NOTES FOR ALL CLUBS

All clubs should:

1   Send to the administration officer the list of eligible competitors on the team eligibility sheet by 1st October 2019

2   **Without fail** - supply the qualified and licensed officials required by the league. See Condition 7.

3   Ensure that the league's rules are observed.

4   Provide a list of the names of the swimmers for each event, on a memory stick, to the host club, at the start of warm up. **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 ASA database. The swimmer's date of birth must be correct, and the correct registration number must be provided for the swimmer. **If the data supplied by a club on their memory stick is not correct, none of the results of the gala will go on rankings**.

5   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.

6   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.

7   Encourage swimmers to stand back from the edge of the pool.

8   Supply a team manager, and no more than two additional helpers on the poolside.

9   Instruct their team managers that they are responsible for the good behaviour of all swimmers, especially on the poolside and in the changing rooms

10   Ensure that their team staff monitor the club's swimmers during the warm-up.

11   Ensure that swimmers are ready at the blocks for their race, therefore not delaying the starts.

12   Ensure that no glass bottles are brought on to the poolside.

13   Remind the publicity officer to include "The National Arena Swimming League" in the gala report, and copy the report to ian.macsirs@ntlworld.com