

# The Fife Novice League

12 June 2010

Thank you for taking your turn as duty club.

These are the jobs that we require you to cover:

Role	No. needed	Time to report	Job Description
Door/ Programmes	1	08.30	To collect £1 entry fee per person (not children). The programme is free when entry fee is paid
Raffle	1	08.30	£1 per ticket (not strip). As soon as gala starts draw 3 winning tickets and have announcer call out numbers. Once raffle drawn hand in monies to recorders table.
Marshalls	2	09.00	Organise heats in advance. One in the water, one behind the blocks and another waiting to go up.
Recorder/ Runner	1	09.00	Get swimmers and flashes ready for the presentations. After the first 4 events present first 2 events and then present every 2 after next 2 events have been swum.

Please be punctual especially those on door duty as there are always people waiting to get in.

If you have any queries just email me or if on the day ask at the recorders table.

Remember without you the Leagues cannot run smoothly.

Yours,

*Karen Woodhouse*

League Convenor