



The National Arena Swimming League - London

NOTES FOR ALL CLUBS

Round three

All clubs should:

1. **Without fail** - supply the qualified and licensed officials required by the league. See Condition 7
2. Ensure that the league's rules are observed.
3. A list of the names of the swimmers for each event to the host club, by the Friday evening before the gala. **The list must be checked using the Team Validation Sheet and the Team Validation instruction found on**
<https://www.nationalswimmingleague.org.uk/gala-documentation/>

NOTE: IT IS ABSOLUTELY VITAL THAT THE DATA IS COMPLETELY CORRECT. The swimmer's first name and surname must be correct, and correctly spelt, and be that with which the swimmer is registered on the Swim England membership database. The swimmer's date of birth must be correct, and the correct membership number must be provided for the swimmer. **If the data supplied by a club is not correct, none of the results of the gala will go on rankings.**

4. Changes of swimmer **MUST** be advised to the recorders at the start of warm-up, using the change of swimmer form available on the above link.
5. **Each team MUST have a hard copy of the team list available at the gala, in case of failure of equipment for printing lane-timekeeper sheets.**
6. Report to the referee as soon as possible, but prior to the race, when there is a swimmer taking part, outside of the rules. i.e. over-age swimmer.
7. The referees are there to ensure the smooth running of the galas and should be given total support, and officials given space to carry out their duties.
8. Ensure that the behaviour of all those from the club who are attending the gala is respectful of others. Inappropriate, intimidating, or challenging behaviour is NOT acceptable at the league's competitions.
9. Encourage swimmers to stand back from the edge of the pool.
10. Supply the correct number of team staff, in compliance with Swim England's minimum requirement for supervisory roles. It is the responsibility of the club to ensure that the team managers and coaches are correctly accredited.

11. Be responsible for the health and safety of the staff and swimmers in the team, especially with regard to any current Covid-19 precautions.
12. Instruct their team managers that they are responsible for the good behaviour of all swimmers, especially on the poolside and in the changing rooms. Good behaviour also requires that NO LITTER is left on the poolside area or in the changing rooms
13. Ensure that their team staff monitor the club's swimmers during the warm-up.
14. No coaches are allowed behind the blocks. Debrief of swimmers must be carried out at the team's poolside area. A team manager may be present at the start end, but must be well back from the blocks- ideally two metres from the blocks.
15. No body paint is to be used.
16. **Ensure that no mobile phones or image capturing devices are used in the changing rooms.**
The athletes MUST keep their phones in their bag whilst in the changing areas, to comply with Swim England's Wavepower requirements.
17. Ensure that swimmers are ready at the blocks for their race, therefore not delaying the starts.
18. Ensure that no glass bottles are brought on to the poolside.
19. Remind the publicity officer to include "The National Arena Swimming League" in the gala report, and copy the report to ianmacsirs99@gmail.com
20. **In gala one of each of the divisions there will be presentations at the end of the gala.**
All teams are requested to remain on poolside until the end of the presentations.

November 2025