



December 2019

Dear Colleague

Worcester County Swimming Championships & Age Groups 2020

I write on behalf of the Swimming Committee to confirm that the following clubs have been selected to lead the volunteers on the following events. These clubs have been chosen as they are the larger clubs, however where we are short of volunteers this will be cascaded down to ALL county clubs – It is important we all work together to support our county events and swimmers. Where responsibilities have been split, please liaise with the other club to arrange cover, all details of volunteers need to be confirmed back to me on the attached form no less than 10 days before the event. If you are having any issues in securing volunteers to assist, please contact me as soon as possible so we can request assistance from across the County.

The list and details for required personnel each day is summarised below.

EVENT	DATE	ORGANISING CLUB(S)	LOCATION
LONG DISTANCE 1500m & 800m. CHAMPIONSHIPS	Saturday 18th January am	Redditch	WOLVERHAMPTON
COUNTY CHAMPIONSHIPS	Saturday 25th January ALL DAY	Worcester & Hereford	WORCESTER
COUNTY CHAMPIONSHIPS	Sunday 26th January ALL DAY	Worcester & Hereford	WORCESTER
COUNTY CHAMPIONSHIPS	Saturday 8th February ALL DAY	Wyre Forest, Halesowen	WOLVERHAMPTON
COUNTY CHAMPIONSHIPS	Sunday 9th February All day	Bromsgrove, Stourbridge, Pershore	WOLVERHAMPTON
Clubs to support where necessary: Ledbury, Oldbury, Haden Hill, Droitwich, Warley Wasps			

Each event will require personnel for the following responsibilities: -

Warm up Lead

Lead club to provide a Coach to run warm up – details of warm up rota will be provided by Nick Bates-Mudie

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 Nick Bates-Mudie on poolside.
- Competitor Stewards** 4 persons. To be available for all sessions.
- Poolside Marshals** 2 persons (one male/One Female) to check changing rooms every 15 minutes. Poolside pass required. These marshals will need to have an up to date DBS check.
- Trophy Personnel** 1 person to assist Trophy Controller Mandy Gerwitz at end of each session to assist with medals. Please report to medal table at the beginning of the Session. Must be prepared to stay to the end when awards are presented
- Catering Personnel** 3/4 persons to set up and clear away breakfast and lunch on main days/ Mid-morning refreshments at distance. Also to assist with providing drinks for officials on poolside for duration of event.

Catering Details:

Long Distance at Wolverhampton:

Only drinks and snacks required at this event. Drinks and biscuits to be provided at start of event. Light snacks such as pastries and fruit, together with drinks to be provided during the break. Orange squash, blackcurrant squash and water to be provided through the day. Paper cups will be needed for tea and coffee.

Approx. numbers are 35

Main Four Competition Days:

Club to provide and set up breakfast. Tea, coffee, milk sugar and juice. Toast (a toaster will be needed), butter and jams, small pastries. Paper cups for hot drinks breakfast and lunch, paper plates for breakfast. Orange and Blackcurrant squash. Maximum spend is £100.

Approx. numbers are 55

Lunch will be provided by county, set up and clear away will need to be actioned by host club. Desserts will be needed to be provided, together with paper dishes and spoons.

Please note: This year the County is going 'plastics free' on poolside drinks. All officials and volunteers will be advised to bring their own drinks bottle which we will refill. Drinks dispensers and jugs have been purchased by the county to be used to facilitate this so no plastic cups or bottled water will be needed to be purchased, only squash.



Expenses incurred will be reimbursed on production of receipts. All surplus items such as tea, coffee, sugar, squash, cups, plates etc must be handed over to next hosting club. Cost effectiveness is key.

Any queries on catering requirements please contact me.

All volunteers on poolside will need to be Swim England DBS checked. Polo shirts will be provided for marshals and stewards will be provided for volunteers and these will be available, together with required passes from the official's room from Malcom Ross on the morning and will need to be signed for and returned at the end of the day.

Please contact me if you have any queries or issues with covering roles as soon as possible. Many thanks in advance for everyone's assistance in running our County Championships.

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

Thank you.

Becki Rowley
Competitions Coordinator
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