

Duties Performed by Clubs at League Competitions

1. Door

- 1.1. The "Door" is best carried out by two people. Before arriving at the Gala it is advantageous to bring something with you to hold the cash bearing in mind security of the money. A cash float of £50.00 will be provided to start you off. Arrive at least 45 minutes before the schedule start time of the gala.
- 1.2. Report to the Gala Organiser who will show you where the entrance table is situated and give you programmes and brief you.
- 1.3. At a time agreed with the Gala Organiser / Leisure Centre clear the spectator area of any spectators. Allow spectators into the Spectator area on payment of the admission charge which is currently:-
 - 1.4.1. All Divisions Adults £4.00
 - 1.4.2. All Divisions Concessions £2.00

We intend to accept either cash or card payment this year. The card facility is dependant on getting a suitable signal on the internet at the various pools.
- 1.4. An Adult is a person between 16 and 59 years of age, a Concession is a person 60 years and over, children are free.
- 1.5. The Admission charge includes a Programme.
- 1.6. Remain at the entrance table until five minutes after the start of the gala
- 1.7. Count and note the amount of money and hand it over to the Gala Director.

2. Announcer

- 2.1. Arrive at least 45 minutes before the schedule start time of the gala
- 2.2. Report to the Gala Organiser who will brief you on what to say, when to say it before, during and after the gala
- 2.3. Test the sound system for audibility
- 2.4. Liaise with the Referee regarding when to announce between events. Also liaise with the Recorders regarding the transfer of the event results plus the interim totals to you during the gala so that they can be announced.

3. Refreshments

- 3.1. This duty has been removed – all clubs and Technical Officials are responsible for providing their own refreshments.

4. Recorder

- 4.1. Report to the Gala Director at least thirty minutes before the start of the gala.
- 4.2. At the venue of a **Premier Division** gala the AOE operator will produce a result sheet for each event. The Recorder will use this sheet to record the times for each lane on a computer programme (the computer with a programme will be provided). The programme will automatically allocate positions and the points for each event.
- 4.3. At the venue of a **Division 1, Division 2 or Minor Division** gala the Referee will give the finishing order to the Recorder after each event. The Recorder will use the finishing order to record the placings for each lane on a computer programme (the computer with a programme will be provided). The programme will automatically allocate positions and the points for each event.
- 4.4. At specified intervals during the gala the Recorder will pass to the Announcer the running totals for each lane so they can be announced.

5. Check Recorder

- 5.1. The role of the Check Recorder is to verify that the times and/or placings put on the computer by the Recorder are correct to ensure that there are no errors with the recording.

6. Technical Officials

6.1. Each club is required to provide Judges as follows:-

6.1.1. Premier Division

Each Club is required to provide at each competition qualified Technical Officials - one Judge at Level 1 and one Judge at Level 2. The League will appoint its own Referee and Starter. Trainee Technical Officials may be accommodated at the competition with the approval of the Gala Director but they will not count towards the requirements of 6.1.1

6.1.2. Division 1, Division 2 and Minor Division

Each Club is required to provide a Judge, preferably qualified, at each competition round.

The Judge(s) should report to the Gala Director at least 30 minutes prior to the start of the gala who will note that an Official from a club has come forward.

6.2. The Judge shall be introduced to the Referee who will be responsible for allocating positions on poolside and briefing the Judges.

6.3. It is preferable that the Judges wear white tops and black trousers.

7. Penalties

7.1. For not carrying out the duty allocated at a competition round, the club will be charged £50:00

7.2. For not providing a Judge(s) as detailed under the heading Technical Officials at a competition round the club will be charged £50:00 per Judge.

7.3. Failure of a club to attend a competition round will incur a charge of £250:00.

7.4. The maximum charge to a club in respect of one competition round will be £250:00

Updated 25/07/2026