

Essex Swimming League – Host Club duties

The primary role of the host club is to work with the league referee and pool operator to ensure the smooth running of the gala. This document is intended to provide guidance to host clubs in their responsibilities and does not cover all eventualities!

The League provides the following:

1. Pool booking – normally paid direct by the league
2. Qualified officials to perform the roles of Referee and Starter
3. A 'Gala box' which includes
 - Programmes (for spectators & officials)
 - Bank coin bag(s) – for programme/entrance fees.
 - Gala safety announcement (you may need to add pool depths and emergency arrangements relevant to the pool).
 - Chief Timekeeper slips (for Referee)
 - Manual recording sheets (for use if no computer is available)
 - Officiating DQ forms (for Referee)
 - Sheet to record officials (for Referee)
 - Official protest form(s)

Host Club duties and responsibilities

You will need to supply people to perform the following roles:

- 1 **Entrance Desk** – Two people will be needed to sell programmes/collect spectator entrance fees.
Note: You can run your own raffle if you wish, proceeds from this can be retained by your club and offset any other costs (e.g. for refreshments).
- 2 **Additional officials** – In addition to the competent judge and timekeeper you need to supply two Chief Timekeepers.
- 3 **Recorders** – Two people to process the results slips and record the results. Recording of results is preferably done using the official Excel-based ESL recording sheet which is published in the Documents section of the [league website](#) (in which case you will also need a computer and ideally a printer). You can also use the manual recording sheets provided. If AOE is in use the host club should provide someone competent in operating this equipment.
Note: If you do NOT use the official ESL recording sheet then you must ensure the points system applied is consistent with the league rules.
- 4 **Runner(s)** – Depending on the pool layout, you may need to provide runners to take results slips from poolside to the recording desk.
- 5 **Announcer** – This person is responsible for reading out the safety announcement before the warm up, and again before the gala starts. They should also announce to spectators the lanes assigned to clubs for the gala. During the competition, the announcer should co-ordinate with the referee to announce each event before it starts. Normally the announcer will also read out event results and interim team scores as the gala progresses. Some clubs choose to combine the role of announcer with one of the recorders. At the end of the gala the announcer should announce the final result and direct people to the league website www.essexswimleague.org.uk for current league tables and future fixtures.
Note: The host club is responsible for ensuring a suitable sound system and microphone is

available such that announcements can be heard clearly on poolside and preferably in the spectator area too!

- 6 **Safeguarding or Welfare Officer** – The host club should designate a named individual who will be responsible for child safeguarding at the gala. This individual should be able to handle matters of a child safeguarding nature in an appropriate and confidential manner.
- 7 **Competitor Stewards** – Individual clubs are responsible for getting their swimmers to the correct events but the host club is responsible for directing swimmers from changing areas and onto poolside and generally keeping order in the changing areas. You should consider the potential for needing male & female stewards.
- 8 **Refreshments** – The host club is expected to provide refreshments for officials (and ideally visiting coaches). This can be bottled water collected on entry to poolside and/or drinks brought around more than once during the gala. If the pool operator permits, host clubs may choose to sell refreshments and snacks to spectators.
- 9 **Pool set up** – The host club is expected to liaise with the pool operator to ensure that the pool is set up for the gala at the scheduled warm-up time with backstroke flags, anti-turbulence lane ropes (where available), AOE (if being used), and a false start rope (where available). If the pool or club has a starting system then this should be charged and available on poolside (unless otherwise arranged with the referee). Where pool space permits, chairs for the timekeepers are always gratefully received and make life easier for the chief timekeepers to collect times after each event!
- 10 **Lane Draw** – Before the start of the gala the host club is responsible for conducting a Lane Draw to assign a specific lane to each club for the gala. This is usually done before the warm-up. Participating clubs should be invited to send a representative to attend the draw.

At the end of the gala the host club should:

- a) Provide copies of gala results to each club, and the league representative (if in attendance). A copy should be placed in the gala box and, if an electronic recording template has been used, this should be emailed after the event to: results@essexswimleague.org.uk.
Note: If, for some reason, it is not possible to provide copies of the result at the end of the gala, the host club is responsible for distributing the results to a representative of each participating club within 24 hours.
- b) Communicate the result of the gala to the Hon. Secretary by phone, or by email to the results@essexswimleague.org.uk email address, within 24 hours.
- c) Place all results slips, DQ & protest forms, record of officials, accident book plus any unused programmes & other forms back in the gala box.
- d) Ensure the programme/entrance fees are counted, bagged and returned to the gala box.
- e) Handover the gala box (with the money) to either the league representative (if present), or the lead referee.
- f) Go home, feel satisfied with a job well done, and have a rest!