December 2018

Dear Colleague

**Worcester County Swimming Championships & Age Groups 2019**

I write on behalf of the Swimming Committee to confirm that the following clubs have been selected to organise the following events. Where responsibilities have been split, please liaise with the relevant club to arrange cover.

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** | **DATE** | **ORGANISING CLUB(S)** | **LOCATION** |
| LONG DISTANCE 1500m & 800m.CHAMPIONSHIPS  | **Saturday****19th January am**  | Redditch  | WOLVERHAMPTON |
| COUNTY CHAMPIONSHIPS | **Saturday****26th** **January****ALL DAY**  | Worcester & Hereford | WORCESTER |
| COUNTY CHAMPIONSHIPS | **Sunday****27st January****ALL DAY**  | Worcester & Hereford  | WORCESTER |
| COUNTY CHAMPIONSHIPS | **Saturday****9rd** **February****ALL DAY**  | Wyre Forest  | WOLVERHAMPTON |
| COUNTY CHAMPIONSHIPS | **Sunday** **10thFebruary** **All day**  | Halesowen  | WOLVERHAMPTON  |
| COUNTY RELAYS | **Sunday** **June 30TH****SHORT DAY** | Bromsgrove + Ledbury Pershore + Haden Hill | WOLVERHAMPTON |
| JUNIOR DEVELOPMENTMEET  | **Sunday** **30th September****ALL DAY** | Stourbridge + Oldbury Droitwich + WarleyWasps | WOLVERHAMPTON |

Each event will require personnel for the following responsibilities:-

**Announcer** 1 Person

**Door** 2 persons – for morning & afternoon sessions.

 Raffle Tickets and prizes will be provided by the county.

**Assistant to**

**AOE Operator** 1 person. Please contact Dave Geary on poolside.

**Competitor Stewards** 4 persons. To be available for all sessions.

 Marshalling instructions are attached with this letter.

**Poolside Marshals** 2 persons (one male/One Female) to check changing rooms

 every 15 minutes. Poolside pass require. These marshals will

 need to have an upto date DBS check.

**Trophy Personnel** 1person to assist Trophy Controller Mandy Gerwitz at the end

 of each session to assist with medals. Please report to

 Mandy at the beginning of the Session. Must be prepared to stay

 To the end when awards are presented.

**Polo Shirts**  These will be provided for all marshals and stewards. Please

 obtain these from the Managers office upstairs at

 Wolverhampton and Equipment room poolside at Worcester, to

 be signed for and returned at the end of the day.

**Long Distance at** Only drinks and snacks, e.g. biscuits etc., required for

**Wolverhampton** this event. Coffee, tea, water required before and during

 the break. Poolside drinks or bottles of water can be given

 out at the start.

**Catering at both**  Host club to be responsible for breakfast at both venues,

**Wolverhampton &**  plus Tea, Coffee, Juice and water. Outside catering is

**Worcester** **for Age** provided for lunch. Host club to arrange after delivery.

**Group events** Poolside drinks also provided by Host club.

 Personnel will need to set up and clear away refreshments

 at both venues.

Litter bags, washing up liquid, tea cloths also required.

 Plastic cups/squash will need to be provided for Officials

 both poolside and Officials room. Bottled water can be

 used poolside as well.

 Approx. number of Plastic cups 80 -100, per session.

 **Expenses** incurred will be reimbursed on production of receipts.

**Any other issues or** At **Wolverhampton** the Managers Office upstairs will be used

**Queries.**  by County personnel, at **Worcester** the Equipment room on

 poolside will be used.

**ALL PERSONAL ON POOLSIDE WILL NEED TO BE ASA SWIM ENGLAND DBS CHECKED.**

**Please complete attached form and return with names of those assisting together with allocated responsibilities as soon as possible.**

Thank you.

Simon Barry

Swimming Secretary

simonjustinbarry@gmail.com 07801 349169