

# Thames Valley Junior League Gala Hosting Club Checklist



## **Book the pool!**

Normal timing is 6pm warm-up, and 6:30 start. Should be finished by 9pm.

## **Officials**

Hosting club needs to organise:

Referee	It's a <b>good idea</b> to have a qualified, licensed, referee, as the League meets often have officials being mentored or assessed, which will need signing off by a qualified person.
Assistant Referee	if possible
Starter	
Chief Timekeeper	
Assistant Chief Timekeeper	if possible
Announcer	
Recorder	
Assistant Recorder	if possible
Steward/Whip 1	NOT needed – clubs organise their swimmers for the races.
Runner(s)	To take approved results slips from the referees to the recorders' table

Don't forget your own Judge and one Timekeeper (we don't need two timekeepers to run, only one)

Judge	
Timekeeper 1	
Timekeeper 2	

## **Helpers**

Door Steward	
Raffle (?)	
Refreshments for coaches/officials	

You'll also want some front-of-house people – taking money on the door, and selling raffle tickets perhaps. They generally are only needed until the start of the gala races.

## **Create before the day**

- ♣ Programmes – You need to create the programme cover – add dates, times, venues. You can also add your club logo! - see the website to the template
- ♣ Results slips – usually off the website. *Note: for 8 lane pools (eg Maidenhead) who install the 6 blocks in the centre 6 lanes, make sure you number the teams 1-6 not 2-8).*
- ♣ Charge up Electronic equipment

- ⤴ Raffle prizes, if you're running one.

### **Don't forget on the day**

- ⤴ Video/Camera record book
- ⤴ Spare stopwatches, if you have any; Electronic starting equipment charged up, etc.
- ⤴ Recorder's materials: Pens, The recording sheets, the recorder's checklists (from the TVJL website, [tvjl.org.uk](http://tvjl.org.uk))
- ⤴ Programmes – Enough copies, around 150, and float for the folks on the door (£30?). Don't forget that the officials will need some too, so put some (20?) on the recorder's table or with the referee.
- ⤴ Raffle prizes; sticky tape to stick the labels on
- ⤴ Refreshments for officials/coaches (water/squash); plastic cups
- ⤴ Notices saying “Admission by programme: £2.50 per person: Children under 16 and OAPs free”
- ⤴ (clubs often use the opportunity to meet neighbouring clubs to give out meet packs to promote galas they are staging later in the year)

### **Don't forget after the gala finishes**

Send the results to [secretary@tvjl.org.uk](mailto:secretary@tvjl.org.uk) copying the [chairman@tvjl.org.uk](mailto:chairman@tvjl.org.uk).

### **Final notes**

If you're stumped, puzzled, or just want a check of what you're doing (as clubs often use these meets to train up new organising teams), please don't suffer in silence, or just cross your fingers. Do get in touch with any of [webmaster@tvjl.org.uk](mailto:webmaster@tvjl.org.uk), [secretary@tvjl.org.uk](mailto:secretary@tvjl.org.uk) or [chairman@tvjl.org.uk](mailto:chairman@tvjl.org.uk) with your questions.