

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	
Assistant Referee	if possible
Starter	
Chief Timekeeper	
Assistant Chief Timekeeper	if possible
Announcer	
Recorder	
Assistant Recorder	if possible
Steward/Whip 1	
Steward/Whip 2	

Don't forget your own Judge and two Timekeepers

Judge	
Timekeeper 1	
Timekeeper 2	

Helpers

Door Steward	
Raffle (?)	

Create before the day

Programmes

You need to create the programme cover – add dates, times, venues. You can also add your club logo!

Don't forget on the day

Video/Camera record book

Programmes – Enough copies

Notices saying “Admission by programme: £2.50 per person: Children under 16 and OAPs free”