

# QUESTIONNAIRE

FOUNDED BY ROY ROGERS IN 1979

To be completed by the host Club

GALA DATE \_\_\_\_\_ POOL \_\_\_\_\_ HOST CLUB \_\_\_\_\_



Please complete as you go. If there is not enough room, please use the back or additional sheets.

## BEFORE THE GALA

1. Did you ask another Club to help, if so which?
2. Were there any areas where more information would have been helpful?
3. Did you receive all the paperwork described in the letter?
4. Did you need to ask for clarification or help concerning what you should do?
5. Did any Club arrive late?            If so which?            At what time?
6. Did each Club provide the required Judge & Timekeeper? If not which Club(s) and which official(s)?
7. Was the pool correctly laid out?

## DURING THE GALA

1. Please give the names of the following:-  
Chief Timekeeper(s)  
Announcer  
Entrance fee takers  
Female competitors steward  
Male competitors steward  
Runner(s)  
Recorders  
Gala Secretary  
And to double check our records  
Referee(s)  
Starter
2. Were there any administrative problems?
3. At what time did the First race start?
4. At what time did the last race finish?
5. Did any Club fail to submit an event team list?

## AFTER THE GALA

1. At what time was the Pool area clear?
2. At what time was the building clear?
3. Were the Pool staff helpful?
4. Did you miss/forget any of your tasks?            If so which?
5. Any other points you wish to make?

THANK YOU FOR YOUR EFFORTS THIS EVENING