

SWIMARATHON TIMETABLE

If the event is held on a Saturday in January

Swimarathon Objectives

- A local event, to involve people of all ages and abilities, to swim in relay in teams of up to 8.
- To be fun as well as competitive.
- To raise funds for Lions and the swimmers own charities and causes.

KEY to organisers jobs

Event Coordinator
Pre-event Admin
Post-event Admin
PR Officer
Others

5 months before event - August/September

- Planning Committee Meeting
- Draft annual paperwork (Letterhead/Entry Form/Acknldgmt Letter/Sponsorship Form/Certificates)
- Draft Advert & Website announcement

4 months before event - Late Sept/October

- Confirm provisional reservations/invite others via e-mail
- VIP invites (Mayor/MP/Awards presenter)
- Editorial in local paper
- Print Sponsorship Forms and order Control Forms (as necessary)
- Briefing with Event venue (Banner for poolside/Timings/Reception Area/Control Room/PA system/Equipment Poolside/Parking passes/Friday set-up time/Message for Display Board/Pencil in future dates)
- Send Application Form & Insurance Policy to Event venue
- Design & Order mementos (eg. Pins/badges/wrist bands)
- Review Risk Assessment

2-3 months before event - October/November

- Receive & acknowledge Entry Forms/Allocate Lanes/Send Sponsorship Forms/Deal with queries
- Reminders/Chase up details/e-mail Notes for Organisers
- Set-up on-line payment
- Organise Lions briefing evening (opportunity to combine with a social event for Lions)
- Draft Staffing Rota/Review Job Descriptions
- Arrange Paying-in slips from Treasurer – numbered paying-in slips allow recognition of teams payments

1 month before event - December

- Prepare Team Envelopes (Labels/Letter of thanks/Control Forms/Certificate/Paying-in Slips/SAE)
- Paperwork for Event (Entry Details for Reception & Poolside, Hourly Record Sheets, Control Forms/Staffing Rota)
- Bonus Prize Draw/Sweepstake – Lions can guess at how much will be raised
- Press Briefing for event

The month of the event – January

- Lions equipment for event
- Thursday Lions briefing evening (opportunity to combine with a social event for Lions)
- Friday night set-up at event venue
- **Saturday SWIMARATHON** – starts 8am till it's over. 100+ teams, 8 each hour (we use 8 lanes, fewer teams if fewer lanes)

SWIMARATHON TIMETABLE

If the event is held on a Saturday in January

- A team of up to 8 swimmers in each lane, swimming in relay for 55 minutes. Wooden lap counters changed by team, monitored by Lion pool stewards.
- Swimming teams change over on the hour, 5 minutes to clear pool.
- Swimming teams assemble, register & hand in sponsorship forms 15 minutes before swim time.
- Sponsorship added up by Lions in registration during the hour of swimming. Totals updated on board by pool after each hour.
- Sponsorship forms & pay in slips, free pins etc handed back to each team after they have completed their swim.
- Teams collect sponsorship & pay all in to bank, returning sponsorship forms to Lions in sae already provided. Lions can then claim Gift Aid.

- Sunday Press release/Notify Cup/Prize winners
- Post event thanks/notify Cup/Prize winners
- E-mail Provisional entries for following year
- Book venue for Awards evening and confirm with VIP presenter & Mayor

NB: Event venue must be booked as soon as possible, preferably immediately after previous event.

1-2 months after the event - February – March

- Bank & On-line Payments/cross reference Treasurer
- Receive Sponsorship Forms from swimming teams & calculate Gift Aid
 - Lions calculate gift aid & claim
 - Half the sponsorship is presented to swimming teams plus the gift aid
 - The other half of the sponsorship is retained in the Lions charity general funds.
- Chase up sponsorship money/Deal with queries
- Send out cheques (inc Gift Aid due later)
- E-mail invites to Awards evening
- Engrave Cups
- Certificates for Awards evening

3 months after event – April

- Press release for Awards Evening/Invite press photographer
- Refreshments for Awards evening
- Staffing/MC/Gifts for awards evening
- Thanks to VIPs for attending awards evening

4-5 months after the event - May – June

- Chase final sponsorship money
- Complete Gift Aid Claim forms for HMRC
- Apply for to possible sponsors for following year

Jobs on day – usually in 2 hour shifts

- Coordinator x 1
- Reception x 2
- Pool stewards x 3
- Lane steward x 2
- Sponsorship Registration x 3
- MC x 1
- Lion costume – greeting teams from 15 mins before to 15 mins after hour

NB. Supplies all the supporting paperwork (Adverts, Entry Forms, Correspondence templates, Awards & Certificates, Sponsorship Forms, Job Descriptions, Staffing Rota, List of equipment used, Event Control Forms, Team Envelope details, Bonus Prize Draw, Gift Aid claims forms, Documents used at the event etc) can be supplied if needed.

SWIMARATHON TIMETABLE
If the event is held on a Saturday in January

PDG Lion Evan Wm Jones - e.w.m.j@btinternet.com