

Thames Valley Junior League Gala Hosting Club Checklist



This is a memory-jogger list; if you're doing it differently for a reason, that's fine. It's intended as an aide-memoire so you know you've got all the aspects covered.

Book the pool!

'Normal' timing is 6pm warm-up, and 6:30 start. Should be finished by 9pm. *Please check the tvjl.org.uk website is publishing the correct details for your gala!*

Lifeguards

There will need to be lifeguard cover for the gala ... often supplied by the venue staff, but make sure you have this arranged appropriately

Officials

Hosting club needs to organize names against these roles. The officials don't need to be qualified, licensed officials, if you are getting stuck, but at least one referee ought to be:

Referee	It's a <u>good idea</u> 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 2 assistant chief timekeepers (ie 3 C/K in total) is ideal to keep the gala moving with manual timing.
Announcer	
Recorder	
Assistant Recorder	if possible/needed
Steward/Whips	NOT needed – clubs organise their own swimmers for the races. Warmup of the team happens in their own lanes: no sprint lanes during warmup.
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). The other clubs will also provide a judge and a timekeeper. Again, they don't need to be qualified yet (although *competent* is a good thing to aim for) – and you don't need to know the names of the other teams officials... the referee will deal with that on the night.

If you can find and supply an *extra* Judge Level 1, so much the better, as now the optimum placement of Inspectors of Turn is one per every 2 lanes at the end of the pool.

If there is only a single referee having 3 chief timekeepers will aid the smooth running of the gala.

Judge	
Timekeeper 1	

Helpers

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, when they can then go and enjoy the evening. A couple of names for each role is a good target to aim for.

Door Steward	
Raffle (?)	
Refreshments for coaches/officials	

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 for the template.
- ⤴ Warm-up and Gala safety announcement – either read from script or pre-recorded.
- ⤴ 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 2-7).*
- ⤴ Recording sheets or computer (if used: keep it dry!) for the results. Teams bring USB memory sticks for the results. Load the scoring spreadsheet, and add the team names and lanes.
- ⤴ One printed out copy of the League Rules for the reference on the night can help prevent discord.
- ⤴ Charge up Electronic equipment
- ⤴ Raffle prizes, if you're running one.

Don't forget on the day

- ⤴ Video/Camera record book.
- ⤴ Warm-up and Gala safety announcement – either read from script or pre-recorded.
- ⤴ 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)
- ⤴ 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 give to the referee.
- ⤴ Raffle prizes; sticky tape to stick the labels on, Raffle ticket book.
- ⤴ Refreshments for officials/coaches (water/squash); plastic cups if needed.
- ⤴ Notices saying "Admission by programme: £4.00 per person: Children under 14 and OAPs free" for the table or doors.
- ⤴ (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 and the completed recorder's check forms to secretary@tvjl.org.uk copying the 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, secretary@tvjl.org.uk or chairman@tvjl.org.uk with your questions.

Change log

For 2020, spectator fee is £4 from £3.