



Dear Host Club,

You are probably aware that as the Host Club, your nominated Gala Secretary is the representative of the League at the Gala. It is your responsibility to arrange the Staffing and monitor the changing rooms etc. before, during and after the Gala. If necessary, you may ask another club to assist you in these tasks. If hosting at Potters Bar or Hitchin, please organise a suitable PA system.

Please ensure that you bring all the documentation listed below with you to the gala.

1. Copy of the League rules for the Referee. **(sent by e-mail)**
2. 25 Officials programmes
3. 1 set Chief Timekeepers slips – (one for each event- two events per A4 page so please **cut in half prior to gala**).
4. Safety requirements sheet. **(sent by e-mail)**
5. Hints sheets for your assistance (6A Announcer/6C Gala Secretary). **(sent by e-mail)**
6. Questionnaire and Staffing sheet. **(sent by e-mail)**
7. Clubs taking part and results of previous round(s). **(sent by e-mail)**
8. Trophy Receipt Certificate (Final Round only, please forward to Compliance Officer).
9. A5 Over-Age swimmer DQ sheet **(sent by e-mail)** Clubs should bring their own, but useful to print off a few spare
10. 20/25 A5 judges DQ Report sheets.
11. 2 HSL Finish Judges' placing sheets
12. Copy of Judges DQ 'crib' sheet **(sent by e-mail)** - PLEASE PRINT 2 and leave on recorders' desk

Please send all team lists/change of swimmer forms and the completed Questionnaire by post, **latest first collection Monday, following gala, with slip (A) below, OR alternatively, e-mail immediately after the gala, scanned copies** of these sheets to the Compliance Officer (see slip A below).

In addition, please send the cheque for the gala takings ASAP, with slip (B).

PLEASE USE CORRECT POSTAGE VALUE TO PREVENT DELAYS OR NON-ARRIVAL.

PLEASE NOTE OUR WEBSITE AT: www.hsleague.org.uk AND MONITOR FOR ANY NOTICES

Slip (B)

To the Treasurer- HERTS SWIMMING LEAGUE – Mrs Jackie Harvey, 9 Heron Drive, Stanstead Abbots, WARE, HERTS SG12 8TU

From the Gala at On date.....

Entrance fees £.....

To starter £.....

Herewith cheque to HERTS SWIMMING LEAGUE for £.....

Signed..... For Club Date

Slip (A)

To the Compliance Officer - HERTS SWIMMING LEAGUE – Bryan Thompson Verlam Cottage, River Hill, Flamstead, Hertfordshire AL3 8BY

Please email results to: bryan.thompson@btinternet.com

From the Gala at..... On date.....

Herewith team lists, the Questionnaire and Timesheets (if referee has not taken them)

Signed..... For Club..... Date.....