

M1 GALA ROSTER

(Refer to page 2 to check what you will be required to do)

EVENT: M1 Short Course Gala
DATE: SATURDAY, 30 May 2015
POOL: Monash Aquatic & Recreation Centre (MARC), 25 m Indoor Pool
TIME: Warm up 4:30 PM / Start 5:00 PM / Finish 7:00 PM (approx.)
CONTACT: Diane Kovacs - 0419 319 338

	Role:	Name:	Start time:	
M1 COMMITTEE	GALA COORDINATOR	Coordinator	Diane Kovacs	3:30 PM
	PRE-GALA	Compile program	Sam Murphy	
		Print program	Adam Baratta	
		Upload program & roster	Sam Murphy/Greg Tate	
		Check equipment	Rod Skudar/Mark Tate	
		Organise/confirm pool booking	Greg Tate/Rod Skudar	
		Organise/confirm officials	Greg Tate/Rod Skudar	
	GALA SET UP/PACK UP	Results area	Grace	3:30 PM
		PA system for announcements	Mark Tate	3:30 PM
		PA system for starter	Deb from DVE	3:30 PM
		Timekeeping & marshalling area	Adam Baratta/Rod Skudar	3:30 PM
	ANNOUNCERS	Announcer	TBC	3:30 PM
	POST GALA	Send results to Swim Vic	Greg Tate	
		Compile points	Sam Murphy	
Upload results onto website		Greg Tate		
Sponsor follow up		Rod Skudar		
M1 GALA SUPPORT CREW	GENERAL ASSISTANCE	Program and raffle sales	TBC	4:00 PM
	MARSHALLING	Marshalling 1	Tim Wilson	4:00 PM
		Marshalling 2	Mark Huf	4:00 PM
	RESULTS	Results	Deb from DVE	3:30 PM
	CHIEF TIMEKEEPING	Chief Timekeeper	Amber Fernandes	4:00 PM
	TIMEKEEPING	Timekeeper 1 - Lane 1	Barlow Family	4:30 PM
		Timekeeper 2 - Lane 1	Bolton Family	4:30 PM
		Timekeeper 3 - Lane 1	Brabner Family	4:30 PM
		Timekeeper 4 - Lane 2	Chen Family	4:30 PM
		Timekeeper 5 - Lane 2	Chen Family	4:30 PM
		Timekeeper 6 - Lane 2	Choi Family	4:30 PM
		Timekeeper 7 - Lane 3	Claringbold Family	4:30 PM
		Timekeeper 8 - Lane 3	Collard Family	4:30 PM
		Timekeeper 9 - Lane 3	Corbett Family	4:30 PM
		Timekeeper 10 - Lane 4	Della Penna Family	4:30 PM
		Timekeeper 11 - Lane 4	Dionq Family	4:30 PM
		Timekeeper 12 - Lane 4	Forthun Family	4:30 PM
		Timekeeper 13 - Lane 5	Froelich Family	4:30 PM
		Timekeeper 14 - Lane 5	Gemci Family	4:30 PM
		Timekeeper 15 - Lane 5	Golombick Family	4:30 PM
		Timekeeper 16 - Lane 6	Gu Family	4:30 PM
		Timekeeper 17 - Lane 6	Hardingham Family	4:30 PM
		Timekeeper 18 - Lane 6	Hastings Family	4:30 PM
		Timekeeper 19 - Lane 7	Hodgson Family	4:30 PM
Timekeeper 20 - Lane 7		Hull Family	4:30 PM	
Timekeeper 21 - Lane 7		Lee Family	4:30 PM	
Timekeeper 22 - Lane 8		Lim Family	4:30 PM	
Timekeeper 23 - Lane 8		Lin Family	4:30 PM	
Timekeeper 24 - Lane 8		Lokan Family	4:30 PM	
RESERVES	RESERVE TIMEKEEPERS	Reserve timekeepers	McInnes Family	4:30 PM
		Reserve timekeepers	Millington Family	4:30 PM
		Reserve timekeepers	Muser Family	4:30 PM
		Reserve timekeepers	Ng Family	4:30 PM
		Reserve timekeepers	O'Callaghan Family	4:30 PM
		Reserve timekeepers	Pande Family	4:30 PM
		Reserve timekeepers	Poole Family	4:30 PM
		Reserve timekeepers	Sankaranarayanan Family	4:30 PM
OFFICIALS	OFFICIALS (& Starter)	Official 1	Harold Gustov - 0409 952 434	4:30 PM
		Official 2	Fong - 0438 001 738	4:30 PM
		Official 3	Max Digby - 03 5472 1169	4:30 PM
		Official 4	Pat Digby - 03 5472 1169	4:30 PM
			Joffre Charles - 0403 016 145	

Gala Crew Roles

Gala coordinator: Direct gala crew
 Mark attendance of gala crew
 Check that all positions are filled and call on reserves if required

- General assistance:** Have programs ready for sale 30 minutes before warm up starts
Sell raffle tickets
Have change ready from petty cash
Provide information and advice for members and guests
Take names for gift exchange (summer gala only)
- Marshalling:** Arrange swimmers into lanes as per the program
Start marshalling swimmers immediately at end of warm up
- Results:** Prepare results area including laptop, printer and stationery
Print results and display poolside
Send file of results to club
- Chief Timekeeping:** Check and mark roll of timekeepers from gala crew in attendance
Call on reserve timekeepers if necessary
Instruct timekeepers on processes
Oversee timekeeping and act as back up if required
- Timekeeping:** Accurately time each swimmer
Record time (one person per lane)