

We are holding our Spooktacular on Saturday 30th and Sunday 31st October 2021 at Sunderland Aquatics Centre. Our doors will open at 7:30am for athletes and 8am for spectators - spectator fees are £8 per person per day as noted in the condition file. We request all Athletes, Coaches, Officials, Team Managers, Volunteers to:

- Take two rapid lateral flow tests within 5 days of the competition. The final test should be taken within 48hrs of the competition;
- Report rapid lateral flow test results to the NHS via the website at [Report a COVID-19 rapid lateral flow test result](#)
- **Complete the attached Covid Declaration Form:**

- Clubs are requested to ensure all participants (Coaches, Athletes, Team Managers, Volunteers and Officials) complete the form and are fit to compete and aware of the risks involved.

- Clubs are responsible for collecting electronic copies of these forms for all their attending Coaches, Athletes, Team Managers, Volunteers and Officials;

- All spectators (including children) are requested to complete a form prior to entry to the competition and will be asked to place their completed form in a box at the payment desk. Spectators who do not complete a form will not be allowed entry to the competition. **Spectators will be required to hand in a completed form on both gala days.**

Timings:

	Sat 30 Oct 21 Morning	Sat 30 Oct 21 Afternoon	Sun 31 Oct 21 Morning	Sun 31 Oct 21 Afternoon
Warm up time	8:00	13:00	8:00	13:00
Start time	9:00	14:00	9:00	14:00
Approximate Finish Time	12:05	16:30	12:10	16:30

Spectators:

- Spectators are asked to wear face coverings when entering the venue. Participants are also advised to wear a face covering when transiting around the venue.
- A QR code is available in the Centre's main reception area for those who wish to register.
- We have available 157 seats and 28 standing places on the balcony area which takes the available spectator space to 185.
- We have allocated a certain number of spectator seats for each club in attendance, we are asking each club to organise internally who those seats will be allocated to, then email that list of names to our Meet Manager no later than close of play on Wednesday 27th October 2021.

- We are not accepting money on the door - therefore we request each club to pay for their allocated spectator seats via BACS payment no later than close of play on Wednesday 27th October 2021 – if any club does not require any seats allocated to them please let our Meet Manager know immediately.

The following clubs have been allocated the following numbers based on proportion of club entries:

Club	Number of Spectators Each day	Overall Cost to be paid per club for Spectator Spaces - Each Day
Gateshead & Whickham	19 spaces	£152 – Sat £152 – Sun Total: £304

- Once spectators arrive at the centre, they will be allocated a seat on a first come first served basis within the designated spectator area. All spectators will be asked to wear a wrist band, if you are allocated a seat you must remain there, if you are allocated a standing space on the balcony you are to remain there, we cannot have more than the 28 spaces available in the balcony area at any one time. If more than 28 people are seen to be standing in the balcony area you will be asked to return to your seat. Please ensure you always wear the wrist band in the centre as you may be asked to display this – if you are unable to do this you may be required to leave.
- When spectators leave, we ask that they hand in their wristband to the Entry Desk.

Athletes / Clubs Poolside:

- Swimmers will have the opportunity to warm up and the cool down facility will be in use. Clubs are asked to minimise the time swimmers spend in the cool down pool to avoid overcrowding. Announcements will be made if assistance is needed from Clubs to reduce the number of swimmers in the facility.
- Clubs will have allocated seating areas and swimmers are asked to consider using lockers.
- Swimmers are asked to arrive ready for warm up, wherever possible.
- Swimmers are asked not to take unnecessary items into marshalling. Where it is necessary to do so, swimmers are asked to use a small bag and not leave items loose.
- Swimmers are not to gather around any official who are undertaking their duties, please ensure they are given the safe space to carry out their roles during this event.
- Swimmers are not to cross the boom area this is for officials only.

No spectators or athletes are to sit on the stairwells this is not prohibited for Health and Safety reasons. We would ask that you ensure your athletes arrives with everything they need for the whole day as they will not be permitted entry to spectator section, if any volunteers witness this, they will be asked to leave the spectator area immediately.

Please note although we have hired out the entire pool hall for our gala (including dive tank area) the changing areas are still able to be accessed by other Centre Customers, therefore

one of our gala volunteers will regularly walk through the changing areas as a safety precaution.

Please note there will be no printed programmes, start lists or result sheets at this meet. All start lists and results will be available from our live timing service. Links to this will be found on our club website (www.cityofsunderlandasc.co.uk) in advance of the meet. However, each Club will receive one copy for their allocated area, to avoid crowding around a results area.

Medals / Trophies:

- Medals will be available to collect from the medal room, athletes are asked to collect their medals individually and not in groups.
- Where groups do start to gather, athletes will be asked to either spread out or return at a quieter time (this will be managed sensitively).

Medals will be given to the top 3 athletes in all age groups (they are to be appropriately dressed when collecting these from the medal room) – trophies will be presented at the end of the session on Sunday for:

- Top Club;
- Top Boy 15 over;
- Top Girl 15 over;
- Top Boy 14 under;
- Top Girl 14 under.

A small chocolate will be given to the winner of each heat – these will be individually wrapped to ensure covid safe.

All participants are asked to ensure they have hand sanitiser and maintain high levels of hygiene throughout the competition. Our intention is to run the gala with the minimum of restrictions and in the safest manner possible, in compliance with current guidance.

We have been asked to communicate to all spectators that when leaving the centre please do not congregate in the reception area, they are to wait for their athletes outside the main entrance. We will have some club volunteers floating around to ensure centre rules are followed. Also please note that parents are not permitted in the changing room areas. Please note that there are no café facilities available at the Aquatic Centre so please come prepared.

How GAW are managing the restrictions / event

- Gateshead and Whickham has been allocated 19 spaces on each day. There are 23 GAW swimmers entered on the Saturday and 21 swimmers entered on the Sunday, therefore tickets are limited to a maximum of one per swimmer.
- If you would like to spectate, please email childprotectionofficer@gawswim.org.uk by 8pm Sunday 24th October 2021. You must include the full name of the spectator and the name / squad of the swimmer you are attending for, as well as a contact phone number and email address.

- If more people request tickets than are allocated, a 'draw' will be carried out to determine spectators. We are hoping all parents will be able to spectate on at least one day if they have a swimmer attending both days – this will be considered before the 'draw' is made.
- You will be notified if you have been allocated a spectator ticket by 8pm Monday 25th October 2021. You will receive a copy of the form which you must print, complete and take with you on the day you are spectating to hand in at the entry desk. If you are spectating both days, you must complete a form for each day. Payment details will also be sent at this time and you must make payment direct to the club.
- All swimmers, coaches, volunteers must complete an electronic form by Thursday 28th October 2021 <https://forms.gle/o9NKHSbWuPVCFJqa7>
- All swimmer, coaches, volunteers must take two rapid lateral flow tests within 5 days of the competition. The final test should be taken within 48hrs of the competition
- Report rapid lateral flow test results to the NHS via the website at [Report a COVID-19 rapid lateral flow test result](#) and send a screenshot of the confirmation text / forward the email to childprotectionofficer@gawswim.org.uk