

INFORMATION FOR TEAM MANAGERS
4J Studios scottishathletics Indoor Relay Championships Finals
Sunday 12th February 2023
Emirates Arena, London Road, Glasgow, G40 3HG

Congratulations to your teams on qualifying for a place in the Relay Finals. We look forward welcoming you back to the Emirates Arena for the 4J Studios scottishathletics Indoor Relay Championship Finals. Clubs are asked to share this information with athletes and their families to ensure that all attendees are prepared for the event.

All relevant information can be downloaded from the Fixture Page on the **scottishathletics** website: [4J Studios scottishathletics National Indoor Relay Championships](#)

Spectators and Coaches

All non-athlete attendees should have registered with **scottishathletics** in advance via the dedicated Coaches and Spectators page [here](#). (Parents can register via their child's account if they are not members themselves). All attendees will need to show their confirmation e-mail (either printed or on a mobile device) to gain access to the venue on the day.

Online entry fees:

Spectators - **£3**

Coach members of **scottishathletics** - **Free**

A pay on the day option of **£4** by card is available for those who have not registered in advance. Coach members must register in advance if they wish to avoid the £4 on the door fee: we will not be able to check memberships on the day for free entry.

Admission

Entry to the stadium will be on Level 3. There will be no admittance through the main reception area. Declarations will close 60 minutes before the start time of each event.

Car Parking

We anticipate a large number of cars to arrive at the venue, so please ensure that you arrive in plenty of time to park before you need to declare for your event(s). All drivers must be considerate to local residents and venue users and park responsibly.

Please be aware that Celtic's home match will be kicking off across the road at 4pm. Parking may be restricted throughout the day, and roads are likely to be busy in the afternoon.

Declarations

Declarations forms will be available on the morning of the event. Once again, paperwork should be collected and completed by team managers on behalf of their teams. Athletes should not report to declarations, but instead make their way directly into the arena on arrival. Team Managers must select their teams from the athletes declared for the heats on 28th January. No new athletes may be named in any team on the day. Team Managers must return completed team declarations sheets to receive their team packs.

Declarations Opening Hours: 0830 - 1400hrs

Declarations close **60mins prior to event start time**

Composition of Relay Teams

Rule TR24.10: Each member of a relay team may run one leg only. Once a relay team has started in a competition, up to a total of four additional athletes may be used as substitutes in the composition of the team. If a team does not follow this rule, it shall be disqualified.

One athlete per team may be declared in a team from the age group above their own. They cannot also be declared in any team within their own age group on the same day,

Athletes who are members of teams already eliminated from a competition may be used as substitutes in further rounds in another team from the same club, on the provision that they have been named as a reserve in the team at the time of declaration.

Any changes made to a team's running order between rounds **must** be reported to Declarations as soon as possible, **before athletes report to Assembly**. After the call time for that round, further changes cannot be made. Teams who do not notify Declarations of changes may not be permitted to race.

Only athletes declared as reserves on the original declarations form may be substituted in for the final.

Accreditation

Access to the competition area on the ground floor of the Emirates Arena will be restricted to **scottishathletics** officials, athletes and team managers/chaperones only. Spectators and non-competing athletes will not be permitted to roam in this area.

Coaches will be issued a wristband at admissions on arrival, which will grant them access to the warm-up area with their team. Athletes must wear, or have possession of, their race number to access the warm-up area. Should any team not be accompanied by a licensed coach on the day, please contact events@scottishathletics.org.uk as soon as possible to request access for a club volunteer.

Warm Up Area

The warm-up area is located behind the seating on the back straight of the track. Congestion outside the warm up area must be kept to a minimum. Athletes who are not warming up for their events must NOT 'base' themselves in this area and should return to seats within the stand.

Athletes, team managers and officials must make themselves familiar with the warm-up area etiquette. Please ensure that the warm-up area is left tidy, and put any litter in the bins provided.

Athletes and team managers must also listen for announcements made within the warm-up area regarding potential assembly and timetable changes.

Assembly Area

Athletes should report to the assembly area on the back straight as per the published assembly schedule, after leaving any kit in the bag-drop area.

Numbers will be issued within team packs at declarations. Numbers must not be folded, mutilated or concealed in any way. Vests, competitor numbers and spikes will be checked in the final assembly area, and leg numbers will be distributed there. All relay athletes must wear a club vest in the same design as their teammates.

Spikes should not be worn outside of the athletics arena at any time.

Spike length must not exceed 6mm. Please note spikes will NOT be on sale at this event. Under no circumstances will athletes be allowed to use needle spikes on the Mondo surface. Any athlete found to have these spikes whilst using the Mondo surface will be asked to remove them immediately.

Rules

These Championships will be held under UKA Rules for Competition Incorporating World athletics Rules effective from 1st April 2022. A copy is available from the British Athletics website [Competition Rules](#).

Presentations

Presentations will be conducted as soon as possible following the conclusion of finals and will be held on the podium within the facility.

Event Help Line

Mobile No. **07522 556771** is available to athletes, coaches, officials or spectators for on the day enquiries, if required. If unanswered, a message should be left detailing name, issue and return contact telephone number. If any team is running late for declarations, they should also call this number to declare by phone before entries close.