

January 2018



Dear Colleague

Worcester County Swimming Championships & Age Groups 2018

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 1500 Championships Males	SUNDAY 21st January am	Worcester	WORCESTER
LONG DISTANCE 800m Championships Females	SUNDAY 21st January pm	Worcester	WORCESTER
COUNTY CHAMPIONSHIPS	Saturday 27th January All day	Hereford	WOLVERHAMPTON
COUNTY CHAMPIONSHIPS	Sunday 28st January All day	Halesowen	WOLVERHAMPTON
COUNTY CHAMPIONSHIPS	Saturday 3rd February All day	Worcester	WOLVERHAMPTON
COUNTY CHAMPIONSHIPS	Sunday 4th February All Day	Redditch + Haden Hill + Warley Wasps	WOLVERHAMPTON
COUNTY RELAYS	Sunday JUNE 17TH ALL DAY	Wyre Forest + Bromsgrove + Droitwich + Ledbury	WOLVERHAMPTON
JUNIOR DEVELOPMENT MEET	SUNDAY 23rd SEPTEMBER ALL DAY	Stourbridge + Oldbury + Evesham + Pershore	WOLVERHAMPTON

Each event will require personnel for the following responsibilities:-

Announcer **Announcer has only been arranged for County Championships**

Door 2 personnel – for morning & afternoon sessions.
Raffle Tickets and prizes will be provided by the county.

Computer Room 1person. Please contact Jayne Hood or Viv Hewitt on arrival.

Competitor Stewards 4 personnel. To be available for all sessions. Help will be available to 2nd and 3 weekend Clubs who are not competent in this. Please check marshalling sheets for information. I have attached this separately.

Poolside Marshals 2 personnel (one male/One Female)to check changing rooms every 15 minutes monitor unauthorised personnel on poolside, i.e. without official poolside pass.
Poolside marshals and competitor stewards will be provide with Polo shirts for the day. Please return, after the session has finished.

Poolside drinks - provided by Stourbridge club, Hosting club asked to be available for issuing poolside drinks.

County Championships at Wolverhampton - All catering for the January & February County Championships will now be done by Stourbridge Swimming Club who will provide breakfast. Outside catering will be used for Lunch.

Distance event, 21st January at Worcester, outside catering will also be provided but supported by Hosting Clubs .

On the arrival of caterers who provide for lunch at all venues personal will be required to help set up and clear away refreshments between sessions.1 & Washing up liquid, tea cloths are also required. Any expenses incurred will be reimbursed on production of a receipt.

Plastic cups/squash will need to be provided – approximate number 80 -100 at Worcester

At Wolverhampton one personnel to remain in the official's room throughout each session or lock the door, as officials leave personal belongings in this room. The code for door will be available from the computer room.

Computer Room Will be in the manager office

Trophy Personnel 2 person is required at the end each session to assist with medals – please report to Mandy Gerwitz

Pool side marshals checking changing rooms will need to have an up to date DPR check.

All Personal on poolside will need to be ASA Members and DBR Checked..

If you have any queries please do not hesitate to contact me.

Please let me know names of those assisting and allocated responsibilities as soon as possible.

Yours sincerely

Vivienne Hewitt
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