



**FOUNDED BY ROY ROGERS IN 1979  
HINTS FOR CLUB AND GALA SECRETARY**

**BEFORE THE GALA**

- HOST club will be appointed by the League
- Appoint somebody from your club, who is going to the Gala, as **Gala Secretary** and provide copy of this document.
- Reminder that any matter not covered by the rules of the league during the course of a gala will be determined by the promoter being the gala secretary acting on behalf of the league and the lead referee, subject to Swim England (SE) Regulations
- 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.
- The hosting club will need to organise **Public Announcement System**
- RECORDER club will be appointed by the League and although you are not required to fulfil this role, you may like to appoint someone to 'shadow' the Recorders and learn the Hy-Tek recording process. The recorder club are to supply laptop and a recorder who is familiar with Meet Manager
- The League rules require that "The host club shall appoint **2 Chief Timekeepers, an Announcer, people to collect spectator's entrance fees, male and female changing room stewards (DBS checked) Runners and the Gala Secretary.**
- Organise **CASH FLOAT** to provide appropriate change for spectator fees.
- Ensure teams have been seeded as per league draw
- Host club is permitted to organise a raffle, the proceeds of which they may keep for their own club.
- Check that you have all documentation listed in the Host Pack documentation file.
- Do not sanction any activity not covered in these notes. e.g. a shop.
- Give the **announcer and recorders their hint sheets.**
- Reference the correspondence confirming competing teams at your event and the previous results.
- Read and understand the 'safety requirements'

**AT THE POOL**

- Arrive first with all your staff and these papers.
- Follow the safety requirement sheet.
- Check that the pool is being correctly set up. If the Referee is present involve them in any concerns.
- Request table and chairs for Host and assigned recorders club
- Check with the pool staff when spectators are allowed to enter the seating area. If they allow, you may start early, otherwise keep swimmers/spectators away from the changing rooms and seating area.
- **ENTRANCE FEE IS £5.00. Children are FREE. THIS FEE IS THE LEAGUES MAJOR SOURCE OF INCOME PLEASE ENSURE THAT EARLY AND LATE ARRIVERS DO NOT AVOID PAYING.**
- Place the Chief Timekeeper's slips, Officials Programmes, all Judges sheets, copies of



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ASA judges' DQ crib sheet (for reference), Referee's copy of the League's rules on the Recorders' desk

- Check that all staff are on duty and understand their jobs.

**DURING THE GALA**

- Keep an eye on the event and assist your staff.
- Any matter not covered by the rules of the league during the course of a gala will be determined by the **promoter being the gala secretary** acting on behalf of the league and the lead referee, subject to Swim England (SE) Regulations
- If requested, give the Referees and Starter the amount each to cover their parking costs.
- The competitors' stewards should check the changing rooms regularly.

**AT END OF THE GALA**

- 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.
- **PLEASE NOTE THAT EACH TEAM MUST SUPPLY A TEAM LIST** indicating with first and last names who swam in each race on the night. These should be handed in with any amendments marked on them.
- 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 **email address** for the person they would like the results to be sent to.

**AFTER THE GALA**

- **As soon as possible after the gala** the Gala Secretary to e-mail ALL results to Results Officer [recording@hsleague.org.uk](mailto:recording@hsleague.org.uk)
- **By midday on the Monday** following the gala e-mail scanned copies of all team lists/change of swimmer forms to the Compliance Officer [randc@hsleague.org.uk](mailto:randc@hsleague.org.uk)
- Please transfer the takings by **BACS: a/c 40465232, Sort Code 20-41-12, Ref: Use Club Name.**

**RELAX**

**Thank You For Your Assistance**