



# **NOTTINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION**

Affiliated to Swim England East Midland Region



## **JOINT HOST CLUB FOR THE NOTTS ASA GALAS**

As we are running multiple Galas simultaneously, and to ensure that the events are a success, we would be most grateful for the Host Clubs to organise and appoint the following:-

### **HOST A (Promotor) THE GALA COORDINATOR**

The Gala Coordinator should be available throughout the gala (NOT doing any other role) as a point of contact for anything to do with the gala. Check the team sheets handed in against the official registration sheets (provided in the gala bag) for any swimmers swimming who are not registered, swim out of age, or swim in too many individual events. Complete the Promotor Report form, collect the Referee Report form and Officials Register from the Referee and submit all paperwork to the league manager.

### **ONE CHIEF TIMEKEEPER**

### **AN ANNOUNCER**

### **RECORDERS:**

As we use laptops computers to record the gala results, any club requesting a copy of the results, they must provide their own memory stick. A memory stick containing the program used for recording will be provided or can be downloaded from the Notts ASA Website before the gala. Please note that these are updated every year.

**The recorder is responsible for collecting all of the swimmer information from the competing clubs and import this onto the results spreadsheet and then to also make any changes throughout the competition.**

**The recorder is also responsible for the emailing of the completed results sheet to the league manager and the Notts ASA Webmaster. Details of the email addresses to send these emails to are on the instructions page of the results program. These should be emailed over as soon as possible after the completion of the gala.**

A copy of the completed results should also be saved to the memory stick provided and handed back to the gala coordinator at the end of the gala.

### **1 RAFFLE PRIZE (Donated)**

### **1 ADDITIONAL JUDGE**

### **HOST B**

### **ONE CHIEF TIMEKEEPER**

### **PERSONNEL TO MAN THE DOOR**

Duties include:

- Collecting Entrance Fees
- Programme Distribution
- Selling Raffle Tickets
- Completing Cash Account Form

### **PERSONNEL TO SUPPLY DRINKS**

Drinks are for each official and team manager

### **REFRESHMENTS**

### **1 RAFFLE PRIZE (Donated)**

### **1 RAFFLE PRIZE (claimed for)**

### **1 ADDITIONAL JUDGE (if less than 6 teams competing)**

Can Host Clubs Please contact each other before the gala day to confirm everything is in place and organised before the gala. Host clubs are also responsible for ensuring that all of the officials roles for the competition are covered and to find replacements as and where needed.

If we can ask **both** host clubs to provide one laptop so there is a spare at the gala just in case anything happens such as a battery drains before the end of the gala, as some pools will not allow the charging of a laptop on poolside.

Your Club will be responsible for supplying the raffle prizes, drinks, cups and these expenses will be reimbursed on the night.

Raffle tickets should be sold in strips of five at **50pence per strip, but for the Draw they must be single tickets.**

The raffle books will be supplied by the Notts ASA and the Gala Co-Ordinator will be provided with the Cash Float, Programmes, Timekeeper, Judges and DQ slips. The same Gala Co-Ordinator must be given ALL of the cash, completed Timekeeper and Judges slips and any other relevant documents at the end of the gala, including the Start System (If Provided by Notts ASA).

**On behalf of the Notts ASA Leagues Management Board, Many thanks for all your efforts in making the Gala a success, it is most sincerely appreciated.**