

THE NATIONAL ARENA SWIMMING LEAGUE

EAST MIDLANDS

Guidance Notes for Organising Clubs 2016

1. Unless notified by the League Secretary, all galas shall commence no later than **6.30pm**.
2. **The draw for the lanes will be made by the League Secretary and notified to the participants before the date of the gala.**
3. Admission is by programme only, the prices of which shall be: **advisable only**,

Adults – £ 3.00	Children (under 16) and OAPs - £ 2.00
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4. Each team shall be responsible for its own travelling expenses.
5. If a gala should make a profit, the organising team is invited to make a contribution to League funds.
6. The organising club may arrange a raffle but the visiting teams will not supply prizes.
7. The organising club must ensure that the gala is run in accordance with ASA Laws and must arrange for the following officials from a **REGION List** to be present at their gala:
 - 2 Referees (if you can) **For Div2 galas run with the best that you can do**
 - 1 Starter
 - 2 Chief Timekeepers (important if only one Referee)
 - and, wherever possible, 2 additional Turning Judges

Also, Recorders, an Announcer, Check Rope Stewards, Door and Programme Stewards and Cashiers (Check Rope Stewards must not be children).

When any difficulty is found in obtaining these officials, the organising club should contact the League Secretary and visiting clubs for help.

The organising club must have a copy of the current League Rules at every gala, and use the leaguescore sheet programme Each team shall be responsible for appointing a minimum of 1 J1 for their own lane, 1 J2 and 2 Team Managers/Chaperones With visiting teams supplying their team list on memory stick. **No-one else shall be entitled to be on the poolside.**

When less than 6 teams are competing, please score winning events with 6 points, i.e. in 5-team galas score 6 through to 2, etc.

The competing clubs at each Winners' Gala in the final round shall be responsible for arranging the representatives to be available for the presentation of trophies and pennants.

9. **The organising club should ensure that the visiting clubs are aware of the pool location and the telephone number of the pool. This information being sent at the earliest opportunity, together with request for officials.**

The organising club shall be responsible for notifying the League Secretary, **BY TELEPHONE/E-MAIL** of the full points result of the gala, **before MIDDAY on the Sunday following the Gala**. Please include the number of first, second and third place races for each team, **Round One only** with result sheets reaching him by the following **Tuesday** together with all team sheets, **if emailed no need to put in the post**
10. **Any club not competing must notify the organising club as well as the League Secretary.**
11. **Please note that following the rule change at the AGM, ALL relays are 50 metres when swum in a 25 metre pool. The rule concerning the number of lengths when swum in a 33½yd/metres pool still stands, i.e. as per Organisation Note (11) in the Programme. 11A, All swimmers must Be a ASA Member on or Before the 1st of OCTOBER in the year of competition. 11B a swimmer must have swum in at least one gala during the regional rounds to be able to swim in a NATIONAL FINALS**
12. **All requirements concerning ASA Child Protection must be adhered to, i.e. photo/video registration, etc.**
13. Following the introduction of the ASA Accident/Incident Log, would all clubs please photocopy any entries made during a Gala to the League Secretary for recording in the ASA League Log.