

## Checklist for Running Essex Mini League Galas

### 1. Prior to the Gala

- Host team to book the pool they are holding the gala in as soon as the fixtures are finalised and they know the date.
- At least three weeks before the gala, the host team is required to email the visiting teams plus the League Secretary the date, time and venue of the gala, plus attach a programme of events. **(Rule 7b)**
- The host team is to produce the following documentation:
  - Programme (one for each spectator and approximately 30 for poolside officials and helpers)
  - Chief Timekeeper Slips
  - Results Recording Sheets (either appropriate paper copies or electronic spreadsheet)
- The host team is to organise raffle prizes

### 2. Gala Night

#### 2.1 Spectator Control

The host team is to provide the following personnel:

- 1 or 2 people on the door to collect the entrance fees, hand out the programmes and sell raffle tickets.

#### 2.2 Poolside Administration

The host team is to ensure the following equipment is available and set up:

- Starting blocks
- Lane ropes
- Backstroke flags
- Starting equipment – preferably electronic but possibly an air horn
- PA system
- Copy of league rules, in case of queries.

The host team is to provide the following personnel:

- Announcer (with a copy of the ASA safety announcement)
- Results recorder(s) – preferably two people to check and confirm results
- Runner or a system to get chief timekeeper slips to results recorder

#### 2.3 Officials

The host team is to provide the following personnel **(Rule 7c)**:

- 2 x Referees - overall control of the gala (the gala can be run with one but will take longer)
- 2 x Chief Timekeepers - to oversee the timekeepers and collect and record the times for each race and liaise with the referee on correct placement of the swimmers (one required if only one referee)
- 1 x Starter - to start each race as appropriate
- 1 x Judge - to assess stroke, turns and touch
- 1 x Timekeeper - to time their allocated lane (not their own team's lane)

Each visiting club should also provide a judge and a timekeeper each. **(Rule 7c)**