

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://www.southeastsschoolswimming.org.uk/diary.html?opt=detail&id=230>
- **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 this by email to hampshire@essa-mail.uk as soon as practical.
- **Team Sheet:** Please 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 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 to be handed in 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 by email to hampshire@essa-mail.uk if you know in advance that you are going to withdraw a team – if known in advance this may save some valuable time on the day. Refunds are not able to be issued for withdrawals.

Arrival:

- **Parking:** There is no bus/minibus parking at Winchester Sport and Leisure Park. Minibuses and buses are asked to use the St Catherine's Park and Ride which is about 5 minutes' walk from the centre. Cars can also use St Catherine's Park and Ride, or alternatively the Barfield Park and Ride which is just across the road from the centre.
- **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, however this will fill rapidly with the number of schools we have participating.
- **Registration:** The team manager should register at desk in the foyer and hand in their team sheet. Registration will be open from 09.15.
- Access to the changing area will be permitted from 09:45.
- **Bags/personal items:** Poolside bags block the Air Conditioning vents and rapidly turn the pool (and spectator balcony) into a sauna. Therefore, please ensure swimmers use the lockers to store their bags. The lockers accept £1 coins. Bags on poolside must be no larger than a small drawstring or equivalent.
- **Volunteers/Officials:** Please report to the desk in the foyer on arrival.
- **Teams:** Swimmers and team managers should find their allocated space for the team poolside.
- **Spectators:** Spectators are permitted at this gala and should proceed upstairs to the pool viewing balcony. The entry fee is £1. Spectators will not be allowed to enter the changing village or poolside area.

Warm-up:

- Warm-up will be run in three 15-minute sessions.
- Teams will be informed at registration on the day which warm-up session/lane you are allocated to.
- Due to the short time slots available there will be **no diving during warmups unless announced by the warm-up marshal**.
- Please ensure swimmers leave the pool to the sides.

During the Gala:

- Marshalling:
 - Teams should report to marshalling when requested to do so. Please listen to announcements and anticipate the natural sequence of events. **This is a team manager's responsibility.**
 - If teams 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.
- Race programme and heat sheets will be published on the gala webpage. General running order will be:
 - Freestyle Relay - Junior Girls / Junior Boys / Inter Girls / Inter Boys / Senior Girls / Senior Boys
 - Medley Relay - Junior Girls / Junior Boys / Inter Girls / Inter Boys / Senior Girls / Senior Boys

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 feed this back by emailing hampshire@essa-mail.uk. 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 results available immediately, but these are subject to confirmation. Official results will be emailed to schools as soon as possible. Medals will be awarded to A Teams from Hampshire schools placed in the top 3 of each event at the conclusion of the 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 **16th November** at the Sandwell Aquatics Centre in Birmingham (purpose-built to host aquatics at the 2022 Commonwealth Games).

Contact details:

- Should you need to contact the organisers on the day, please call/text 07957 335121. We may be travelling or busy with the event so unable to take your call immediately but will call you back if you leave a number.