

## ***Gala to do List***

### ***Home club Supplies***

- Two weeks **Confirmed** notice to each visiting club of warm up time, parking etc.
- One **Referee**, ( preferably qualified ) \*\*
- One **Starter**, ( preferably qualified )
- Fifty plus Judges Finish Slips
- Starting Device, Gun, Whistle
- Two people on door collecting entry fee to help cover cost of pool hire, possibly also doing raffle. (Best to be in place at least one hour before gala warm up time.)
- Two **Recorders**, to record swimmers times etc.
- Recorders Scoring method
  - Paper Sheet or
  - Laptop – printer
- One **Announcer**, with microphone.
- Two people to supply drinks to the people above, orange squash or whatever.
- One person as runner to collect result slips.
- Gala Programs – sufficient numbers for spectators and officials
- Raffle with at least three decent prizes
- Pool to be set up by Home Club
- PP League - Certificates for winners and achievers
- Results to Results Secretary and website ASAP.

### ***Each Club to Provide***

- One **Judge**, ( preferably qualified )
- Two **Timekeepers** and watches, ( preferably qualified )
- One **Team Manager** who run the teams
- Two **Assistants** who control / ensure the kids know what they are swimming and when and to make sure the kids go up at the right time, also they stand at the end of the pool to help the kids with the relays etc (2 from each club)
- Completed Timekeepers slips
- Signed Copy of Team Sheet

\*\* *Crusader League no longer supplies the referee*