

## 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:	
<b>EXPENSE</b>	<b>CLAIM</b>	<b>RECEIPT ATTACHED</b>	<b>(OFFICE USE)</b>
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:			
<b>OFFICE USE ONLY</b>			
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 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

