

Cornwall & West Devon League

Host Club Jobs Check List

	Before the gala	Tick
1	<p>Venue: Ensure that you as host club have booked the pool and ensure that all the requirements for the gala are available, such as starting platforms, wave-resisting lane ropes, Public address system. AOE is not required but can advantageously be used if available.</p> <p>The pool needs to be booked for 3 hours. The competition programme is expected to last for 2 hours 15 minutes following a warm-up of 20 minutes.</p>	
2	<p>Programmes & raffle: The League Secretary should send you a draft programme for the gala by e-mail. If it has not arrived inform him immediately. You can “embellish” these as you wish. They are normally sold for £2= to include a number for the raffle. Some clubs number the programmes, others attach a raffle ticket. Have a minimum of 3 raffle prizes.</p>	
3	<p>Sheets for recording results: The League Secretary should send you the following:</p> <ol style="list-style-type: none"> 1. A set of customised referee report slips for the gala. 2. The Excel file for recording results on a computer on poolside and instructions for use. (These can also be downloaded from the League website). You will need a computer printer on poolside to print the results at the end of the gala. 3. The .pdf file to be printed for recording results on poolside. (This can also be downloaded from the League website). 	
4	<p>Personnel: Ensure that all the personnel have been allocated, both technical officials and non-technical personnel. Seek additional help from visiting clubs or local personnel in other clubs if necessary.</p> <p><u>For technical personnel to be provided by the host club please see the Promoter’s Conditions.</u></p> <p>.....</p> <p><u>Suggested needs for non-technical personnel are:</u></p> <p>2 recorders, preferably with a laptop running Excel</p> <p>.....</p> <p>1 announcer</p> <p>2 programme sellers / doorkeepers / distributors of drinks</p> <p>.....</p> <p>2 buying and arranging the raffles & draw & drinks</p> <p>.....</p> <p>1 warm up marshal (a coach)</p> <p>.....</p> <p>1 false start rope operator</p> <p>.....</p> <p>Note: Marshals are not needed as each club will marshal its own swimmers.</p>	

On the day at the gala		
1	<u>Promoter's conditions:</u> Ensure that the referee has a copy of the Promoter's Conditions. These can be downloaded from the website www.cwdl.org.uk	
2	<u>Host Club Representative:</u> He / she must ensure that the correct ASA safety announcements are made before warm up and before the competition starts.	
3	<u>Warm up:</u> Appoint a warm up marshal. He should make himself known to the club coaches, who will assist in the warm up.	
4.	<u>Photography & filming:</u> This will be allowed in accordance with ASA guidelines. A sheet for signing must be provided and an appropriate notice displayed informing spectators that they need to sign the sheet.	
5	<u>Lane allocation:</u> A lane draw will be made, except when spearheading is required by the promoter's conditions.	
6	<u>Accident book:</u> The host club should have a club accident book available.	
7	<u>Admission costs:</u> By programme including raffle number £2=	
8	<u>Drinks:</u> Drinks to be distributed to the technical personnel (and others as you may wish).	

After the gala		
1	<u>Results:</u> Notify the League Secretary of the results of the gala by noon the day following the gala by e-mail to philip@philipgordon.org or phone 01872 573615. [Remember the Secretary may not arrive home till late on the night of the gala!]	
2	<u>Results:</u> Send hard copies of the full results of the gala with all the relevant paperwork*. These should arrive at the League Secretary on the Tuesday following the gala. (This is essential to enable the League Secretary to allocate teams to galas for the following round and ensure that arrangements are in place in adequate time for the following gala.)	
3	<u>Gala receipts:</u> These belong to the host club as a contribution to the pool hire and other costs of hosting the gala.	

* Philip Gordon, 8 Carriage Parc, Goonhavern, Truro, Cornwall, TR4 8QW

philip@philipgordon.org, 01872 573615

Please advise me of any additions to the above check list.