



ISA Regional Swimming Qualifying Event

Event Organiser Information – 2022/23		
<u>Before event</u>	<u>During event</u>	<u>After event</u>
Marketing: Market and promote your event via your area coordinator.	Arrival: Welcome, sign in and photo consent	Communication: Thank you email to participating schools, inc. details of future events
Communication: Send programme to schools 1-2 weeks before to include: <ul style="list-style-type: none"> • Schedule of event • Venue Facilities • Staff expectations • Confirmation of attendance 	Briefing: Carry out coaches briefing before start of play to include: <ul style="list-style-type: none"> • Medical • Rules • Format of event • Staff roles • On site facilities • Promote fair play 	Results: Send your final list of competitors to laura@squadintouch.com as soon as possible.
Public Liability Insurance: Your event venue must have an up to date insurance cover of £10,000,000+	Presentation: Presentation and thank you's to all staff and competitors, hand out letter to qualifying schools.	Marketing: Email any write ups to ISA Sport and tag isasportUK into your social media posts.

National Finals:

Please familiarise yourself and schools with the below information regarding the National Finals:

- **Date:** Saturday 3 December 2022
- **Venue:** London Aquatic Centre, Queen Elizabeth Olympic Park, E20 2ZQ
- **Qualifiers:** Winners of each race will qualify for the Finals. Relay qualifiers will be made up of the 4 fastest freestyle swimmers in each age group.
- **Communication (following your event):** Please contact your qualifying athletes for confirmation of attendance and send a list through to laura@squadintouch.com as soon as possible.
- **Communication (one week before):** Team Managers receive final details about the day, including spectator information.

Important Documents:

The following documents can be found on the on the sports area of the ISA website under [Event Resources](#):

- ISA Code of Conduct for Sport
- ISA Pupil Images Protocol
- Area Event Risk Assessment Form
- Printable Sports Certificates
- The Outdoor Kins Sun Safety Code
- ISA Safeguarding Policy
- ISA Privacy Policy