

# THE KENT JUNIOR LEAGUE

## 2026 HOSTING INFORMATION

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### RESPONSIBILITY

The host club is to be responsible for the following:-

- Paying for the hire of the pool, retaining the entrance money and running a raffle to reimburse them.
- Supplying all non-qualified volunteers necessary for the smooth running of the gala.

In the event that a host club has made reasonable endeavours to cover gala costs, but still makes demonstrable losses, then they are able to apply to the KJL Secretary within one month of the gala date with a breakdown of their finances.

Host clubs may seek reimbursement of the losses up to a maximum value of £100, or alternative figure as may be notified to all clubs at least one month prior to any gala date by the KJL Secretary.

### HOSTING TEAM

Each host club should provide a small team of volunteers to assist with the smooth running of the gala.

A chief steward should be appointed to coordinate this team and will act as the promoter of the gala on behalf of the league. This team should include:

- Announcer - 1
- Recorders - 2
- Raffle tickets (if the club chooses) - 2
- Admissions desk - 2
- Drinks distribution for officials - 1 or 2
- Runner (if required) - 1

We would ask each host club to be as eco-friendly as possible when providing refreshments. Officials will be asked to bring a refillable bottle, so please have the facility to refill it.

The chief steward should act as a liaison officer to coordinate the safety and organisation of the gala.

You may also wish for someone to patrol the changing rooms and corridors before, during and after the gala.

### OFFICIALS

We will be using Swim Meet to sign up officials for all galas in 2026.

The officials contact for the host club will be added as an administrator to their respective gala, and will be able to view and monitor sign-ups and assign jobs as required. Details for this will be provided separately.

<https://swim-meet.com/OfficialsSignup/KJL>

Each participating club shall be responsible for appointing at least three officials. An official fully qualified to at least J1 and two J1's in Training or above who have passed their Timekeeper assessment.

The host club will communicate with other participating clubs as needed to ensure that at least one J2S or above and one J2 is volunteered from either their own resources or from the other participating clubs, as part of their commitment above, so as to ensure Level 4 licensing requirements are met. Contact details will be provided to the host club for each club to enable this communication.

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Each club will therefore need to communicate with the host club, with at least one weeks' notice before the gala date, to confirm whether they are able to provide any officials at J2S or above, or if they are likely to be short of the overall required number of officials.

### SPECTATOR TICKETS

The host club is able to charge what they wish for spectator entry. As guidance, the spectator charge for NASL is £5.00.

### PROGRAMME

The KJL programme will be included in the host club pack and will also be available for download from the hosted KJL website page at Kent Swimming.

There is no requirement for you to provide printed programmes for spectators.

### ELECTRONIC TIMING

As each gala is to be licensed at Level 4, electronic timing is recommended but not essential.

### GALA RECORDER - 24 HOURS PRIOR

The recorders must use the latest recording programme, which will be provided by the KJL Gala Secretary.

#### **KJL2026\_Gala\_Recording\_Sheet\_v1.1**

Please save the blank gala recording sheet template to the hard drive on your computer. Please do not save to your OneDrive. Once saved, open File Explorer and go to the folder where you saved the file. Right-click on the file and choose Properties from the context menu. At the bottom of the General tab, select the Unblock checkbox and select OK. When you open the file you will be able to enable macros as the file is from a trusted source.

- Every team at the gala shall provide an electronic copy, in the required format, of their intended team list to the gala recorder on behalf of the referee. This will show a named swimmer (s) for each event, their date of birth and their Swim England number. This will be given **no later than 24 hours before the start of the warm up**.
- Each club will be required to complete a validation check so there should be no errors upon submission.
- The gala recorder is required to maintain confidentiality on the team selection of all clubs.

The recording programme and team sheets may contain sensitive personal information. GDPR data protection rules require that access to these is limited to those requiring it to operate KJL and its galas. They may not be generally distributed to clubs.

Although this recording system only requires a very basic knowledge of Excel and is simple to use, recorders are asked to familiarise themselves with this programme in advance of the gala. If you have any problems that you cannot resolve or any further questions, please contact Mark Leman or Carole Murphy for assistance.

This file will be included in the host club pack and will also be available for download from the hosted KJL website page at Kent Swimming.

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### BEFORE GALA CHECKLIST

- Confirm with pool or leisure provider the hiring of the facilities
- Purchase poolside refreshments
- Provide a money float or card payment device for the admission desk
- Check that the lane ropes and flags are in good order
- If AOE is to be used, then check that the starting kit is charged
- Starting blocks
- Organise poolside accommodation for swimmers
- Placing of tables/chairs for entrance, recorders, announcer and starter
- PA system
- Provide litter bags for each club
- Download and print all the required files from the hosting pack

### ON THE NIGHT

Please ensure that everything required to host the gala is brought to the gala venue.

- Changes to teams made after the 24 hour deadline shall be made using the official paperwork and may be made ten minutes before the start of the warm up.
- Start sheets must be given to the timekeepers who must check that the swimmer on the start sheet is the swimmer swimming.
- Any subsequent swimmer changes during the gala needs to be approved by the referee and notified immediately to the recorder, in writing and using the official paperwork.
- Any swimmer withdrawn shall only be allowed to swim in subsequent events at the discretion of the referee.
- The gala points system can be found in the conditions, but the file will automatically calculate these. In the case of a dead heat, each swimmer shall receive the same number of points for the place they achieve.
- Please ensure that all disqualifications are announced immediately after they have been recorded within the gala recording programme file. A disqualification sheet is provided for this purpose. This sheet must be given to the announcer, who **must** record the time it was read out.
- Please ensure that the gala venue is left tidy. All litter should be placed in the litter bags provided and that the facilities are treated with respect.

### RESULTS & MEET LICENSING DOCUMENTATION

All documentation should be sent via email to the KJL League Secretary at [kjlresults@gmail.com](mailto:kjlresults@gmail.com) following the gala.

**PRIOR TO SENDING THE RESULTS, PLEASE DOUBLE CHECK FOR ACCURACY  
AND ENSURE THAT ALL DQ CODES HAVE BEEN RECORDED**

- The updated recording programme file should be sent **no later than 12.00pm on the Sunday**.
- The completed Promoter, Referee and Officials reports should also be sent by the host club.
- If any of the attending teams do not supply competent officials as outlined in the promoter's conditions for a licenced event, this should also be notified to the KJL League Secretary.
- We request that you keep all gala documentation for a period no longer than four weeks.

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### **KJL EXECUTIVE RESPONSIBILITY**

- Before sending the HDR and MRF files to Rankings, each gala recording file will be checked by the KJL Gala Secretary.
- Once all gala results have been verified, the results will be distributed to all clubs by the KJL League Secretary and published in general.
- The KJL League Secretary will forward the Promoter, Referee and Officials reports for all galas to the SER Meet Licensing Panel.