



The National Arena Swimming League London

Instructions for team lists for the National Arena Swimming League-London

1. The template for the team list is on the website. Once complete, the list should be submitted to the host club –see 3 below. The team list should also be brought to the gala on a memory stick, and given to the recorders – see 4 below.
2. The names of the swimmer for each event must be entered. **It is ABSOLUTELY vital** that the details for the swimmer are exactly the same as that which is registered at the ASA. The names must be correctly spelt and entered in the correct order. The date of birth of the swimmer must also be correct, as must be the ASA membership number. PLEASE be accurate, as **times will not go to rankings if details given are incorrect, or in the wrong format.**
3. The team list should be emailed to the host club on the Friday before the gala on the Saturday. This is being introduced to help the host club to upload the data, by giving them time before the gala, rather than during the warm-up. The host club email address will be emailed to the teams on the Thursday before the gala.
4. The memory stick still needs to be given to the recorders before the warm-up. Results will be downloaded on to the stick for collection by the coach/team manager at the end of the gala.
5. At the gala, **CHANGES** to swimmers for events **MUST** be made on the change of swimmer form, as below. This form will be available at the gala, from the recorders, and is also available on the website. **The changes MUST be advised to the recorders, on the form, at the gala. Unadvised changes, or incorrect details and data supplied will result in the time not being on rankings.**

My apologies that this is very prescriptive, but we have to get it right. The league will lose the licensing for galas in the future if there is not massive attention to detail. Your swimmers are depending on you! These galas generate great team spirit, and seem to bring out the best from many swimmers, so please do not jeopardise this great opportunity for swimmers to achieve good times, and have those times on rankings.

Sheila Mackenzie

The National Arena Swimming League-London

November 2015



The National Arena Swimming League - London

Change of swimmer

Club Name Lane

Event No	Event name	ASA Number	First name	Family name	DoB

Replaced by

Event No	Event name	ASA Number	First name	Family name	DoB

Please give the fully completed form to the recorders immediately a change is known



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Change of swimmer

Club Name Lane

Event No	Event name	ASA Number	First name	Family name	DoB

Replaced by

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