

**Before the event:**

Please check the website at in the lead up to the gala, and on the morning of the gala before setting off – all relevant information and latest news will be posted here:

<https://southeastschoolswimming.org.uk/diary.html?opt=detail&id=169>

**Video:** We often get requests from schools that a pupil videos their participation in support of a GCSE project. The video must focus on that school's swimming event/lane, but it is possible that other swimmers may be caught in the periphery. The video must be used for the sole purpose of supporting their schoolwork and is not permitted to be used for any form of public display including social media or school advertising. If any school has any concerns about this activity, please raise it with me by response to this email as soon as practical.

**Team Sheet:** Complete and bring with you the Team sheet (available for download from the above link) with swimmers' names and date of birth.

- This is a same format as last years' and is the format that will be used at the National Finals. It will cover all your teams on one form, and includes a check on their age group.
- Schools with B teams should fill out a separate form for the B team swimmers (note that it is acceptable to use a swimmer in the B team in one relay and then use them in the A team in the other relay – and vice-versa, in which case the swimmer should be on both forms).
- The form is an excel file that can be downloaded from the link above. It does not need to be emailed in advance. A hard copy IS required on the day. Hand-marked changes can be made on the day.
- You do not need to state the order of swimmers in your team, but you must indicate which are in the team (with Y or a number from 1-4) for each event (there are NO finals at this round so ignore the H/F option)
- You may include reserves (R) which may make it easier to hand amend your printout on the day.
- If everything is correct it should go green against the teams entered – If it doesn't please save to a local folder on your PC and press F9 to recalculate.

**Withdrawals & Additions:** Please advise me if you know you are going to withdraw a team – if known in advance this may save some valuable time on the day. We also have space to fit in additional teams – please check first to ensure lanes are still available.

**Arrival:**

Please be aware that the car park is token operated – I believe it costs £1.

We should be allowed into the changing area from 11:30 ish (TBC). There is a reasonable amount of room in the reception area of the pool, however this will fill rapidly with the number of schools we have participating.

If you arrive early, please respect the other users of the centre and avoid blocking the facilities/walkways and keep noise to a minimum.

Please ensure swimmers use the lockers to store their bags as there will be limited space poolside. The lockers accept £1 coins. Bags on poolside should be small drawstring or equivalent – schools with excessive bags poolside will be asked to remove them to the lockers to leave space for swimmers.

The team manager should register at the poolside desk (Pool entry – shallow end of the pool) and hand in their team sheet.

Volunteers/Officials should make themselves known at the poolside desk (start end of the pool).

Teams should find a space poolside.

**WET SWIMMERS ARE NOT ALLOWED INTO THE SPECTATOR AREA and MUST NOT CLIMB THE BARRIER. SWIMMERS ARE NOT PERMITTED TO ENTER THE DIVING PIT AT ANY TIME.**

**Warm-up:**

There is no set lanes or times for warmup. There should be plenty of time/space. I propose two sessions (12:00 and 12:30), please ensure that you don't all leave your warm-up to the later session! Schools with swimmers in the first event are advised to warm-up in the first session to ensure we can start the gala promptly when the warmup finishes.

There will be **no diving during warmups unless announced by the warm-up marshal**.

Please ensure swimmers leave the pool to the sides and DO NOT climb over the pads. These can become loose and cause a hazard or can be damaged at considerable expense to repair.

**During the Gala:**

Please ensure swimmers are sent to the whipping area via the turning end (NOT THE START END) during the preceding event.

- Due to limited space they should not go too early, and if they are late they may miss their event.
- Swimmers must keep noise to a minimum whilst waiting in the whipping area. This is to ensure swimmers can hear instructions from the marshals and avoid disturbing swimmers on the starting blocks

No flash photography is to be used at the start of any Heat.

Swimmers must be quiet and still at the start of each Heat.

We will be using 'over-the-top' starts for Freestyle events. When the last swimmer in a relay team has completed their swim, they should hold on to the lane rope and await the start of the next event, or instruction from the referee. The pool will be cleared before the start of a Medley event.

Disqualifications will be announced as soon as practical; clarifications/protests should await the end of the gala to ensure that we can get through the entire programme in the time available.

**After the Gala:**

We hope to have provisional results available immediately, but these are subject to confirmation. Official results will be emailed to schools within a day or two of the East Sussex gala.

Medals will be posted to Sussex schools placed in the top 3 of each event after adjustment for out of area swimmers and combining with the East Sussex gala.

Please tidy up the area around where your team have been based.

We try hard to run this event efficiently and fairly, but there are always lessons to be learned. If you have any comments (positive or negative) please pass them back to Phil Williams by email. Please keep them constructive.

We rely heavily on volunteers to make this event run, many of these have no direct association with a school and give up their own time to help. Please take a little time to let them know you appreciate it.

**Contact details:**

Should you need to contact the organisers on the day, please text Phil Williams; I am likely to be travelling or busy with the event so unable to take your call immediately, but I will call you back if you leave a number.

Phil Williams: 07740 102806