



**NOFIO CYMRU**  
**SWIM WALES**

# EVENT GUIDE

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## WELCOME TO THE SWIM WALES EVENT GUIDE

### A SWIM WALES GUIDE TO RUNNING A SWIMMING COMPETITION

Welcome to the Swim Wales Event and Competition Guide. This document will help guide you through the pitfalls and challenges of organising and managing a swimming competition from start to finish.

Swim Wales are the National Governing Body for Aquatics in Wales and host a selection of national competitions each year; these include Open Water, Masters and Seniors, development, national and open events. Pool based events are split as below:

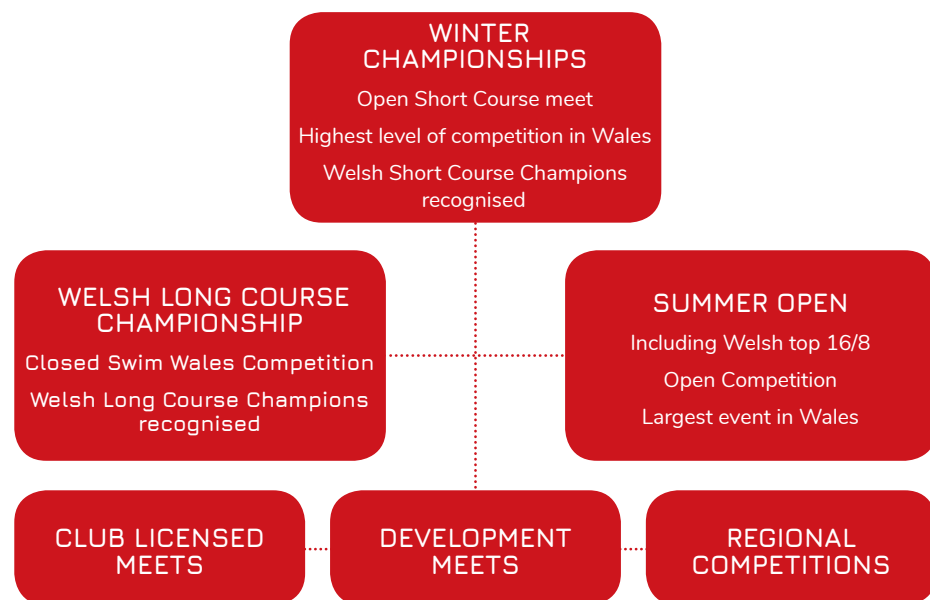
EVENT	SUMMARY
Development	Development meets target new or developing swimmers, provide a starting platform to compete
National Welsh Championships	These events are the Welsh National competitions. In these events the Top Welsh Swimmers are recognised.
Open events	These events are the show stoppers and open to entries from Wales, GB and the rest of the World. Providing a stage to compete with high swimming standards and large crowds.
Masters and Seniors	These events target our Master (25+)and Senior (18-24) swimmers

## INTRODUCTION

EACH EVENT TARGETS A SPECIFIC GROUP OF ATHLETES, FROM GRASSROOTS TO ELITE PROVIDING A PLATFORM FOR ALL TO COMPETE.

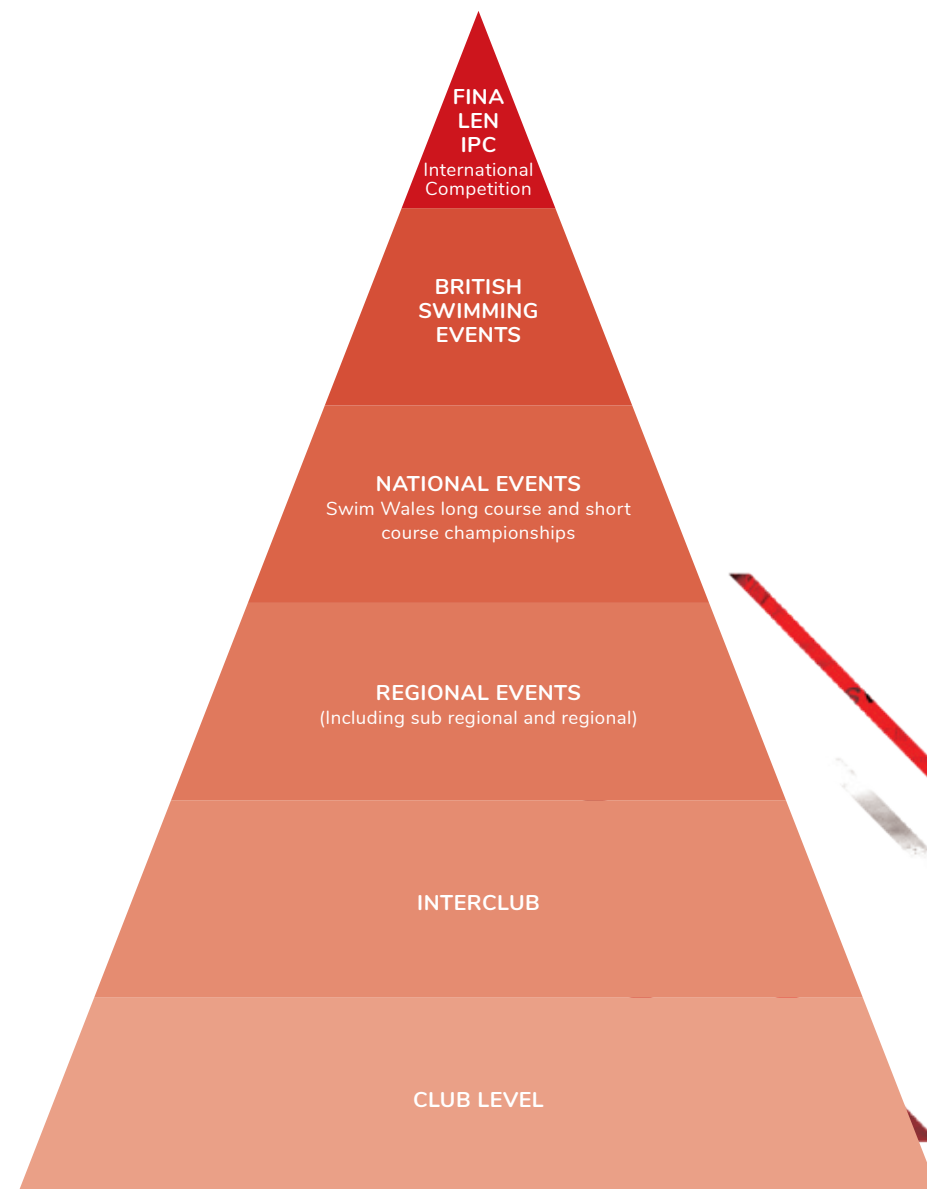
Welsh events are ranked as below:

## WELSH COMPETITION STRUCTURE



## INTRODUCTION

## COMPETITION HIERARCHY



## TIMESCALE

An event can take a long time to organise, the sooner you start planning your event the better.

Usually an event will open for entries at least 8 weeks before the competition is due to take place; by this time you will need to have your meet pack and conditions ready, completed your license application, booked your venue and created your event management team.

Event planning can be time consuming and lengthy, but if you strip an event down to its essentials the process can be very manageable. This guide will take you through, step by step, the essential parts of event planning including before, during and post event tasks. Additional support is available in the appendices including template documents for you to use. The outlined chapters and steps are used by the Swim Wales Event Team to create, manage and develop the National competitions.

### SO YOU WANT TO RUN AN EVENT? GREAT! LET'S START AT THE BEGINNING.

Events provide an opportunity for competition; this can be for development swimmers as a first competition right through to international races. Establishing what the purpose of your event is and who you are targeting is very important. Events are time consuming and can be costly, so being sure of the purpose and need for your event is very important before you start planning. It will help to shape your competition, entry conditions and determine the athletes who will attend.

#### Questions to ask should include:

- What is the purpose of the event?
- Is there a demand for this event?
- Who is this event for - who are we targeting?
- Do we have the capacity and skills to manage this event – who will lead the planning?
- When should this event be held – where does it fit in our club and competition calendars?

If you can confidently answer these questions – congratulations – you are ready to begin planning your competition.



# PRE-EVENT

## 1.1 VENUE SELECTION

When selecting a venue for your competition, you will need to consider the following:

- Does the venue need to be long course (50m pool) or short course (25m)?
- Do you require additional pool space for warm up or cool downs?
- How many lanes do you need (this will impact your event capacity for entries, more lanes = more spaces available)?
- How much seating space is needed for spectators?
- Do you need space for a merchandise supplier?
- Does the facility have electronic timing kit?
- Are there suitable changing facilities (this includes para swimmers, are there accessible changing rooms?)
- Will the facility be open to the public during your event (including changing room access)?
- Is there a café onsite?
- Is there an accessible car park area?

This is not an exhaustive list; each event will have different requirements and needs, but is important to ensure your venue is suitable and safe.

## 1.2 SELECTING A DATE

Once you have confirmed your venue you will need to decide on a date for your competition. To ensure a healthy number of swimmers and officials are available to attend your event, clubs are encouraged to check the Swim Wales Calendar (available on the Swim Wales Website). You can also use the Swim Wales 4 year calendar as a guide to help find a suitable date for your competition. This can be found on the website. The calendar displays all licensed events in Wales including club, Regional and National competitions. Typically licensing will not be granted for events which clash within the same region of Wales; the

licensing team are here to help advise and support clubs with date selections. This date will also need to be checked with your venue.

## 1.3 APPOINTING YOUR TEAM

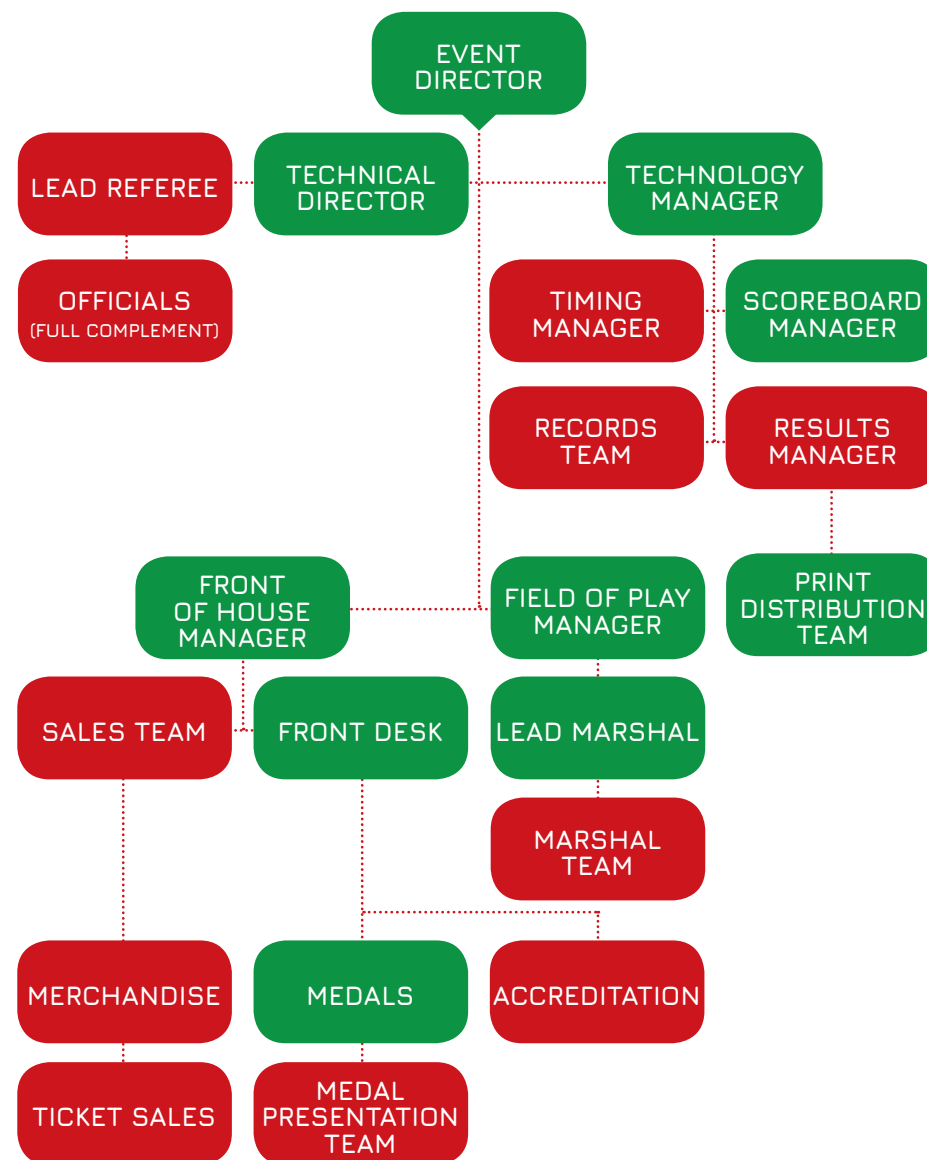
An event management committee are appointed to help you create, manage and deliver the competition. They can also provide a sounding board for ideas and challenges you may face. This committee should include (as a minimum):

- **Meet Director**
  - Main point of contact for event and competition queries
  - Ensure all roles and positions are covered
  - Responsible for general event management
  - This individual should have good project management skills, be able to cope under pressure, good leadership and interpersonal skills and have effective delegation skills
- **Technical Director**
  - Ensure Swim Wales technical policies and procedures are complied with
  - Recruit officials for the competition
  - Create a rota that meets the event and licensing requirements
- **Technology Manager**
  - Manage the IT needs of the meet including entries, timing and results
  - Ensure timing kit is tested and suitable for the competition
  - This individual should be knowledgeable about the entry and timing system used at the facility

### Other roles you may choose to include:

- Front of House Manager
- Chief Recorder
- Sports Presentation Manager
- Field of Play manager
- Hospitality manager
- Media Manager

A smaller competition could run with the roles highlighted green; a larger event such as National competitions would require a more developed team, with the additional roles highlighted red.





Each of the identified roles above play an important part in your event delivery. Try not to over complicate your roles, as many of them can be doubled up, and carried out by the same people.

For example:

- The field of play team can set the deck before distributing the results
- The front desk can evolve to be your medal desk
- The technical director can be your lead referee

It is important to ensure you have covered the roles required for the event to run smoothly.



## PRE-EVENT

### 1.4 MEET PACK AND ENTRY CONDITIONS

Now your team is in place, you can start to put together your event entry information pack (meet pack) and your event entry conditions. This information outlines the structure of your event, identifies your target swimmers, provides information on prices and outlines the conditions of the competition.

#### 1.4.1 Event introduction

This should include a summary of the competition, for example:

'The Swim Wales Easter Meet is the Welsh Long Course Championships, open to Swim Wales Members only. This competition recognises the talent of Welsh swimmers, aged 11 to 17+, and showcases the potential here in our own clubs.' Ensure the event license number and any facility information (a link to the facility website) is also published.

#### 1.4.2 Entry Criteria

- Who can enter the competition, is it closed for members only or open
- How many spaces will be made available for entries, is the event capped (limited number of spaces) or open (with potential scratches)
- What is the qualification window? When must swimmers have achieved their times in order to enter

#### 1.4.3 Entry Information

- What is the event date
- Where will the event take place
- How much will it cost to enter races, spectate, and buy a poolside pass
- When do entries open and close (date and time)
- How do swimmers enter
- Will swimmers be able to enter on short or long course times, or both

- Late entries can be used to top up the event; once entries close and the events are seeded, look at the empty lanes to see how many swims are still available. These can be opened for manual entry, swimmers who do not meet the qualifying times may enter as an exhibition swimmer; they swim and times are ranked but they do not medal

#### 1.4.4 Event Summary

- What are the age groups for the competition and when is this age taken (31st of December)
- Are age groups combined (11/12) or split (11 and 12)
- MC events (all Welsh licensed events are Para inclusive, providing separate para-specific qualifying times)

#### 1.4.5 Qualifying and Consideration times

Qualifying and consideration times can be used to set a standard of competition, but it is important to balance high standards with accessible times. If the times are too high, you may have a poor entry rate. If the standards are too low you may be oversubscribed and have to issue scratches. The British Swimming ranking system can be used to determine the standard of swimmers that may enter your event, and therefore how the qualification times might impact your entries:

[www.swimmingresults.org/12months](http://www.swimmingresults.org/12months)

For events that are not capped and may require scratches, consideration times allows swimmers to enter without guaranteeing their entry. Swimmers must wait until a confirmed entry list is published by the event promoter, after entries close, to confirm their entries.

For development events, upper cut off times can be used to ensure swimmers of a development standard gain entry. Instead of hitting a time, swimmers must have swam slower than a published time.

### 1.4.6 Event Schedule

Publish a full list of events, for example:

	DAY 1
Session 1 Heats	1. 50 free girls 11-12 2. 50 free boys 11-12 3. 200 back girls 11-13 4. 200 back boys 11-13
Session 2 Heats	1. 50 free girls 13-14 2. 50 free boys 13-14 3. 200 back girls 13-14 4. 200 back boys 13-14
Session 3 Finals	1. 50 free girls 11-12 2. 50 free girls 13-14 3. 50 free boys 11-12 4. 50 free boys 13-14 5. 200 back girls 11-13 6. 200 back girls 13-14 7. 200 back boys 11-13 8. 200 back boys 13-14

When scheduling your events, try to ensure the events are spread evenly over the competition days, to allow swimmers rest. Try and avoid having a session of just 50's or multiple distance events, as swimmers will usually compete a multiple 50m or distance events; you are likely to have higher entry if this is spread out. For guidance and support in creating a swimmer friendly programme, talk to the club coaches.

### 1.4.7 Entry Conditions

Entry conditions are the place to set your competition rules, this can cover entries to behaviour, scratches to late entries, medals to withdrawals and much more. It is important to ensure these conditions are finalised before your meet pack is published, as changing your conditions after entries are open could lead to a protest:

- Qualifying window for swimmers to achieve times
- Over subscription clause; 'in the event of over subscription, the event promoter has the right to scratch entries, at the discretion of event management'
- Time verification clause; 'the promoter has the right to request evidence of times achieved and reject entries if false information is provided'

- Medals and Awards; specify the age groups for medalling, recognition awards, best team, best performance etc.
- Withdrawal process and refunds (explain how and under what circumstances individuals can gain a refund)
- Behaviour; 'behaviour deemed unacceptable and/or inappropriate may result in your or your swimmers removal from the competition/event'
- Jewellery – what can swimmers wear? Usually rules allow athletes to wear stud earrings and wedding band rings only
- Photography policy – always check with your venue to ensure your photography policy is appropriate and viable
- Social media – are you using hashtags for the event? Are you running any competitions? Social media is a great platform to promote your event and grow interest

### 1.4.8 Recruiting officials and volunteers

Your meet pack provides a good platform to recruit support for your competition. Promote the benefits to supporting the event, such as free entry, parking, mileage, event t-shirts, catering and refreshments; benefits such as these may encourage those attending to get involved.

### 1.4.9 Duty of Care and Welfare

As event management, you will need to ensure the event is a safe and fun environment for all in attendance. It is everyone's responsibility to ensure the wellbeing and safeguarding of participants. All concerns or incidents, related to yourself or others, should be reported to the event organiser

Your meet pack should outline how these concerns should be raised; e.g. who is the event safeguarding lead? How can they be contacted?

Further information on child safeguarding can be found in the Swim Wales Child Safeguarding Policy (SWCSP), available on the Swim Wales website.

## PRE-EVENT

### 1.5 MEET LICENSE APPLICATION

Once your Meet date and entry criteria have been set the next step will be to fill out a Meet License Application form.

The purpose of the meet license is so that events throughout Wales offer a fair and safe environment for swimmers to compete. Furthermore, the Meet license allows local meets to be recognised by British Swimming and times achieved at the competition to go on to British Rankings.

All Licensed meets shall be subject to FINA rules and Swim Wales Laws.

There are three levels of licensed meets that you can apply for:

#### 1. Level One

- Meets at this level include long course National and Regional championships.
- These are to enable athletes to achieve qualifying times suitable for entry into British, Swim England, and Welsh National Championships.
- Pool Length – Long Course (50 Metres only).

#### 2. Level Two

- Meets at this level include short course National and Regional Championships.
- These events are to enable athletes to achieve qualifying times suitable for entry into British, Swim England, and Welsh National Championships.
- Pool length – Short Course (25 metres) only.

#### 3. Level Three

- Meets at this level include Development Meets, Swimming Leagues, and Club competitions.
- These level events are aimed at the development of inexperienced athletes, and those who are looking to compete outside their own club environment.

- Times recorded are suitable for entry into Sub Regional, or Regional Championships.
- Pool Length – 50 metres or 25 metres can be used.

For additional information on Meet license levels please see Key documents on the Swim Wales Website.

After the meet level has been decided you will need to fill out the application form which can be found at:  
[www.swimwales.org/key-documents](http://www.swimwales.org/key-documents)

### Key Information for Application form:

- Date of Meet
- Club holding the event
- Name of the event – with a small brief about the event.
- Age categories for meet
- Events included in the Competition
- Venue for Meet
- Sessions Times

Once the application has been made the license application must be sent to the National Licensing officer and Swim Wales events Team.

Then when Application has been accepted, a License fee must be paid:

- Level 1 License Fee: £25.00
- Level 2 License Fee: £20.00
- Level 3 License Fee: £15.00

For other applications such as League licenses and Master Competitions the License Fees are as follows:

- League License Fee: £25.00
- Masters License Fee: £10.00

To make the payment, you can either pay via BACS Transfer, Cheque or pay via card over the phone. Please be aware that payments must reference the CLUB/ NAME OF MEET/ DATE OF MEET.



Failure to do so will result in the delay of the license number release and the addition of a £10.00 administration fee.

The next step after payment has been received and the license number released will be to forward the following files to Swim Wales to be uploaded on to the website:

- Meet Pack
- Session Schedule
- Qualification times
- Post event – Results.

#### 1.5.1 Post-event Report

When the competition has taken place, the final aspect that will need to be complete is the Meet Report.

The meet report is for Swim Wales to monitor and track the progress of swimmers taking part in licensed events across Wales.

#### 1.6 PUBLISHING YOUR MEET PACK

Publish your event information including your meet pack, qualifying times, event schedule and entry conditions. It is important to make sure this information is accessible. If your event is licensed, it will be published on the Swim Wales event calendar on the Swim Wales website; it should also be published on your club webpage.

#### 1.7 ENTRIES

Entries for your competition can be managed:

- **Manually**

This does not require online set up and can be managed manually with entries posted or submitted via email. This can incur a large amount of administration. The decision will also need to be made if entries are taken first come first served, or whether scratches will be made once all entries are submitted.

- **With HyTek**

HyTek can be used to create a submit team entries for competitions, managed by a competitions officer or secretary at the club. These are submitted as a file to the event manager. This alleviates some of the administration work. Again however the decision will need to be made if entries are taken first come first served, or whether scratches will be made once all entries are submitted.

##### 1.7.1 Event Capacity

Familiarising your event management group with the event capacity is important, as this can help you avoid scratches and ensure the event is full.

Once your schedule of events has been confirmed and your target swimmers decided, use the event qualification times to estimate the length of each event and each session; this will produce a session report (this can also be produced in hytek). If you have 6 age groups, allow 6 heats of each event (1 per age group to start) then add or remove heats until the session is a suitable length; national events aim for a 9 hour event day, with a maximum of 3 hours a session, 3 sessions a day.

Once your entries have closed allow competitors a short window (up to a week) to check their entries and inform your event management team of any errors; allow enough time for these to be amended before the entries are seeded and the programme goes to print.

#### 1.8 POOLSIDE PASS APPLICATIONS

For each Swim Wales Competition, both National and Regional, coaches are required to have a valid poolside pass that will allow them access to the pool deck. Without a valid Poolside Pass, coaches are unable to go poolside.

##### Swim Wales events offer two Poolside Passes:

- **Poolside Pass:** These are for coaches or team managers that will attend with the club at the event. For Swim Wales National and regional events these passes are covered by the annual coaches pass which is available from mid – August. The prices for these depend on the level of competition and also the length of competition.
- **Chaperone Passes:** These are usually free of charge and are for members of the club that must accompany any para-swimmer that requires extra help around the pool deck. Usually categories ranging from S1-S4 / S11.

A template Poolside Pass application form can be found in the appendix (4.2).





## PRE-EVENT

### 1.9 OFFICIALS AND VOLUNTEERS

An essential part of your event are your volunteer workforce. Without this team of dedicated individuals, the majority of grass roots sports, including competition across Wales, would not take place. It is important to volunteers are encouraged, supported and developed; as an event organiser you have the opportunity to provide this.

#### 1.9.1 Recruitment

You will find a template of an application form for officials and volunteers in the appendix of this document, this form can be edited as required for your event. You can recruit volunteers through your meet pack, by contacting local clubs or by contacting your regional official coordinator, they can be contacted through the team at [events@swimming.org](mailto:events@swimming.org)

When recruiting volunteers, remember it is not just officials to run a smooth event, there are a variety of roles and ways volunteers can be involved, refer to the diagram in section 1.3 (Appointing your team) for more information;

- Front desk (this may include selling tickets and programmes)
- Medal presentations
- Runners (delivering results around the facility)
- Field of play
- Marshalls

A template rota can be found in the appendix of this document, this will help you to fill the roles you need covered per session of your competition. This also helps identify sessions where you might need to find more support. Remember that the same individuals can cover multiple roles, as not all roles are required at the same time.

### 1.10 ORDERING MEDALS

Now you have your event schedule and entry conditions, do not forget to order your medals! Medals and awards are a great way to recognise athlete's achievements, depending on your timeframe you may be able to order bespoke designed medals for your competition (typically this takes 12 weeks).

If using Hytek Meet Manager to run your meet, you can run a report to give you an accurate number of medals required after entries for the event have closed. This number is based on actual entries, not possible entries, and can save you cost when ordering medals (though this will be dependant the timescale of your medal order). Select "Reports", "Administrative" and "Award Counts". You can then select the number of medals to be awarded eg Bronze, Silver & Gold = 3, or top 8 finishers.

Your medal order can be calculated as follows:

- (Number of age categories x number of events)
- x number of competing groups i.e. male and female)
- this number of bronze, silver, gold

For example:

(3 age groups (11/12, 13/14, 15/16) x 4 events (50 free, fly, breast and back) x 2 (male and female) X bronze, silver, gold  
Total number of medals = 24 bronze, 24 silver, 24 gold.

We also advise ordering slightly more than required, this allows for joint placings.

### 1.11 RISK ASSESSMENT

A template risk assessment can be found in the meet licensing support documentation. This is used to ensure your event is managed safely for those attending and participating. It is advisable to share this assessment with the facility prior to your event.

### 1.12 OTHER PRE-EVENT CONSIDERATIONS

#### 1.12.1 Security

When meeting your facility, ask about security requirements onsite, as you may need to employ security support for your event. This will be influenced by the size of the facility and the number of people attending and/or competing. This cost should be factored into your event budget

#### 1.12.2 Set up and Pack down

Depending on the size of your competition, a set up and pack down support crew may be required. This team will ensure your volunteers are not moving and lifting heavy and large equipment.

#### 1.12.3 VIP's and special guests

You may want to invite some special guests to your event, maybe even have a hospitality area for them. Guests can also be invited to present medals and awards at the event.

#### 1.12.4 Float and petty cash

If you are selling anything on site (including tickets and programmes) you will need to acquire a cash float for your event to make sure you have plenty of change for the door. Petty cash may also be required for last minute purchases (faulty tea urn etc.) and an event refreshment shop (keep your volunteers happy with a few sweet treats on the deck and plenty of water).

#### 1.12.5 Catering

If your event includes more than one session you should look to provide catering and refreshments for your volunteers and event team. Usually this can be arranged through your facility, ask them for a catering contact. Alternatively if you do decide to arrange for an external vendor to provide your refreshment, always check the facilities policy or consult them first.



## DURING YOUR EVENT

### 2.1 COMPLAINTS AND QUERIES

Unfortunately at some point during your event you may have to process a complaint or query. Complaints may include protests, which should be directed to your lead referee and/or Jury of Appeal Chair. Customer service complaints, such as car park issues, onsite refreshment complaints and facility issues, should be directed to facility management team.

### 2.2 COMPLAINT PROCEDURE

Ensuring you have a clear and concise complaints procedure ensures that complaints are dealt with professionally and transparently; this can avoid further protests and complications. A template complaints procedure is demonstrated below:



### 2.3 FRONT OF HOUSE

The Front/Welcome desk at your event will be the face of your event. It is one of the first and last things that spectators and swimmers will see. It is also important to remember this is the place most spectators will go when they have any queries or questions. Therefore, it is essential to have all information about the meet situated at the front desk.

At Swim Wales National events, there is a front of house folder that contains the following documents:

- Meet Pack: all the information about the meet, entry requirements, qualification times, medals etc...
- Warm up times, who is in what lane and how many per lane.
- Event Schedule
- Risk Assessment – one must be carried out before each event and place in the folder.
- Query forms for any question you can't answer during the event.
- Record application forms – in case any Welsh records (or British) are broken during the competition.
- Disqualification Query forms.
- Volunteer and officials applications – Please be aware for any volunteer under the age of 18, emergency contacts will be required.

The front desk is also where Coaches should collect their coaches passes.

Upon arrival the coach should head to the front desk state their name and club, collect their pass and a programme then they will be able to gain access poolside.

Anyone without a poolside pass must coach from the spectator side of the pool. To make it easier to find the right coaches pass it's best to organise the passes in club alphabetical order and then by the person's name.

#### 2.3.1 Tickets:

For each national event, including the Swim Wales Legends meet, Swim Wales sets a

spectator entry fee and the tickets and a programme on arrival.

For each National event, Swim Wales sell tickets and programmes; the events typically offer a discount rate for a full event ticket.

For most events Swim Wales charges  
£5.00 for a day ticket  
£3.00 for a day concessionary ticket  
£5.00 for a programme.

Free for children under the age of 14 years old.  
(Prices as of August 2018)

Event spectator passes can vary in price depending on how long the event is. Concessionary tickets are available for Students with a valid ID and for adults over 60 years of age.

At Club events it is up to the club to decide what prices they would like to charge or if it is a free event.

#### 2.3.2 Merchandise:

At Swim Wales National events, the team offer a selection of merchandise, including the Water Dragon range, along with TYR apparel. At Club events it is down to the club if they would like to sell their own merchandise and or if they would like a third party to come in.

### 2.4 VOLUNTEERS AND OFFICIALS

Its likely that without volunteers, your event would not run. Take time to speak to your volunteers, find out about their experiences, this will help you develop their experience at your events and encourage them to return. Volunteers who feel supported, recognised and valued are much more likely to spread the word and come back! Volunteers attending and supporting may be entitled to claim expenses, each club or organisation will have an individual policy and it is important to ensure this policy is available for volunteers to read and understand before committing to the event. This could be highlighted in your meet pack (refer to 1.4.8). you should also provide expenses forms onsite for volunteers to complete, a template expenses form can be found in the appendices.

## POST EVENT

### 3.1 THANK YOU TO VOLUNTEERS

After your successful event, be sure to thank your team of volunteers for their efforts and support, remember, you may call on them again, and a thank you costs nothing. A thank you can read:

*'We would like to extend our thanks to everyone who supported this event, we could not have done it without you'*

*'Over 60 volunteers committed 200 hours over this weekend'*

*'Special thanks to our lead Referee Ann Smith, for your support and hard work'*

*'We've received some great comments about the event, such as from Ian Brown from City of Cardiff "A fantastic event, with a great atmosphere and fast races, thank you to all who supported!"*

*'We look forward to working with you all soon, and hope you will join us again.'*

### 3.2 POST EVENT REPORT

Remember to submit your post event report to Swim Wales after your event. This can be found in your meet license pack and should be sent to [events@swimming.org](mailto:events@swimming.org) shortly after your event concludes.

The event report is used to help Swim Wales map competitions and events across Wales, including recording the number of officials, swimmers, clubs, spectators and volunteers attending and supporting licensed meets. This helps us to inform decisions when making improvements to licensing, developing support programmes for clubs and ensuring the licensed meets calendar focus on swimmers participation and progression at its centre.

And when it is all over, sit back, relax and congratulate yourself! You've done it! Events may be complex and time consuming, but they are really very rewarding when you see the enjoyment of those attending and taking part. You have been a part of that process, from recruiting your team, opening entries and setting your conditions, to the event itself with your team of volunteers.

### 3.3 POST EVENT REPORT

After your event, make sure to send your meet results to [rankings@swimming.org](mailto:rankings@swimming.org) to get your results published on rankings. They can then be used to qualify for other events. Publishing of results usually takes 3-5 working days.

## APPENDICES 4.1

### 4.1 Templates

- 4.1.1 Volunteer Application form
- 4.1.2 Volunteer Rota
- 4.1.3 Poolside application pass
- 4.1.4 Expenses Template

# APPLICATION TO OFFICIATE/VOLUNTEER

## NAME OF THE EVENT

Date and location of the event

Please fill in the details below and return to event management

Applications are open for British Swimming Technical Officials - minimum qualification timekeeper

TITLE/NAME						
MEMBERSHIP NO.						
EMAIL						
AFFILIATED CLUB						
QUALIFICATION PLEASE INDICATE (Please insert a 'w' if you are still on a workbook)	TK	J1	J2	J2S	REFEREE	
Shirt Size- (not guaranteed)						

**Data protection** – Please be aware, by supporting this event your details will be securely stored by the event management

**Availability** – please indicate the day and session you would be available to attend. Please also indicate any accommodation requirements you may have.

SESSION	MON	TUES	WED	THURS	FRI	SAT	SUN
1							
2							
3							
ACCOMMODATION REQUIRED							

Deadline for accommodation and application is... Applications received after this time may not be eligible for accommodation.

**By volunteering to support this event, you are eligible to claim:**

- Mileage
- Food allowance
- Overnight expenses

Thank you for supporting our event-it would not be possible without you.

Please return to CONTACT. Club volunteer expense policies may differ please check with meet organiser on their policy.

# VOLUNTEER ROTA

	DAY	SATURDAY			SUNDAY		
	SESSION	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6
	TIME						
EVENT MANAGEMENT	MEET DIRECTOR						
	TECHNICAL DIRECTOR						
	TECHNOLOGY MANAGER						
FRONT OF HOUSE	FRONT OF HOUSE MANAGER						
	INFORMATIONAL DESK						
	TILLS/ MERCHANDISE						
TIMING MANAGEMENT	RECORDS MANAGER						
	TIMING MANAGER						
	RESULTS MANAGER						
	SCOREBOARD MANAGER						
FIELD OF PLAY	MANAGER						
	FoP 1						
MEDALS							
RUNNERS							
WITHDRAWAL TABLE							
MARSHALS	LEAD						
	1						
	2						
	3						
CALL ROOM							
COMMENTATORS							
JURY OF APPEAL	CHAIR						
	JoA 1						
	JoA 2						



## COACHES PASS APPLICATION TEMPLATE

### SUMMARY

Coaches/Chaperones/ Team Managers will not be allowed on poolside without a valid meet pass. All applicants must hold a current Swim Wales/Swim England/Scottish Swimming membership and DBS check. Annual Coaches Passes issued to Welsh Clubs can be used at this event.

Passes entitle the user to poolside access, a seeded meet programme and complimentary beverages and refreshments in the specified area on Level 3.

### CONDITIONS

- Payment for passes will be requested via PayPal once the application has been approved. Passes will not be issued until full payment is settled.
- Passes are only to be used by the applicant. Passes will be removed for non-compliance and individuals may be asked to leave the event.
- Users must hold a current CRB/DBS Certificate for the duration of the pass validity. Clubs are responsible for ensuring the pass holders meet the required criteria. Swim Wales reserves the right to carry out random checks. Passes will be removed for non-compliance.
- All passes will be issued at point of entry on the competition days. Please ensure you have photo ID available to collect the pass.
- Please return this form to: [events@swimming.org](mailto:events@swimming.org) before the (confirm deadline date). Applications received after this time will not be processed.

PASS	COST	PLEASE TICK OPTION
Chaperone pass (S1-S4 / S11)	FREE	
Poolside pass (Coach or Team Manager)	TBC	
NAME:		
CLUB:		
EMAIL FOR INVOICE:		
MEMBERSHIP NUMBER:		
DBS NUMBER:		

Please return this form to:  
Before:

Applications received after this time will not be processed.

## VOLUNTEER EXPENSES CLAIM FORM

Name:			
Date of Claim:			
Address:			
Event/Committee:			
Phone:		Email:	
Payee Name:			
Sort code:		Account No:	
EXPENSE	CLAIM	RECEIPT ATTACHED	(OFFICE USE)
Private Car (@30p per mile)			
Total Miles:			
Travel (Please Tick one of the below)			
Rail	Air	Taxi	
Accommodation			
Subsistence / Meals			
Car Park (Not to include Airports)			
Toll Bridge			
Total Amount to be Claimed:			
Volunteer Signature:			
OFFICE USE ONLY			
Authorised By:			
Authorised Signature:			
Department Code:			

# VOLUNTEER EXPENSES CLAIM FORM

## TRAVEL

	To	From	Mileage
Please include postcodes			
Mileage at 30p per mile			
Please note any diversions, additional pick up points, etc			
Include any bridge or motorway tolls			

## SUBSISTENCE / MEALS

	Expense
<i>Detail all items</i>	
<i>Itemised receipts must be attached</i>	

**I ACKNOWLEDGE THAT BY SUBMITTING AN EXPENSES CLAIM I HAVE READ AND UNDERSTAND THE VOLUNTEER EXPENSES POLICY**

SIGNED	
DATED	

OFFICE USE ONLY

**THANK YOU FOR SUPPORTING OUR EVENT**





NOFIO CYMRU  
SWIM WALES

## CONTACT US

Swim Wales Events Team

**T** 01792 513619/33

**E** [swimwales-events@swimming.org](mailto:swimwales-events@swimming.org)