

HINTS FOR CLUB AND GALA SECRETARY

BEFORE THE GALA

1. Appoint somebody from your club, who is going to the Gala, as Gala Secretary and hand this sheet to them.
2. The League rules require that “The host club shall appoint **2 Chief Timekeepers, an Announcer, persons to collect spectators’ entrance fees, male and female competitors’ stewards, Runners , Recorders, and the Gala Secretary.** **During the 2019 season, a Recording club will be appointed by the League and although you are not required to appoint a recorder, you may like to appoint someone to ‘shadow’ the Recorders and learn the Hy-Tek recording process.** The host club is permitted to organise a raffle, the proceeds of which they may keep for their own club.
3. Arrange the required staff: please refer to above in bold type and additional note in red.
4. Check that you have all the papers listed in the Host Pack, including those sent by email.
5. **If hosting at Potters Bar or Hitchin,** please organise a suitable PA system for use at the gala.
6. Do not sanction any activity not covered in these notes. e.g. a shop.
7. Start the Questionnaire.
8. Give the announcer and recorders their hint sheets.
9. Find the letters showing the teams at your event and the previous results.
10. Read and understand the ‘safety requirements’ sheet.

AT THE POOL

1. Arrive first with all your staff and these papers.
2. Follow the safety requirement sheet.
3. Check that the pool is being correctly set up. If the Referee is present involve them in any concerns.
4. If at Ware help with the lane ropes. These belong to Ware club.
5. Check with the pool staff when you may start selling programmes. If they allow, you may start early, otherwise keep swimmers and spectators away from the changing rooms and balcony.
6. **ENTRANCE FEE IS £4.00.** Children are FREE. **THIS FEE IS THE LEAGUES MAJOR SOURCE OF INCOME PLEASE ENSURE THAT EARLY AND LATE ARRIVERS DO NOT AVOID PAYING.**
7. Put the Chief Timekeeper's slips, Officials Programmes, all Judges sheets, copies of ASA judges’ DQ crib sheet (for reference), Referee's copy of the League’s rules on the Recorders’ desk.
8. Check that all staff are on duty and understand their jobs.



HINTS FOR CLUB AND GALA SECRETARY—continued

DURING THE GALA

1. Keep an eye on the event and help your staff.
2. If necessary, give the Referees and Starter the amount each to cover their parking costs.
3. The competitors' stewards should check the changing rooms regularly.

AT END OF THE GALA

1. Collect the Chief Timekeepers' slips, DQ sheets and the Judges' A4 placing sheets. The referee may choose to keep them, that's fine if he/she wishes to do so.
2. Collect the list of actual swimmers, **as they swam**, from team managers. Please ensure they have included on it the **name of their Timekeeper and Judge** and an **e-mail address** for the person they would like the **results to be sent to**.
3. If a final round Winners gala, please ensure the Trophy Receipt Certificates have been signed by the Winners and Runners-Up of the relevant division.
4. If at Ware help put the lane ropes and speaker system away.

AFTER THE GALA

1. E-MAIL the Results Secretary as soon as you can ON THE EVENING OF THE GALA the completed electronic results giving your name, club name and the gala venue. **During the 2019 season the Recording team will deal with this.**
2. Also, E-MAIL the other competing clubs a copy of the electronic results: their e-mails should have been included on their Team Sheets handed in after the gala. **During the 2019 season the Results Officers will deal with this.**
3. With CORRECT postage, please post the team sheets and the Questionnaire, with the bottom slip (A) from the letter, for first collection Monday, after gala. If a final round Winners gala please also enclose signed Trophy Receipt Certificates. Alternatively, you may email scanned copies of these sheets through to the Compliance Officer, but please do so immediately after the gala. If the referee has not kept the Chief Timekeepers' slips, DQ sheets and placing sheets, then please enclose these as well.
4. Post the net takings, by cheque made out to HERTS SWIMMING LEAGUE to the Treasurer along with the other slip (B) from the letter.
5. **R E L A X. Thank you for your help.**