

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=204>
- **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 (Swimmer nomination form available for download from the above link) with swimmers' names and date of birth.
 - This is a same format as previous 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:** 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.
- **Covid:** Please ensure that swimmers, staff or volunteers that are exhibiting symptoms, or that have been in close contact with others that are suffering do not attend the gala

Arrival:

- **Parking:** Please be aware that the car park is pay-and-display – there is no exemption for this gala. (<https://www.horsham.gov.uk/parking/horsham-town-centre-parking/pavilions-car-park> says "Up to 2 hours: £1.10; 2-3 hours: £1.80; 3-4 hours: £2.40; 4-5 hours: £4.00; 5-6 hours: £5.50...") Pay by cash or card at the machine. The car park is barrier controlled with number plate recognition.
- **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.
- The girls will be allowed into the changing area from 11:45-12:00.
- **Covid:** All the Covid Restrictions at the centre have been lifted, but the team are still actively cleaning around the centre. 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 for events in the 1st half of the programme should find a space poolside or in the first row of the spectator area. Swimmers for events in the 2nd half of the programme should remain dry and warm and find space in 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. Numbers have been reduced and the events separated into two halves, each with their own warm-up, to avoid any wet swimmers having to use the spectator area.

Warm-up:

- Warm-up will be run in two sessions – one for each half of the programme I have created a brief ‘pool familiarisation’ slot for all teams – This year each slot is 20 minutes.
- There is 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.
- Due to the short time slots available there will be **no diving** during warmups unless announced by the warm-up marshal.
- Lanes have mixed schools and Gender/Age Group
 - 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.

Warm-up Schedule (TBC)

Lane	Girls (Warm-up + 12:40-13:20)		Boys (Warm-up + 13:40-14:20)	
	12:00-12:20	13:20-12:40	13:20-13:40	
1	Patchham (3)	Great Walstead (1) St Andrews (1)	Patchham (3)	
2	Davison (3)	St Oscar (2)	Shoreham (2)	
3	Imberhorne (3)	Bedes (1) Tanbridge House (1)	Imberhorne (3)	
4	Mayfield (3)	Shoreham (2)	Sackville (3)	
5	Sackville (3)	Oathall (2)	Bedes (1) Tanbridge House (1)	
6			Oathall (2)	
7			St Oscar (1)	
8				

During the Gala:

- Marshalling: There will be no central marshalling.
 - 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.**

- 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. This is to ensure instructions from the officials can be heard.
- 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 but may not be until the end of the gala due to lack of volunteers; 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 (unlikely to be on the day this year) but these are subject to confirmation. Official results will be emailed to schools within a day or two of the 2nd 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 2nd Sussex gala.
- Qualifiers for the national final are expected to be announced during half-term (by end of October). The national Final is to be held on **19th November** at the London Aquatic Centre.

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

