



Team lists, licensing and required officials

Please download off the website the Team Validation Sheet 2025 and the Team Validation instructions.

<https://www.nationalswimmingleague.org.uk/gala-documentation/>

Each team is required to submit the name of the swimmer, Swim England membership number and date of birth, for each event in each gala. Please submit this to the host club on **Friday evening at the very latest**, so that there is time for the recorders to upload the information before the gala. It is **ABSOLUTELY VITAL** that the data provided is the same as that held for the swimmer by Swim England. **If the data for a swimmer is not correct**, none of the results from the gala will go on rankings. Changes of swimmers for an event because of sickness etc **MUST** be advised to the recorders on change of swimmer forms available on the website or at the gala.

To all team managers and coaches

1.Important

It is **absolutely vital** that all the data provided is totally correct for each swimmer. The first name and the surname must be correct and correctly spelt. The Swim England membership number must be correct and so must the date of birth. **All the data for a swimmer must be exactly what is shown on the Swim England membership database for the swimmer. If the data is not a correct match, then the time will not be on rankings.**

The Team Validation Sheet 2025, the Team Validation instructions, and the change of swimmer forms can be found on the website using the following link

<https://www.nationalswimmingleague.org.uk/gala-documentation>

Please ensure that the Team Validation Sheet 2025 is used, not previous versions

Only Microsoft Excel can be used for the team sheet. Do NOT use other software.

Change of swimmers must be advised to the recorders, on completed change of swimmer forms at the start of warm-up. These should be minimal – not a major revamp of the team submitted by the Friday evening.

Please ensure that a hard copy of the team list is available at the gala, in case of technical issues. This is so that the swimmer for each event can be checked by the timekeeper.

To all team managers and coaches (Cont'd)

2. Condition 14

Updated condition 14, as below:-

14. Coaches and team managers shall not be able to instruct their teams at either end of the pool. No coaches are allowed behind the starting blocks during the racing. A team manager may be at the start end of the pool if there is sufficient room at the venue, but they must stand as far back as possible from the blocks.

With regard to officials:-

The league rules require that ALL teams provide a qualified, J1 and a qualified, J2. These officials must be licensed. This is a league rule, regardless of the level of licensing. The league can impose a fine for noncompliance with this rule, and if a fine is not paid, the team will not be able to compete in future rounds. If the officials provided do not meet the requirements for the level of licensing for the gala, the licence level for the gala will be downgraded.

The officials provided by each team do **NOT have to be advised in advance to the host club. Officials should sign-in on the sign-in sheet provided by the referee at the gala.**

If a team is struggling to find the two required officials, then I can provide a contact list of the other teams, and a loan or a share can be arranged. It is acceptable for example if one team provides the two J1 officials, and the other provides the two J2 officials – thus covering the provision from both teams as a share. This must be arranged before the gala however, and it would be helpful if this share was noted on the sign-in sheet.

Dress code for officials at The National Arena Swimming League-London galas

Ideally officials should wear black trousers/black knee-length skirts, with a white polo shirt, without a brand name/logo in conflict with our sponsors, Arena.

Footwear should be **suited** black or white **poolside** shoes

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