
GPS

THE GREAT PUBLIC SCHOOLS'
ASSOCIATION OF QUEENSLAND



2019

GPS SWIMMING CHAMPIONSHIPS

Session 1: 6th Junior Carnival [10Yrs&U - 12Yrs&U]

Session 2: 96th Carnival [13Yrs&U - Open]

Event Guide

Friday 8 March 2019

Sleeman Sports Complex
Brisbane Aquatic Centre, Chandler

For further information or enquiries, please contact:

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General Information

Session 1: 10Yrs & U – 12Yrs &U

Start Time	8.30am	Schools Swim Squad entry to venue
	9.00am	General Entry to venue
	9.30am	First event
	11.55am	Last Event
	12.15pm	Presentations

Session 2: 13Yrs & U - Open

Start Time	1.30pm	Schools Swim Squad entry to venue (Block group entry + Wristband)
	2.00pm	General Entry to venue (with Admission Wristband only)
	3.00pm	First event
	5.35pm	Last Event
	5.45pm	Presentations

The Competition

This will be the:

- 6th Junior GPS Swimming Championships [10Yrs & U – 12Yrs &U] and the,
- 96th GPS Swimming Championships [13Yrs & U – Open].

Rules

The Competition will be conducted in accordance with the latest edition of the GPS Swimming Rules, which also refer to the FINA Official Swimming Rules.

The GPS Rules of Competition – Swimming will be made available to schools via separate email correspondence.

Protests

The procedure and forms to apply in the event of a disqualification or protest are included in the current rules as above and will also be in the Control Room at the event if required.

The Protest Room will be located near the Pool Deck [Medals Room] (Refer Map).

Program – Order of Events

Please follow the link to the GPS website under the Swimming section for Order and Timing of Events:

Refer Attachment: 2019 GPS Swimming Championships - Program – Timing and Order of Events

- *10Yrs & U – 12Yrs & U*
- *13Yrs & U - Open*

Lane Allocation will be as follows:

Western Stand

9 Toowoomba Grammar School
8 Nudgee College
7 Brisbane Grammar School

6 Brisbane Boys' College
5 Brisbane State High School
4 Gregory Terrace
3 The Southport School
2 Anglican Church Grammar School
1 Ipswich Grammar School
0 Free Lane

Eastern Stand

Note: Lane Allocation order is based upon a rotation system where schools below the line move one lane towards the centre from Lane 1, and schools above the line move one lane towards the Western Grandstand from Lane 6.

Back Up Date In the event of postponement, the alternate date is **Wednesday 13 March 2019.**

Team Nominations/ Entries

In 2019 the process for team nominations and entries of individuals to the event has been advised previously in separate correspondence.

1. Changes to Entries List [between close of nominations and day prior to Competition Day]

Changes to team nominations/ competitor entries can be advised to the GPS office by sending through a completed SUBSTITUTIONS FORM up to **5pm on the day prior to competition –Thursday 7 March 2019.** These forms have been provided via separate correspondence with Entries information.

2. Changes to the Start List (Competition Day)

Changes to team nominations/ competitor entries can be advised to the GPS Executive Officer on the day of the Championships in the Control Room by no later than 45 minutes before the first event:

Session 1 that is by 8.45am

Session 2 that is by 2.15pm

Changes made during the Championships must be advised to either the Event Official or the GPS Executive Officer in the Control Room in writing to ensure that PA announcements, published results and final standings are accurate.

Any changes must be made in writing on the SUBSTITUTIONS FORM ONLY.

NB: **NO changes** will be accepted once the event has been completed.

Parking/ Bus Drop Off & Collection

A Traffic Management Plan will be in effect from Friday afternoon from 7.30am to 7.00pm.

Marked road traffic barriers and Parking Attendants will be in place by 7.30am on Friday.

Traffic movements are expected to be heaviest from 7.30am – 10.00am and 12.30pm to 3.30pm and then again from 5.35pm to 6.15pm following the last event.

Summary

VEHICLE TYPE	EXP No	MAX Spaces	LOCATION	PASS
CAR PARK 2 TOTAL		200		
General Public	150		Car Park 2	No
CAR PARK 3 TOTAL		664		
Competitor / Participant Buses	50	50	Car Park 3 (Pick up and Drop off) Buses can stay onsite.	No
General Spectators	200		Car Park 3	No
SQ Officials / School Event Officials and school staff Cars	150		Car Park 3	No
CAR PARK 4 TOTAL		60		
VIP Cars	40	60	Car Park 4 [Boom gate controlled area]	Yes
OTHER				
Individual Cars Drop off and Pick up	-	-	2 MINUTE DROP OFF/ PICK UP ONLY ACCESS FROM SLEEMAN RD	No
Disabled Access	5		Car Park off Chandler Rd (near Chandler Theatre) and Car Parks 2 and 3.	Permit
Equipment Vehicles	9		Drop off and parking to be advised by request to the GPS office.	Yes

SLEEMAN SPORTS CENTRE ADVISE THAT THEY DO NOT SUPPORT SPECIAL TRAFFIC CONDITIONS BEING PROVIDED FOR VEHICLES EXITING ONTO OLD CLEVELAND ROAD DIRECTLY FROM THE RING RD. PLEASE ENCOURAGE ALL USERS TO USE TILLEY RD TO ENTER AND EXIT THE COMPLEX TO AVOID DELAYS.

Venue Parking Plan – Please refer to the attached document re: parking arrangements. Traffic Control staff will be stationed to direct traffic at key points in the venue.

Refer Attachment: Parking Plan – 2019 GPS Swimming Championships

Traffic Barricades

Chandler Rd, entrance to Reception to Brisbane Aquatic Centre.

The barrier will be placed at the entrance to Chandler Rd. The barrier will be manned by boom gate only and will also be available as an access point for Emergency vehicles and for Disabled Parking.

General Directions – Recommended entry to the Complex and Centre from the Tilley Road entrance only.

Parking charge - There is to be NO parking charge.

School Event Officials / School Team Support Staff Parking / Swimming Queensland Officials – Car Park “3” (664 Bays) - School Event Officials parking is to be in Car Park “3” - the main car park. Vehicles will be directed to that car park by signage and Sleeman Centre staff. Access will be permitted to Car Park “3” via the Tilley Road entrance to the left around the “Ring Road”.

Buses

The following information **must** be provided to your bus service providers and supervising teachers on the buses:

- The preferred entrance **to** the complex for buses is from Tilley Road via the Main entrance to the Ring Road [turn right].
- Buses must proceed to Car Park 3 to **drop off and pick up** students.
 - Security/Parking Attendants will be in place to monitor buses and the nominated Duty School is to provide a Bus Marshall School Event Official to assist with the co-ordination of buses to help with the orderly and safe departure of buses based upon the staggered exit order from the venue.
 - Parking Attendants will be in place to direct patrons at the entry and at the path to access the Aquatic Centre.
 - Students can then safely access the Aquatic Centre via the footpath through parkland to the Main Entrance.
- Buses are permitted to remain onsite during the event.
- Under no circumstances are buses to drive up Sleeman Road.
- All buses from Car Park 3 **MUST** exit via Tilley Road onto Old Cleveland Rd due to ease of access and safe use of traffic lights at the Old Cleveland Rd and Tilley Rd intersection for traffic flow.
 - Traffic Control staff will try and
- In order to ensure that Sleeman Sports Complex can assist with Bus Parking arrangements, please advise the GPS of the number of buses your school will be using **by 12 noon Wednesday 6 March 2019**.

The following positions per school have been allocated for Bus Pick Ups at the venue as per the Bus Pick Up Plan attached.

Slip Road North	IGS
Car Park 3	TSS, NC, then BGS, GT, BBC, BSHS, ACGS
Western Concourse {Chandler Rd}	TGS

Refer Attachment: Bus Pick Up Plan

Drop offs and Pick-Ups for Individual Students [2 minute Zone]

NB: It is suggested that parents/ friends responsible for doing Drop offs and Pick-Ups for individual students use Sleeman Rd, as it allows for easy access to the Main Entrance of the Brisbane Aquatic Centre, however there is limited access for this area. Parking Attendants will be in place to direct patrons.

General Parking – Car Park “2” and “3” - All general spectator parking is to be in Car Park “2” or “3”. Vehicles will be directed to that car park by signage and Sleeman Centre staff. Access will be permitted to these car parks from the Tilley Road entrance to the left around the “Ring Road”.

VIP (Headmasters, Heads of Junior School, GPS Sport and Activities Committee delegates) / Car Park “4” (40 Bays) - VIP parking will be in Car Park “4” [boom gate]. A separate VIP Car Park Pass will be issued directly to the Headmaster.

Special Arrangements for Dropping Off Equipment – can be made with the Venue through the GPS office for temporary parking off Chandler Road near the Reception entrance to unload equipment.

No Parking/ thoroughfare – no access areas will be controlled by Sleeman Venue staff i.e. Sleeman Road.

Disabled Parking - is available in all areas signed for those with permits.

School Team Information

Team Banners and Flags- will be permitted on the Western and Eastern Grandstands fastened on seats in front of the school area. Banners are not permitted to be hung from the walls at the Scoreboard end of the competition hall. Note: Banner size restrictions: 5m long x 1 m high. Please remove these at the end of the event.

Set up for School Banners and Flags – Four boys from each school (with school allocation wristbands) will be permitted to enter the centre to set up banners in their school area. NB: access from 8.00am [Session 1] and 1.00pm [Session 2].

These boys are to be granted access under the supervision of the GPS Sports and Activities Committee member or their representative. Entry would be organized via the front gate.

Nominated School Officials would also be granted entry from that time to designate school areas.

Competitors Dress – All competitors must compete in the correct colours and outfit designated by his school.

Schools Seating Order and Allocation

Refer Attachment: 2019 GPS Swimming Championships – Seating Plan map

Ticketing and Entry to the Pool (Schools' Admission Wristbands)

Note: Wristbands ARE NOT required for the Session 1 event but ARE required for Session 2. School Event Official Accreditation Passes will be used for both events.

We will be using Admission Wristbands and Accreditation Passes where necessary to ensure that the GPS and the Sleeman venue complies with legal regulations in relation to monitoring and controlling seating capacity. This cannot be allowed to be compromised as it is a significant Risk Management concern for the GPS Association and member schools. Both the Sleeman Sports Complex and the GPS Association are committed to providing a safe venue.

- Entry to the Brisbane Aquatic Centre will be by the ONE Main Entrance gate near Sleeman Road.
- Schools will be issued one set of Admission Wristbands as tickets for their school's Seating Allocation i.e. Spectator Seats, Parent Seats and their school's Swim Squad.
 - Session 2 Colour – Silver
- Admission Wristbands and Accreditation Passes for each school will be sent to the GPS Sport and Activities Committee member of each school by **Monday 4 March 2019.**
- Schools will not be charged for Wristbands [tickets].
- Schools will be responsible for promoting the availability of their school tickets to the event to their community and Old Boys and co-ordinating the process for distributing Wristbands tickets at their own school.
- Schools can offer unused Wristband tickets to schools on either side of their allocated seating.
- Signage will be arranged in the venue to clearly identify school seating areas.
- Wristbands must be physically placed on arms to gain entry – any unfitted wristband will be collected by venue ushers and patrons will not be permitted back into the venue if they exit the venue.
- No Wristband – No Pass - No Entry

Swim Squad Admission Entry - The venue has stated that they will not offer any alternative means for our Swim Squads to access the venue without the use of Wristbands.

NB: Swim Squads will be required to EITHER wear OR hold a wristband to enter the venue. Swim Squad members will be able to remove the wristband to move within the venue, and to swim in their events, and return back in without a wristband ON. The venue does NOT expect swimmers to wear their wristband whilst competing!

Schools are responsible for issuing Admission Wristbands for their school's Swim Squad (61 people). The school team (61 people) per school, are to be admitted in a block group from 8.30am [Session 1]/ and from 1.30pm [Session 2].

Venue Ushers will do a head count of the squad. Where a school swim team exceeds 61 in number, Swim Squad members in excess of the 61 maximum will also require a wristband for entry.

School Team Support Staff [5 only] will be issued with a separate wristband [Silver] and School Team Support Staff accreditation pass to gain entry to the venue. This will allow them access via the Main Entrance to then walk through the stands and down onto the Pool Deck. I.e. these (5) staff numbers are NOT included in your school's ticketing allocation, and separate wristbands have been issued.

General Spectator Admission Entry - will be available from:

- 9am [Session 1] [Security will be present at entrance]
- 2pm [Session 2]

Sleeman Venue Ushers will check wristbands at the gate entry point at the northern end (Sleeman Road end) of the Centre. No entry will be permitted through the foyer/reception area of the Centre.

To facilitate this, students/ spectators must be wearing their wristband for entry to the venue. The only groups permitted through will be the Schools Swim Squad as above.

School staff assistance will be required with this process of entry. There will be Sleeman Venue Ushers at each gate checking wristbands as people go through. Security staff will be in attendance also. We have been advised that we should be able to move people quickly if you can assist by organizing students to move in lines with the wristband on (can move 1,000p in 10 minutes or less).

School Supervisors (Crowd Control) will be required to assist Sleeman Venue staff to usher schools in via separate entry points near their respective seating, according to their grandstand, and order of block seating. This is a crowd management control designed to prevent altercations between school students as they move into the venue.

Public Admission – There will be NO seats available for general admission by the public. This will be a closed event.

School Event Officials will be issued with a School Event Official accreditation pass to gain entry to the venue. No wristband required. This will allow them access via the Main Entrance to then walk through the stands and down onto the Pool Deck OR School Event Officials may enter via the foyer in Reception to the Pool Deck.

NB: All School Event Officials need to go to the Check In/ Registration area located in the Aquatics Lounge near the scoreboard end of the pool (Refer Site Layout Map).

Headmasters and / or their other nominated Prep - Middle School delegate of each school are to use the 2019 GPS VIP accreditation pass for seating and parking (2 per school). No wristband required. Seating will be on Pool Deck. This is based on the assumption that there should be flexibility for Headmasters to sit with their school at times during the course of the event as there will be movement of people in the venue.

GPS Sport and Activities Committee members are to use the 2019 GPS VIP accreditation pass for seating and parking. No wristband required. As these staff assist with the conduct of the event - seating will be arranged on Pool Deck.

Unused tickets – It will be the responsibility of the GPS Sport and Activities Committee members for the school to ensure that unused tickets are given back to the GPS Executive Officer at the event so that unused ticket numbers can be reviewed at the end of the event. Unused tickets for a school may result in a reallocation of seat numbers for the next year. Please liaise with other schools who may have some unused tickets that can be reallocated prior to the event. This event is in demand, let's make sure the venue is able to seat interested spectators and participants to capacity.

Please provide these to the GPS Executive Officer in an envelope clearly labelled with the School's name (to identify which area has spare seats), and the number of tickets enclosed.

ANY SCHOOL FOUND TO BE COPYING ADDITIONAL ACCREDITATIONS OR TICKETS FOR ANY POSITION WILL BE REPORTED TO THE GPS HEADMASTERS IN ORDER THAT A PENALTY FOR THIS OFFENCE WILL BE DETERMINED.

Staggered Exit of Schools from the Venue [Exiting Procedure]

To facilitate the smooth movement of students to buses from the venue, school groups will be asked to stagger their departures from the venue once the event is completed.

In the "Spirit of Fellowship" this is intended to allow the schools with the furthest distance to travel, TSS, TGS, IGS and NC, the earliest departure.

Announcements will be made at each event over the PA by our Announcer notifying the order of this exit, and staff will be briefed accordingly.

Exit will be via the Main Concourse [or via the Western Concourse gates - TGS only].

The order will be:

1. TSS
2. TGS
3. NC
4. IGS

5. BGS
6. GT
7. BBC
8. BSHS
9. ACGS

Each school must ensure that at least 2 persons supervise students walking to the buses and with bus loading.

- **Bus pick up area procedure**

A Bus Pick-Up Event Marshall is to be assigned by the nominated Duty School to help with the orderly and safe departure of buses based upon the staggered exit order from the venue.

School "End of Meet Parties" Schools are to make their own arrangements with the Sleeman venue if wanting to organise for individual school presentations to be used for celebrations after the end of competition.

Please notify the GPS office so that we can assist with enquiries regarding your school function if asked!

Clean Up your area!

Schools are asked to clean up after themselves or the cost of cleaning will be invoiced to the schools.

Photography

School Video Camera Operators/ Photographers - a separate Accreditation Pass to gain entry to the venue will be issued directly to the school via the GPS Sport and Activities Committee member. No wristband required.

Once in the venue, School Video Camera Operators/ Photographers are requested to register at the School Event Officials area which will be located in the Aquatics Lounge (underneath the Eastern Grandstand). Access from Pool Deck near the scoreboard end of the pool [the room will be identified with signage].

A compulsory briefing will be provided by the GPS Swimming Sub-Committee Chairman (Matt Hannan) on check in and at this time the person will be issued with an Orange GPS Official Vest.

9am	Junior GPS
2.30pm	GPS

Vests are to be returned and signed back in at the School Event Officials Check In desk at the end of the event.

Corporate Boxes No.2 and No.4 are located in the Eastern Grandstand and have been allocated for the use of designated School Video Camera Operators/ Photographers (18 seats). One (1) Video Camera Operator and one (1) Photographer only per school will be permitted to that area.

Corporate Boxes No1. and No.3 have been designated for GPS appointed photographers and videographers for this event.

One (1) Photographer (still photos only) will also be permitted access to the pool deck in a set area [out of the way of Swimming Queensland Officials and timing equipment in front of the Control Room] and will be advised on arrangements for pool deck access on check in. (Refer Site Layout Map).

NOTE:

- We will have a fully Automatic Officiating Equipment system that is used at all Swimming Queensland meets and such system takes precedence over all equipment or human reports. Any video equipment used in protests is required to be synchronized with the Automatic Officiating Equipment and must operate at 100 frames per second, nothing else is acceptable.
- NO access is permitted to the underwater viewing area for Photographers/ VCOs.

Parents and supporters – under the Conditions of Entry for Sleeman Sports Complex, the use of cameras, audio or video recorders and other recording devices within this Facility is strictly prohibited, unless specifically advised otherwise. Those who wish to use video cameras or cameras with tripods are asked to contact the GPS office prior to the event to be given permission and access to a specific area allocated in the stadium at each event.

Catering Areas

Officials - Refreshments will be available in the Aquatics Lounge [School Event Officials Check In/ Registration] for Swimming Queensland Officials and nominated School Event Officials from 8.30am - 9.15am [Session 1] and 2.00pm – 2.45pm [Session 2]. Water and other drinks will be available in this room for officials throughout the event.

All day	Tea/ Coffee and Water
10.30am	Morning Tea

12.30pm Lunch [for those staying the whole day – numbers must be advised to the GPS office]
2.30pm Afternoon Tea

Kiosks - A kiosk will operate in the front concourse and on the Western Grandstands on Level 4. The plan is to set up separate stations for general food and a Boost Juice stand. The “Cafe” will be open at the entrance to the Reception. A copy of the final Kiosk Catering plan and menu will be circulated once confirmed with the venue caterers.

Self Catering – On site catering is provided by Queensland Catering. Self catering is not permitted. Schools are strictly advised that NO bulk food is permitted into the venue. There is a STRICT size limit on eskies allowed into the venue.

Schools must distribute meals to individuals at school before they leave or make arrangements directly through the GPS office for approval of distribution of meals in the grounds (e.g. Near lakeside lawn) at the Sleeman Sports Complex.

SENIOR EVENT

Headmasters | GPS Sport and Activities Committee Members and Special Invited Guests (School Captain’s Function – 2.15pm) - Refreshments for Headmasters, GPS Sport and Activities Committee Members and special invited guests will be available in MR 5 Room which is located off Pool Deck underneath the Eastern Grandstand. Invitations will be sent separately. Refreshments will also be available in the Aquatics Lounge at all other times.

JUNIOR EVENT

Heads of Junior School | GPS Sport and Activities Committee Members
Refreshments will be available in the Aquatics Lounge as noted above.

Water Stations – Schools are to be responsible for the supply of water stations for their students. Please note; no water coolers will be permitted on pool deck.

Toilets

Spectators Level 4, either end of the Grandstands
Competitors Change Rooms on Level 2, 50m pool deck

Equipment

Touch pads. Touch pads will be operating at both ends of the Main pool. These will be in place prior to and during the warm up time also.

NB: A copy of the test report (conducted prior to each event) will be provided to schools on request.

Back Wedges. Will be available for the competition and will be put in place under the direction of Swimming Queensland officials.

All schools have previously agreed not to use the backstroke starting blocks for the Junior event.

Access to the Competition Arena/ Warm Up Pool

General Only competitors, accredited School Team Support Staff, First Aid Officials, and School Event Officials (appropriately identified as a GPS Official) will be allowed entry to the pool deck competition arena. GPS Officials will be identified by a “GPS Official” vest or accreditation which can be obtained from the Control Room/ or will be issued to schools prior to the event.

We ask for your co-operation with complying with the above.

Athlete Entry to Pool Deck - athlete entry to the Pool Deck is to be ONLY from the stairs situated at the Dive Pool end of the hall for both the Western and Eastern Grandstands, 2 gates will be open onto the competition arena. Access to Marshalling will be directed with the use of bunting and barricades. Competitors must leave the competition area immediately at the completion of their event.

Access to the Warm Up Pool

Swimmers will be able to commence warm up at 8.30am [Session 1] and 1.30pm [Session 2] in the Main Pool (all lanes) and in the Dive Pool. Warm ups must cease at 9.10am and 2.40pm [20 minutes prior to the first event of each Championships].

The Main Pool Lane Allocation will be:

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9
IGS	ACGS	TSS	GT	BSHS	BBC	BGS	NC	TGS

0 Lane – Dives and tumble turns.

In the Dive Pool, all 8 lanes will be available for warm up from 8.30am and then during the rest of the competition. Lanes to be shared by all schools. Schools will be responsible for supervision of their own Swim Squads during Warm-Up / Down time.

School Team Support Staff [I.e. Swimming Coaches and Team Managers] – Five (5) staff per school are permitted on Pool Deck to assist your athletes with warm ups/ downs, marshalling and coaching. These staff are **not** permitted to take up positions inside the pool deck competition area fence other than during warm ups. A dedicated “Coaches Area” will be set up on the Western side of the venue (near the Marshalling area). Schools will be issued with a separate wristband and Accreditation pass (5 staff per school) to access this area.

NOTE: School Team Support Staff from each school are REQUIRED to be on the pool deck to control and supervise students at the Main Pool AND Dive Pool during Warm Up / Down times. Sleeman Life Guard staff have their own responsibilities for life guard duties.

Bags/ Equipment on Pool Deck

Due to safety considerations, no bags are to be taken on to the pool deck during warm up. Swimmers should be advised to take only a towel to the deck area and to towel off before re-entering the grandstand after warm-up.

Sprint Room available for towel storage if required.

Note: Water coolers, ice baths etc will not be permitted on pool deck.

Competitor Marshalling

Marshalling Room - Access is via pool deck stairways only.

Note: We will be using the Relay Room for marshalling for the event (located on pool deck level in the Western grandstand side of the pool). Please refer to the Site Layout map.

1-2 support staff from every school is to be available in the marshalling room for the Junior GPS session to ease confusion, and to facilitate staggered marshalling, and / or using the bag room as a pre-marshalling room for relays.

Relay Marshalling – as above.

Officials

FINA Graded Officials - Officials will be provided by the Swimming Queensland to assist with the conduct of the Championships.

Contact with Swimming Queensland Officials - Unless otherwise stated by the rules the GPS Executive Officer will be the sole point of contact with the Swimming Queensland Association Officials, on matters relating to the conduct of the Championships.

School Event Officials/ Other Roles - There are a number of officials/other roles that are requested to be supplied from within the schools communities to support the event.

Refer Attachment: School Event Info Request Form

Schools are to advise the GPS office by **12 noon Wednesday 6 March 2019** of the names of officials/assistants, and contact numbers if required.

School Event Officials Check In/ Registration / Briefings –

Briefing Information Sheets for roles will be provided to all schools prior to the start of the event.

ALL School Event Officials [and the School Photographer/ Video Camera Operator] are requested to register at the School Event Officials Check In area which will be located in the Aquatics Lounge (near the Aerobics Room). Access from Pool Deck under the Eastern Grandstand near the scoreboard end of the pool [the room will be identified with signage]. This registration is a key part of the event management for the Championships.

Please Check-In 30 minutes before your nominated start time (as above).

The purpose of this Check In / Registration Process is to:

1. Ensure we have the correct number of officials and helpers to conduct the event.
2. Issue GPS Officials Vests/ Venue Visy Vests as required [vest OUT / vest IN]
3. Pre-event Briefing - distribution of important event information - including emergency procedures and maps etc
4. Direct you to Swimming Queensland Officials who will be brief you on your duties as an Official.
5. Advise you of Food and Drink arrangements!

All Vests are to be returned to the School Event Officials Check In/ Registration at the end of the event, and then to the GPS Executive Officer.

Timekeepers – A briefing of Timekeepers will be conducted by Swimming Queensland Officials at 9.00am [Session1] and 2.30pm [Session 2] in the School Event Officials Check in/ Registration Room (Aquatics Lounge).

NOTE: IF YOUR SCHOOLS ALLOCATED SCHOOL EVENT OFFICIALS CANNOT MAKE THE TIMES REQUESTED PLEASE DISCUSS THIS ASAP WITH THE GPS OFFICE SO ALTERNATE ARRANGEMENTS CAN BE MADE. YOUR ASSISTANCE IS NECESSARY TO KEEP TO “GPS TIME”. EVENTS WILL NOT START WITHOUT THE APPROPRIATE OFFICIALS IN PLACE.

Announcer - Mr. Adam Bloch will be the announcer for the both sessions.

Security – The personal safety and health of each athlete, team official, employee, volunteer, contractor and the general public is of paramount concern to The GPS Association of Queensland. Security personnel will be available on the day to provide a safe and secure environment for all.

Sleeman Sports Complex Staff - The Sleeman Sports Complex will provide grandstand ushers and security staff to support the event. Liaison with the Sleeman Sports Complex Representatives on matters associated with the conduct of the Championships is to be through the GPS Executive Officer.

Official Programs | GPS Merchandise

We will be producing one program only for the both events.

- Schools will be invoiced by the GPS Association for the number of programs ordered on their behalf.
- Programs will be available for pick up by schools from the School Event Officials Check In/ Registration at the venue from 8am on the day of the Championships.
- Programs will be available for purchase on the day of the Championships [Program Sellers] near the front entrance gates, and in the Control Room.
- The cost will be **\$4.00** per program [incl. GST].

GPS 100 Merchandise - will be available for sale for Session 2: 13Yrs-Open from the Western Grandstand outlet.

Code of Behaviour

Please go to the GPS website under the Codes and Policies section for the GPS Code of Behaviour.

Please note: No alcohol is to be taken into or consumed on the premises.

For safety and other reasons, the following Rules of Behaviour, additional to the regular GPS Codes of Behaviour will apply:

- a. No spitting
- b. No crepe paper or confetti
- c. No zinc cream or face/ body paint
- d. Compliance with all pool signage
- e. No bags on pool deck, walkways or stairways
- f. Standing or sitting in stairways is not permitted;
- g. No stomping or standing on Grandstand seating;
- h. No leaning or hanging over handrails at the bottom of seating areas is permitted;
- i. No littering of pool deck, grandstand or walkways;
- j. All shave downs to be done prior to entry to the Centre
- k. The use of mechanical aids to barracking such as battery operated loud hailers are not permitted (Note: School non battery loud hailers/cones are permitted);
- l. Laser lights/guns are not permitted;
- m. The use of musical instruments is not permitted.**
- n. No smoking is permitted.
- o. No bubble blowers or poppers are permitted

Enthusiastic Supporters in the Grandstands: The enthusiasm of school staff and supporters to support their team is a wonderful tradition of the GPS Swimming event, and in the past has contributed to a wonderful atmosphere at the event. However, it continues to be of considerable concern to organisers of the event which includes the Headmasters of participating schools, and Sleeman Sports Complex Venue Management. This concern is based specifically around safety for all persons when seated near the front handrails with the potential to fall onto the pool deck area below, and general crowd management with people standing behind the lower seating areas.

Security staff will monitor crowd control, and move people on from the concourse areas. Security will also be stationed to roam in car park areas. If any patron does not comply, a warning will be given. If the behaviour continues they will be asked to leave the Centre/ Complex.

Notices will also be placed on the handrails next to seating to advise patrons of the safety arrangements.

School staff are asked to assist by discussing appropriate behaviour expected with student spectators and highlighting the above concerns prior to the event. School staff are also asked to assist Security staff by closely monitoring behavior. GPS Sport and Activities Committee Members, School Supervisors (Crowd Control) and nominated Emergency Supervisors will be asked to take action if required.

Spectator safety and protection cannot be allowed to be compromised as it is a significant Risk Management concern for the GPS Association and member schools. We ask for your co-operation with these arrangements.

Start of Races. Students are to be advised of the need for complete silence at the commencement of races from the time the whistle is blown until the gun is fired.

NOTE: THE EVENT WILL BE STOPPED IF SPECTATORS AND SCHOOL STAFF ARE NOT COMPLYING WITH VENUE STAFF.

Conditions of Entry - Sleeman Sports Complex

Please note venue Conditions of Entry:

- 1. You must comply with these conditions of entry and follow instructions displayed within this Facility or given by us (and any person appointed by us to manage the Facility) from time to time.*
- 2. You must not smoke in this Facility or within 4 metres of each entrance to the Facility.*
- 3. No alcohol, illegal or offensive substances or items, weapons, glass or sharp objects or oversized items of any kind are permitted in this Facility.*
- 4. The use of cameras, audio or video recorders and other recording devices within this Facility is strictly prohibited, unless we specifically advise otherwise.*
- 5. We reserve the right to conduct bag and body searches, and to confiscate prohibited items and items which in our opinion may cause injury or a nuisance to patrons using the Facility.*
- 6. You must not obstruct entry, exit or general movement of any person using the Facility.*
- 7. All children under 14 years of age must be accompanied and supervised by an adult (aged 18 years or older) at all times.*
- 8. Offensive or inappropriate behaviour will not be tolerated and will result in immediate eviction from the Facility.*
- 9. We may evict or refuse entry to any person at our discretion.*
- 10. You enter and use this Facility at your own risk.*
- 11. We do not accept responsibility for any loss or damage to personal property, whether in the facility or elsewhere.*
- 12. We do not accept liability for any injury or death to any person whilst in the Facility.*
- 13. You indemnify us against any loss, damage or claim which may arise from your entry or use of this Facility or the entry or use by minors in your care or control.*
- 14. To the extent permitted at law, you release us from all claims and liability in respect of, and indemnify us fully against claims or liability to any other person and expense we incur or may incur in respect of any personal injury, death, theft, loss or damage arising from your entry into, and use of this facility or the entry or use by minors in your care or control.*
- 15. Surveillance cameras are in use at this Facility.*
- 16. "We" and "us" refers to Stadiums Queensland, its employees, agents and contractors.*

Fire and Emergency Evacuation Procedures

Please Attachment: Sleeman Sports Complex - Brisbane Aquatic Centre Fire and Emergency Evacuation Procedures.

Each school is to appoint a staff member as their school's Emergency Supervisor and is to advise the GPS office of the details of that person by **12 noon Wednesday 6 March 2019**.

The Emergency Supervisor is to ensure that they are familiar with the procedures and that school staff and students have been briefed accordingly.

Emergency Supervisor - a separate wristband and accreditation pass to gain entry to the venue will be issued directly to the school via the GPS Sport and Activities Committee member.

The Event Controller for the purposes of the Evacuation Procedures will either be a Sleeman Sports Complex staff member.

First Aid Services

"Emergency Medics" has been engaged to provide two sports first aid staff from **8.00am to 6.30pm**. One First Aid Station will be located in each stand. Venue staff will liaise with First Aid staff.

Presentation of Trophy

The presentation of the Championship trophy by the Chairman of the GPS Association (Dr. Michael Carroll, Principal, St Joseph's, Gregory Terrace) will occur as soon as possible after the last event for each Championship:

Session 1	Event 68 – the 200m Medley Relay, 12 Yrs &U (scheduled to start at 11.55am).
Session 2	Event 42 - the 300m Relay, Open (scheduled to start at 5.35pm).

The GPS Executive Officer will co-ordinate the Presentation procedures.

The Presentation will take place underneath the Scoreboard.

All **Team Captains** are to meet with the GPS Swimming Sub-Committee Chairman near the Control Room immediately after the conclusion of the last event for a briefing on the Presentation procedures.

Trophy – 2018 Champion Team [10Yrs&U – 12Yrs&U] St Joseph's, Gregory Terrace; and [13Yrs&U – Open] Champion Team, Brisbane Grammar School, are requested to ensure that the Championship Trophies are delivered to the GPS Executive Officer in the Control Room before the commencement of the Championships.

Other Awards

- **Ribbons** – will be made available for collection for all Junior GPS [10Yrs &U – 12Yrs &U] races

GPS Centenary Banners - All member schools are requested to ensure that their school's GPS Centenary Banner (and stand) are delivered to the GPS Executive Officer in the Control Room before the commencement of the Championships. These banners will be used as part of the presentation ceremony.

Results

Event results and progressive results will be posted on the main scoreboard after Event 7, and every 5 events thereafter. These will also be regularly communicated via the Event Announcer.

We will also be using Meet Mobile for the event [live results].

The initial published results are provisional and may be subject to protest.

A hard copy of the event results and copy of the Meet Results file from Meet Manager will be available for pick up by the Director of Swimming/ MIC from the Control Room after the end of the Presentations.

Official results will be sent to The Sunday Mail newspaper, uploaded to the GPS website, and will be sent to schools via email ASAP - **Monday 11 March 2019.**

Qualifying Meet for Swimming Queensland and Swimming Australia Events

Boys competing at either Championships can use times from events at our meet to qualify for other State and National events.

Please advise your communities of the following:

- Application is made to Swimming Queensland on behalf of the GPS for the 2019 GPS Swimming Championships [Session 1] and [Session 2] to be designated as a qualifying meet for Swimming Queensland and Swimming Australia events.
- We have the required officials and equipment booked and confirmed for our event which complies with the requirements for approval
- We send the full Meet Manager results file from our event to Swimming Queensland immediately post event.
- Swimming Queensland is responsible for displaying eligible events on their website once approved. We have no control over when this will be displayed
- It is up to parents of boys to complete the required privacy and permissions forms used by Swimming Queensland to release the results information for their child that the GPS will provide to Swimming Queensland, it is NOT automatic that this information can be used

Summary of Deadlines

The closing dates and deadlines have been set to ensure the smooth running of the event. Your assistance adhering to these will be appreciated.

Monday 4 March	Admission Wristbands to arrive addressed to the GPS Sport and Activities Committee member 9am – School Squad List/School Squad Event Entries file to the GPS office
Wednesday 6 March	12noon –School Event Information Request Form - School Emergency Supervisor} Name and contacts - School Event Officials} Names and contacts - School Photographers / VCO} Names and contacts - Number of buses per school and drop off/ pick up times/ Equipment Drop Off cars times Accreditation Passes to be sent via email addressed to the GPS Sport and Activities Committee member 2019 GPS VIP Passes to arrive via Express Post addressed to the Headmaster/ Principal [7 x total] - 1 per Headmaster/ Principal - 5 guests

- 1 per GPS Sport and Activities Committee delegate

Friday 8 March

8.30am - Official Programs ready for collection from the Control Room addressed to the GPS Sport and Activities Committee member.
8.30am – Championship Shield [Session 1] to Control Room
8.45am – Changes to Start List [Session 1]
2pm - Championship Trophy [Session 2] to Control Room
2.15pm - Changes to the Start List [Session 2]

Monday 11 March

Official Results to all schools

SCHOOLS ARE REQUESTED TO ENSURE THAT ATHLETES, SCHOOL OFFICIALS AND SUPPORTERS ARE BRIEFED ON THE INFORMATION PROVIDED IN THIS GUIDE.

ATTACHMENTS

Please refer to additional Attachments provided with this Event Guide:

1. 2019 School Event Info Request Form [NOTE DEADLINE]
2. 2019 GPS Swimming Championships - Program – Timing and Order of Events
 - o 10Yrs & U – 12Yrs & U
 - o 13Yrs & U - Open
3. 2019 GPS Swimming Championships – Schools Seating Plan map – with seat #.
4. 2019 Brisbane Aquatic Centre - Site Layout (Level 2)
5. Brisbane Aquatic Centre - Fire and Evacuation Procedures
 - o NB: Emergency Egress – Grandstands East and West – Pool Level and Level 4
6. Parking Plan – 2019 GPS Swimming Championships
7. Bus Pick Up Plan

Please refer to additional Attachments on the GPS website www.gpsqld.or.au:

1. GPS Code of Behaviour

NB: 2019 GPS Rules of Competition – Swimming [to be sent via separate correspondence]