

Mercian League Swimming Gala – Host Club Instructions & Entry Spreadsheets

For use by the organising (hosting) club to brief officials, communicate with visiting clubs, and collect team line-ups.

1. Purpose and key timings

- **Confirm venue booking and pool details** (length, lanes, warm-up rules, spectator arrangements) as early as possible.
- **2–3 weeks before:** send Gala entry sheet to all competing clubs; confirm officials and key volunteers.
- **2 days before :** receive completed entry sheets; chase any missing returns.
- **24–48 hours before:** compile the *Mercian League Recording Sheet*; print officials programs; brief officials and team managers.
- **Gala day:** set up poolside paperwork, run the meet, and record results.
- **Immediately after:** send results to the Mercian league (email the spreadsheet and Whatsapp the overall results if possible) and circulate to clubs, as required.

2. What to send to visiting clubs (joining instructions)

- **Date, start time and estimated finish time** (include warm-up start time and when teams must be poolside).
- **Venue address**, parking instructions, and entry route for swimmers/coaches.
- **Officials:** what each visiting club is expected to provide (e.g., minimum of 2 timekeepers and 1 judge), and arrival time for officials briefing.
- **Photography / mobile phone policy** (use your normal club and venue policy).
- **Attachments:** the ‘Send to clubs to complete prior to the gala’ template (below).

3. Host club roles and responsibilities (suggested)

Role	Key tasks
Gala Organiser	Overall responsibility; joining instructions; volunteer rota; on-the-night decisions; point of contact for team managers.
Referee(s)	Runs the session to rules; officials briefing; resolves disqualifications/protests; signs results paperwork. It is the responsibility of the host club to organise the referees and starter.

Starter	Starts races; coordinates with referee and timekeepers; ensures smooth flow between events.
Chief Timekeeper	Briefs timekeepers; checks watches/buttons; ensures times are recorded and collected per heat/event.
Recorder / Results	Maintains recording sheets; checks event results; calculates points; prepares final results for league submission. Ensure the spreadsheet is downloaded from the merciansummerleague.uk website.
Announcer	Calls events, heats and lanes; announces reminders and results (as appropriate).
Poolside runner(s)	Moves paperwork between timekeepers, recorder, referee; helps maintain pace.

4. Gala day / on-the-night checklist

- **Before teams arrive:** print blank recording sheets; set out pens/clipboards; set up timekeeper lane packs; confirm PA system.
- **Arrival:** meet team managers; confirm any last-minute changes/withdrawals; confirm officials present and run officials briefing.
- **Warm-up:** enforce agreed warm-up rules and sprint/dive lane control.
- **Start of gala:** confirm event order, relay rules, and any local instructions; ensure recorder and chief timekeeper are ready.
- **During racing:** keep next heat ready; ensure times and/or places are captured per event; record disqualifications correctly and notify team managers per your process.
- **After last event:** verify totals and points; have referee sign off results; announce provisional results if you do that.
- **Post-session:** photograph/scan key paperwork (for backup) and submit results to the league results contact as soon as possible.

5. Entry spreadsheets

Use the **Club Entry Sheet** as a small template to send to each competing club. Once it is returned, copy/paste that club's completed entries into the relevant block in the **Master Entry Sheet** (one tab per club). These tables can be copied into the Excel Master spreadsheet.

5.1 Club Entry Sheet (to send to each competing club)

VENUE:		
0 Z	Event	Lane / Name
		Name/Time
	Club Name	Name 1
1	G Open 4 x 1 IM	
	Individual Medley	

2	B Open 4 x 1 IM	
	Individual Medley	
3	G 10/u 4 x 1L	Relay
	Freestyle Relay	
4	B 10/u 4 x 1L	Relay
	Freestyle Relay	
5	G 12/u 4x1L	Relay
	Medley Relay	
6	B 12/u 4x1L	Relay
	Medley Relay	
7	G 14/u 4 x 2L	Relay
	Freestyle Relay	
8	B 14/u 4 x 2L	Relay
	Freestyle Relay	
9	G Open 4x2L	Relay
	Medley Relay	
10	B Open 4x2L	Relay
	Medley Relay	
11	G 10/u 50m	

5.2 Master Entry Sheet (host compilation – one tab per club)

How to use: The Master spreadsheet has one tab per lane(6 lane pool). Paste each club's completed rows from the Club Entry Sheet into the matching tab for their lane. If there is a blank lane in your gala, ensure you enter DNS on each line where the time would be for that lane. The scoring will then work correctly.

6. Notes / customisation

- DNS for any lane where there is no team
- All teams are entered onto their lane tab, the the main gala tab is used for the gala