

Inter-School Swimming Competition 2024-2025

Division One **Competition Information**

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

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

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 be a form of valid student registration card this year, 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 It is the responsibility of the teacher in charge and the competitor to ensure that each competitor can only enter either the medley or the freestyle relay. NOT both relays.
- 2.3 **Relay HEATS – Teams will SUBMIT their relay team sheet and student registration cards when marshalling.**
- 2.4 **Relay FINALS – must be completed and signed by the teacher in charge and forwarded to the Recorders’ Room BEFORE 3:00 pm.** No late Submission will be entertained.
- 2.5 No amendment of relay team sheet will be allowed when marshalling.
- 2.6 Relay team sheets will be distributed to the teacher official when reporting duty at the Marshalling Stand at 8:30 am.
- 2.7 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 8:15 am sharp** at the Marshalling Stand. Reporting time for afternoon session will be announced in the morning.
- 4.2 WITH enough support by schools 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 08:15am, 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. **Application for Official Split Time** (as released on website)

- 5.1 An administrative fee of HK\$100 will be charged for each application.
- 5.2 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】

6. **House Rules** (as released on website)

7. **Ticket Arrangement** (as released on website)

- 7.1 Ticket arrangements have been made and all participants (including competitors and officials) are required to have a ticket for admission to the venue.
- 7.2 Tickets will be allocated based upon availability and actual no. of participants (Teachers-in-charge & competitors) on Day One (9 October 2024) and Final Day (18 October 2024) respectively.
- 7.3 All participants (including competitors and officials) are required to have a ticket for admission to the venue.
- 7.4 For collection of ticket:
- Participating schools are kindly requested to send representatives to the HKSSF Office to **collect the tickets for Both Day One and Final Day in one go from 3rd to 8th October 2024** 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】

8. **Floor Plan & Seating Allocation** (as released on website)

- 8.1 Seating has been allocated by dividing the number of seats in the lower stand and all seating order is decided by lot drawing. It is not possible to allocate the number of seats requested in most cases. Your kind consideration is highly appreciated.
- 8.2 The VIP Block will be strictly reserved for our guests of honour.
- 8.3 Due to the large number of swimmers, for the safety of all participants, schools are reminded to stay **within your allocated block** to watch the races.
- 8.4 Designated area may be reserved for TV crews on the upper spectator stand.

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

- 9.1 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.**
- 9.2 For safety sake, **inflatable beds or similar are NOT allowed.**

10. **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.**

11. Competition Program (will be released on website on or after 7 Oct)

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

11.2 The Day One Programme will be uploaded to the HKSSF website on or after 7 October 2024. 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】**

11.3 Final Day Programme will be available on the web on the next working day after competition.

12. 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:

Time : 08:15 am – 09:00 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.

13. Team Changes

13.1 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.**

13.2 The deadline for substitution is 9:00am on Competition Day.

14. Warm Up (as released on website)

- 14.1 Warm up will be allowed at the main pool before competition.
- 14.2 First event will start at 9:00 am.
- 14.3 Please try to ensure that your warm up lane is supervised by a teacher/ coach or a senior student to minimize accidents.
- 14.4 Competitors must leave the pool immediately once their warm up session has been ended.
- 14.5 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.
- 14.6 Time for afternoon warm up will be announced on the competition day.
- 14.7 Warm up lanes arrangement at the main pool.

	<u>Boys</u>	<u>Girls</u>
	<u>(8:30am – 8:40am)</u>	<u>(8:40am – 8:50am)</u>
Lane 0	LSC	DGS
Lane 1	FSS-KT	VSA + HKIS
Lane 2	SPC	HYS
Lane 3	YWC	PCMS
Lane 4	RC	GHS
Lane 5	SJC	HKUGA + SPCS
Lane 6	CSWCSS	MCS
Lane 7	DBS	SHCC
Lane 8	WYK + WYHK	SPCC
Lane 9	HKIS + WIS	SMCC

15. 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:-

- 15.1 Swimmers are only allowed to use the cool down pool right after their races.
- 15.2 Swimmers will only be given 15 minutes for cool down.
- 15.3 Only swimmers, teachers and coaches will be allowed to stay in training pool area.

16. 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.

17. Discipline

- 17.1 Teachers should supervise your students' discipline throughout the competition, special attention should be paid to the cheering team on the upper spectator stand.
- 17.2 For safety sake, **students are NOT allowed to stand on the seats.**
- 17.3 **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.
- 17.4 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.
- 17.5 Students are reminded to take away all their belongings and garbage when leaving the swimming pool.

18. 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.

19. Prize Presentation

- 19.1 Trophies will be presented to the top **FOUR** teams in each grade and the overall.
- 19.2 Winning schools should arrange for not more than four competitors/school representatives to collect banners/ trophies at the presentation ceremony at any time.
- 19.3 **Representatives of all winning schools are requested to assemble at the Marshalling Area immediately after the last event at or before 5:00 pm.**
- 19.4 Certificate of Merit will **NOT** be presented to record breakers at the Prize Giving.
- 19.5 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.

Sylvia Ng Chu Lap Yin
Convenor

To : Schools in Div. I

Date: 3rd October 2024