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ISA Regional Swimming Qualifying Event

Event Organiser Information – 2021/22

Before event	During event	After event
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: Input your results into Squad in Touch.
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: Sunday 28 November 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 (one month before): You will be prompted for your list of qualifiers

Communication (one week before): Team Managers receive final details about the day, including spectator information.

Squad in Touch:

ISA have been working closely with Squad in Touch to offer a sporting platform for all National events, and more and more regional events. If you are looking for a more hassle free, efficient management process, an account with Squad in Touch would offer a dedicated event site offering online entry, event scheduling, team communication and much more. For more information please contact ISA Sport and visit the [Squad in Touch website](#)

GDPR:

The following statement may be used to assist with any queries around GDPR, and should be included on any event documents: *"Please be aware of your organisations policy with regards to personal data and GDPR, when you sign up to an ISA sporting event you agree that we may process your data for administration purposes of the sport and event. We have listed the activities where the data may be used and the organisations with which the data can be shared within our <https://www.isaschools.org.uk/privacy-policy/>"*

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 Kinds Sun Safety Code
- ISA Safeguarding Policy