

M1 Swimming Club - Gala Preparation

Committee

- Ensure gala has been booked and gala flyer created and distributed (placed on website) approximately 4-6 weeks prior to gala.
- Gala to be booked as follows:
 - Winter Gala: June @ MARC (indoor)
 - Spring Gala: September @ MARC (indoor)
 - Summer Gala: December @ MARC (outdoor)
 - Autumn Gala: March @ HOLT (outdoor)
- Arrange who the gala coordinators will be.
- For summer gala, arrange Festive season BBQ and gift exchange.

Gala Coordinators (2)

- Arrange volunteers for upcoming gala and present list at the committee meeting prior to the gala.
- Meet at the MARC at 7.45pm on the Wednesday night prior to the gala to arrange timekeepers and finalise gala details, including equipment, programs, etc.
- Oversee volunteers on day of gala and be central contact for volunteers prior to and on day of gala.

Program team (4)

- Meet at the MARC or HOLT on Tuesday prior to the gala and compile program.
- Create athlete list and place on club website by the Wednesday prior to the gala.
- Send an email notifying members that the athlete list is on the website and participants have until 6pm on the Wednesday to notify the club by email if they are not on the list.
- Meet at the MARC at 7.45pm on the Wednesday prior to the gala to make final changes and print time-sheets.
- Place the program on the website no later than 48 hours prior to the gala.
- Ensure laptop is available for results team.

Results team (4)

- Meet early prior to gala and set up table, laptop, printer etc in an appropriate area poolside.
- Arrange who will be the runner, and who will read results, enter results and display results.
- Arrange for results to be placed on website.
- Pack up equipment.

Uniform/program team (4)

- Meet early to set up table, uniform, float, programs and signage in an appropriate location.
- Uniform is to be sold throughout duration of gala.
- At the end of the gala, complete a stock take of uniform and pack up uniform.
- All moneys to be forwarded to the treasurer, president or vice president.
- At the summer gala, the team will also need to oversee the gift exchange, ensuring all people who have placed a gift on the gift table at the start of the gala are placed on the gift exchange list. The gifts will be distributed after the gala.

M1 Swimming Club - Gala Preparation (continued)

Announcer/starter/official team (4)

- Meet early prior to gala and set up table, PA equipment, starter equipment, music, etc.
- Arrange who will be the announcer, starter, whistler and music player
- Official to identify disqualifications and report to results team.

Marshalling team (4)

- Meet early prior to gala to set up marshalling area in a suitable location.
- Prepare a marshalling board (normally a white board) and keep it up to date.

Chief timekeepers (2)

- Meet early prior to gala to set up folders, stopwatches and timesheets for timekeepers.
- 3 chairs in each lane will need to be set up.
- Hold a meeting with timekeepers at commencement of warm up, outlining procedures.

Timekeepers (24)

- To arrive by the start of the gala warm up time and attend meeting with chief timekeepers.
- To time keep and record results as instructed.