



**NOTTINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION**  
**Affiliated to ASA 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**

**THE GALA CO-ORDINATOR**

THE GALA CO-ORDINATOR 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 OR SWIM OUT OF AGE.

**ONE CHIEF TIMEKEEPER**

**AN ANNOUNCER**

**RECORDERS: AS WE USE LAPTOP COMPUTERS TO**

RECORD, ANY CLUB REQUESTING RESULTS MUST PROVIDE THEIR OWN MEMORY STICK

A MEMORY STICK CONTAINING THE PROGRAMME WILL BE PROVIDED OR CAN BE DOWNLOADED FROM THE NOTTS ASA WEBSITE BEFORE THE GALA

**THE RECORDER MUST EMAIL THE RESULTS TO THE LEAGUE MANAGER AND DAVID FORTESCUE**

**(da.fortescue@sky.com) AS SOON AS POSSIBLE**

ALSO, PLEASE ENSURE THAT THE COPY OF THE RESULTS ARE GIVEN TO THE GALA CO-ORDINATOR ON THE MEMORY STICK PROVIDED

**1 RAFFLE PRIZE (Donated)**

**HOST B**

**ONE CHIEF TIMEKEEPER**

**PERSONNEL TO MAN THE DOOR: DUTIES INCLUDE**

COLLECTING ENTRANCE FEES

PROGRAMME DISTRIBUTION

SELLING RAFFLE TICKETS

COMPLETING CASH ACCOUNT

**PERSONNEL TO SUPPLY DRINKS TO EACH OFFICIAL AND TEAM MANAGERS**

**1 RAFFLE PRIZE (Donated)**

**1 RAFFLE PRIZE (claimed for)**

Can Host Clubs Please contact each other before the gala day to confirm everything is in place and organised before the gala.

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 AND JUDGES SLIPS. The same official must be given ALL OF THE CASH, COMPLETED **TIMESLIPS AND JUDGES SLIPS** AND ANY OTHER RELEVANT MATERIAL AT THE END OF THE GALA, INCLUDING THE STARTER 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.