

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://southeastsschoolswimming.org.uk/diary.html?opt=detail&id=244>
- **Team Sheet:** This year we are using an on-line form to reduce paper and improve data handling..
 - Complete the form at <https://forms.office.com/e/29DLBtpnPZ>
 - Use a separate form for each team (you can use the same form for both Freestyle and Medley).
 - We don't need to know what order they're swimming.
 - Any of the team sheets can be updated at any time... the latest will be assumed to supersede all previous submissions.
- **Withdrawals:** 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.

Arrival:

- **Parking:** Please be aware that the car park is pay before exit. There is no exemption for this gala. Details available at <https://www.horsham.gov.uk/parking/horsham-town-centre-parking/pavilions-car-park>. Pay by cash or card at the machine before leaving — **Please ensure you have entered the vehicle registration correctly** when making payment.
- **Entry to the building:** If you arrive early, please respect the other users of the centre and avoid blocking the facilities/walkways and keep noise to a minimum. 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. We should be allowed into the changing area from 12:30 (warm up is at 13:00 so no need to be there that early).
- **Changing rooms:** **The use of phones, cameras or any device capable of video or photographs is strictly banned in the changing area.** Please bring any contravention to the attention of the Referee and the gala organiser. Those suspected of contravention may be reported to the police in accordance with our duty to report criminal activity. Please help to enforce this rule by not using such devices in the changing area for any reason.
- **Covid:** All the Covid Restrictions at the centre have now been lifted. Facemasks are not mandatory, but customers are more than welcome to still wear these if they feel more comfortable. Please follow the guidelines of your own school.
- **Bags/personal items:** 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.
- **Registration:** The team manager should register at the poolside desk (start end of the pool) and hand in their team sheet.
- **Volunteers/Officials:** Please report poolside at the desk near the start end.
- **Teams:** Swimmers should find a space poolside or in the first row of the spectator area.

WET SWIMMERS ARE NOT ALLOWED INTO THE SPECTATOR AREA BEYOND THE FRONT ROW AT ANY TIME. The steps become EXTREMELY SLIPPERY when wet.

SAFETY

- A Risk Assessment is available for download from the event information link (see 'Before the event').
- This contains important safety information and areas where School Staff are expected to ensure their swimmers act in accordance with the control measures identified.
- Swimmers and school staff **WILL NOT BE PERMITTED** to move from the spectator balcony directly on to poolside, or from poolside to the spectator area. All movement between these area **MUST** be via the stairs in the foyer. (shown in red on sheet 4 balcony to poolside – poolside to balcony is the reverse).

Warm-up:

- Warm-up will be run in accordance with the schedule that will be uploaded to the website on Tuesday before the gala. – This year each slot is 20 minutes. All warm-up sessions should be under the control of the school's team manager.
- There is a little spare capacity so if you arrive late and miss your slot, please talk to the warm-up marshal. Please make sure you are ready at the start of your session and vacate the lane promptly when your session finishes. Unfortunately, I am unable to swap sessions around so please make every effort to make your slot.
- There is to be **no diving during warmups unless announced by the warm-up marshal.**
- Lanes have mixed schools and Gender
 - please plan accordingly
 - I have kept schools together or in adjacent lanes in the same time slot where possible
 - where School has multiple lanes and shares one with another school, please choose appropriate team to use shared lane.
 - If you can negotiate a better sharing of the lanes around you (e.g. to keep older swimmers together) that is fine provided all schools involved are happy.
- 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:

- Marshalling: To avoid groups of swimmers hanging around in the marshalling area, there will be no central marshalling this year.
 - Teams are to make sure they are available to swim at the end of their lane in time for their event. Please listen to announcements and anticipate the natural sequence of events. **This is a team manager's responsibility.**
 - Swimmers in leg 1 & 3 of the relay should report to the starting end of the pool, swimmers in leg 2 & 4 should be at the end of their lane at the shallow end of the pool.
 - Due to limited space they should not go too early, and if they are late they may miss their event. There should be space for them to take their position immediately after the start of the preceding race.
- 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 may be using 'over-the-top' starts for Freestyle events. When the last swimmer in a relay team has completed their swim, they should remain in their lane and 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:

- 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.
- We hope to have provisional results available immediately, but this is subject to available help on the day. Official results will be emailed to schools within a day or two. Medals will be available for collection

if we can confirm the results on the day, or will be posted to Sussex schools placed in the top 3 of each event after adjustment for out of area swimmers.

- Qualifiers for the South East round will be advised as soon as possible. The South-East round takes place on **Saturday 25th April** at the Spectrum pool, Guildford. The national Final is to be held on **20th June** at the Ponds Forge Pool, Sheffield.

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

