

**Chipping Norton Rotary Community Swim-a-Fun 2017:
A sponsorship event to raise money for charities
organised by THE ROTARY CLUB of Chipping Norton
at Chipping Norton Leisure Centre**

GUIDANCE FOR TEAM CAPTAINS AND SWIMMERS

1. This is a sponsorship event. All swimmers are requested to raise sponsorship money to go to this year's supported charities
2. In addition, each swimmer or team can request that 50% of their sponsorship money goes to a charity or school of its choice.
3. Team Captains are responsible for collecting any paper sponsorship forms and cash. The Sponsorship Forms must have original written names and addresses, not photocopied. Please send forms and money **by Friday 14th April 2017**, to the address on the form.
4. There is an easy way for you to request and collect sponsorship money via virginmoneygiving.com. All you have to do is to go to **www.virginmoneygiving.com**. On the right hand side of page go to "Find fund-raising event" and enter "Chipping Norton Swim-a-Fun" in "Search for a specific event". On next page click "View details" which takes you to the Chipping Norton Swim-a-Fun donation page. Click "Start fund-raising" then follow instructions. This will create your own page which you can send to your friends & family via e-mail or Facebook from which they can donate sponsorship money without your having to worry about collecting it yourself.
5. All swimmers must report to the desk in Reception on arrival for, and on leaving after, the Swim-a-Fun. Each will be given a wristband to be returned on leaving the building. Each swimmer will be asked to complete a Pledge Form on which he/she can tell us how much sponsorship they hope to raise. This is so that, on the day, we have some idea of how much money has been raised.
6. On arrival, TEAM CAPTAINS and individual swimmers should register their teams at the Swim-a-Fun REGISTRATION DESK, where a Lane Number and a coloured swim cap will be issued. If any swimmer has a medical condition that we ought to know about, please inform the Registration Desk. Staff are unable to hold or look after any medication.
7. Only swimmers and designated stewards are allowed to enter the POOL area. Spectators (including non-swimming Team Captains) must use the SPECTATOR area. Non-Swimming Captains should appoint a swimmer as a deputy to organize the swimmers in the Pool.
8. In the interest of safety, all swimmers and spectators must obey the instructions of the Leisure Centre Staff. The Leisure Centre Staff and Swim-a-Fun stewards are also responsible for activities in the Leisure Centre. Please obey their instructions.
9. The team should change in the changing rooms and the Leisure Centre recommends that you leave belongings in the lockers provided. A £1 coin (refundable) is required to operate the lockers. A wristband with key is then released. After changing, all swimmers should then assemble and the Captain or Deputy report to the Event Marshal's desk not later than 10 minutes before their start time. The desk is situated In the Pool Changing Village opposite the showers. Here the teams meet their Lane Marshal identified with a lane number label around their neck. At five minutes before start time the team will be led to its lane. All movement around the pool side will be in an anti-clockwise direction.

10. The objective is for a team to swim as many lengths as it can. All swimmers will be on poolside, but only one will be swimming per Team. Team captains will organize the sequence of swimming. The next swimmer must wait for the incoming swimmer to touch the wall before setting off. There should be no diving. The number of completed team laps will be recorded (one lap = two lengths). An individual's laps will not be recorded.
11. Refreshments are available all day, adjacent to the spectator area.
12. It is NOT permitted that anybody drinks alcohol or takes any drugs before swimming.
13. A quick changeover is essential. Please help by leaving the Pool area promptly in an anti-clockwise direction at the end of your team's session, taking all of your possessions with you.
14. Medals and a drink will be provided after your swim.
15. Lane Marshals should return the Lap Record Sheet to the Event Marshal's desk.

THANK YOU FOR YOUR SUPPORT!