

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 Covid Declaration Form.** (See separate document)
- 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	Sat 30 Oct 21	Sun 31 Oct 21	Sun 31 Oct 21
	Morning	Afternoon	Morning	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 **Tracy Barnett**: meetmanager@cityofsunderlandasc.co.uk 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
Aquajets Newcastle	14 spaces	£112 – Sat, £112 – Sun, Total: £224
Blyth Lifeguard SC	3 spaces	£24 – Sat, £24 – Sun, Total: £48
City of Sunderland	37 spaces	£296 – Sat, £296 – Sun, Total: £592
Cockermouth	12 spaces	£96 – Sat, £96 – Sun, Total: £192
Darlington ASC	1 space	£8 – Sat, £8 – Sun, Total: £16
Eyemouth & District ASC	5 spaces	£40 – Sat, £40 – Sun, Total: £80
Gateshead & Whickham	19 spaces	£152 – Sat, £152 – Sun, Total: £304
Morpeth ASC	10 spaces	£80 – Sat, £80 – Sun, Total: £160
Newcastle Swim Team	61 spaces	£488 – Sat, £488 – Sat, Total: £976
South Tyneside	12 spaces	£96 – Sat, £96 – Sun, Total: £192
Wear Valley	9 spaces	£72 – Sat, £72 – Sun, Total: £144
Wigan BEST	2 spaces	£16 – Sat, £16 – Sun, Total: £32

- 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.

Officials:

There will be mileage forms available on each gala day for officials, there will be bottled water available but we would encourage officials to bring their own pre-filled water bottles wherever possible. The centre has hand sanitiser available in certain areas however please feel free to bring your own for personal use.

Upon arrival, please make your way to the studio located directly above the pool, lunch (buffet) and refreshments will be available over lunchtime in that same room.

Officials are asked to complete the covid declaration form and return it to their own club to hold on record.

If anyone else would like to help out and offer their services as a qualified official please get in touch with me directly: chair@cityofsunderlandasc.co.uk

Kindest Regards
Linda

Chair
COSASC