

# Galas Procedures

## Team Manager Duties

**Collect the Club banner** Contact Eduardo do arrange the collection of it

**Define&Secure the Team Place** Arrive at the Competition venue early to reserve space to Club Team

**Sign in and out!** Check all swimmers meet attendance

**Scratches** Verify if is there any scratches, it needs to be communicate to the official table before the end of warm up.

**Payments** If the payment wasn't made by bank transfer, fill up the Club check (collected from Club Gala Rep) with the adjusted amount after any scratches, and communicate the Club Treasurer & Club Gala Rep the final paid amount.

**Send Swimmers 15/10min to “line up”** Swimmers must line up 15/10 minutes before their races to assure that they wont miss their races

**Check the results** It is necessary to check the results for medals collection or podium ceremony, also to be sure that there is no DQ (disqualification), which only can be reviewed during the competition day.

**Team together** Ask swimmers to be part of Team all the Time, cheers their teammates and stay together.

**Water** Check if swimmers have and drink plaint water!

**Food** Check if swimmers are eating well: before, during and after their competition day.

**Rubbish** Advise swimmers to help to keep tidy & clean our “Club area” during and after competition.

**Footwear** Check of swimmers are wearing a footwear (filp flop or “pool shoes”) for keep them warm and safe.

**Keep warm** It is vital that swimmers support the Team using a “Club Top” and clothes in accordance

**Warm up/Swim Down** It is important that all swimmers arrive in time to do the warm up and also to do the swim down after the races if the facilities are available.

**Tell Swimmers toTalk to the Coach before and after the race!** Ask swimmers to do it. The Coach is the best & right person to get race tips before the race and feed back after the race.