

## Organisation of Galas and Notes for the Guidance of Competing Teams

1. **General**

The league will be responsible for booking the pools and presenting all galas. The scope of this responsibility will include all preparatory work as well as the actual organising and staging of the galas within the swimming pool
2. **Gala Director**

The League Executive will appoint a Gala Director who will act as the promoters' representative, usually a member of the League Executive. The Gala Director will be responsible to the league for the co-ordination and management of each gala and, in association with the Referee, for ensuring that all appropriate safety and announcement requirements are complied with
3. **Other League Appointed Officials**

The Gala Director will appoint a Referee to control the swimming activities on behalf of the league and, in association with the Referee, ensure that all safety and announcement requirements are complied with a Starter and two Placing Judges for each gala
4. **Gala Notice**

At least 14 days before each gala the League Competitions Secretary will provide each competing team with details of the venue, lane number and allocated duties and time of starting
5. **Team Managers**
  - 5.1. Each participating team is required to provide at least one and preferably two - one lady and one gentleman - but in no circumstances more than three, Team Managers to control their team in the dressing rooms and on the poolside. The Team Manager should: report on arrival to the Gala Director to ensure there is complete understanding of the gala's organisation. Inform his swimmers of the lane in which they will compete and ensure they warm up in that lane.
  - 5.2. Ensure that his swimmers assemble after the warm-up in the area on the poolside allocated to his team. Provide a complete team list, signed by the Team Manager, containing the names of swimmers for each event. It shall be understood that the signing of this list constitutes an undertaking that:
    - 5.2.1. Swimmers listed are nationally registered
    - 5.2.2. They are eligible to compete under the National Arena Swimming League North West rules
    - 5.2.3. They comply with any age condition
    - 5.2.4. Where necessary they are proficient in the execution of flat entry racing dives in accordance with ASA recommendations
    - 5.2.5. The signing manager accepts on behalf of his club the Promoters conditions, i.e. the rules of the National Arena Swimming League North West.
    - 5.2.6. ASA requirements for insurance have been complied with
    - 5.2.7. Competent members of his club are available to supervise warm-up and swim-down sessions for his own team members in his allocated lane. He will ensure the appropriate swimmers proceed to the starting point one event in advance and that they are aware of the stroke and distance involved. He will discourage swimmers from wandering around the poolside and keep them quiet when the Referee requires silence prior to the start of each race
6. **Other Officials**

Each team may provide one Timekeeper to take and record the times of his own team swimmers operating in the lane occupied by his own team
7. **Dress**

Teams should encourage their officials to wear the customary whites with suitable footwear for the poolside
8. **Name Board**

Each team should provide a name board to indicate the lane it occupies. The board should be large enough to be clearly seen by spectators. A suitable size is 24" by 18"
9. **Spectators**

Each team is expected to bring a maximum number of spectators
10. **Contributory Duties**

The many and varied other contributory duties, essential to the running of a gala, will be indicated by the appropriate designations on the gala notice (See Club Duties)

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