- 2.1 Since electronic registration card (e-card) will fully replace the use of physical registration cards, hole punch on the e-card will not be applicable. Therefore, **Relay team sheet/ Relay form will be applied in all Relay Events (Both HEATS & FINALS).**
- 2.2 Teams will SUBMIT their relay team sheet and student registration cards **when marshalling.**
- 2.3 No amendment of relay team sheet will be allowed when marshalling.
- 2.4 Relay team sheets will be distributed to the teacher official when reporting duty at the Marshalling Stand at 8:30 am.
- 2.5 It is the responsibility of the teacher in charge and the competitor to ensure that the marshaling procedure is completed as required.

**3. Start List of Day 1** (as released on website)

Schools should check the names CAREFULLY to ensure all entries are included and CORRECT (names must be exactly the same as those in the student registration cards), for such information will also be used for printing of certificates.

**4. Officials Duty & List of Official** (as released on website)

- 4.1 All officials are required to **report to the Convenor at 8:30 am sharp** at the Marshalling Stand. Reporting time for afternoon session will be announced in the morning.
- 4.2 With enough support by volunteers this year, **schools are NOT required to provide one student official.**
- 4.3 If any official fails to report duty on time, students from the school concerned will be strictly prohibited from participating in any race and competition throughout the official absence period. If an official leaves his/her post and does not return, further action will be taken.
- 4.4 The number of officials is just enough to run a competition and all officials should expect to work whole day.
- 4.5 All officials must report and sign IN PERSON on both morning and afternoon sessions of the two day competitions. For the safety and insurance coverage of officials, any substitutions must provide written authorization from Principal and gain approval from the Convenor before 08:30am, otherwise school concerned may not be allowed to compete.
- 4.6 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.
- 4.7 All officials should **wear clean slippers** when entering the Pool Deck Area.

5. **Floor Plan** (as released on website)
6. **House Rules** (as released on website)
7. **Competition Program**
  - 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 or after 23<sup>rd</sup> September. Participating schools may download the programme 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】**
  - 7.3 Final Day Programme will be available on the web on the next working day after competition.
8. **Team Changes**
  - 8.1 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.**
  - 8.2 The deadline for substitution is 9:00 am on Competition Day.
9. **Warm Up**
  - 9.1 **Warm Up Rules** (as released on website)
  - 9.2 **Warm Up Lane Allocation** (as released on website)
  - 9.3 Warm up will be allowed at main pool before competition.
  - 9.4 **BOYS' Session: 8:30am – 8:40am.**
  - 9.5 **GIRLS' Session: 8:40am – 8:50am.**
  - 9.6 First event will start at 9:00am.
  - 9.7 Competitors must leave the pool immediately once their warm up session has been ended.
  - 9.8 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.
  - 9.9 Time for afternoon warm up will be announced on the competition day.
10. After finishing their races, swimmers must stay in their own lanes and should not leave until all swimmers have completed the race. Any undue obstruction to other swimmers may lead to disqualification.
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 Only swimmers, teachers and coaches will be allowed to stay in training pool area.
12. **Display of Results by QR code**

Results will be announced on the website and a QR code will be displayed at the foyer before entering to the spectator stand. Schools should scan the QR code and obtain the latest results.

**13. Control of Competition Area**

Only officials on duty, competitors are allowed to enter the competition area. Team managers, teachers etc. are not allowed to enter the competition area. In the case when non-officials or non-competitors wander around the competition area, teachers in charge should instruct them to leave the competition area.

**14. Hygiene**

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

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

**15. Safety**

15.1 Swimmers must not wander around or chasing each other in the corridor and the spectator stand.

15.2 Please keep the passageway clear to avoid congestion.

15.3 No eating, drinking is allowed at the spectator stand.

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

**16. Photography**

**Any student photographer who would like to take photo for their school** has to stay at the spectator stands for photo taking at all time.

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To : Schools in Swimming Div. III (HK & K2)

Date : 21<sup>st</sup> September 2024