



SNSW OPEN WATER MEET DIRECTORS CHECKLIST

Meet: _____ Date: _____ Venue: _____

ITEM	COMMENT	YES/NO/NA/OTHER
1.	AQUATIC LICENCE	
1.1	Has an Aquatic Licence or appropriate approvals been obtained?	_____
1.2	Obtain a copy of the Aquatic Licence from the Organising Committee.	_____
1.3	Check for Special Conditions (Swim caps/ power craft/ insurance etc).	_____
2.	VENUE APPROVAL	
2.1	Has approval for Event been received from Authority controlling venue?	_____
2.2	Obtain a copy of the Approval and check for Special Conditions.	_____
2.3	Has a water quality certificate been obtained?	_____
2.4	Contact local Police advise of event, seek assistance for traffic control etc.	_____
2.5	Are facilities available for Drug Testing (if required)? See Drug Testing Rules for requirements.	_____
3.	MEDICAL SUPPORT	
3.1	Have arrangements been made for Medical Services – Local Hospital and Ambulance?	_____
3.2	Hospital phone number is _____ Ambulance phone number is _____	_____
3.3	Red Cross / St Johns' Ambulance personnel.	_____
3.4	Qualified First Aide personnel.	_____
3.5	Is there a Medical Kit with space blankets?	_____
3.6	Are fluids available for drinking?	_____
4.	COMPETITOR SUPPORT SERVICES	
4.1	Have adequate arrangements been made? (e.g. local boat, canoe, kayak, surf club for safety)	_____
4.2	With whom? _____ contact no. _____	_____
4.3	How many assisted at the Event?	_____
5.	ENTRIES	



- 5.1 Check all entries for complete details, in particular, registration nos. _____
- 5.2 Is there a signed waiver for each entrant? _____
- 5.3 Check entry receipt date against closing date. _____
- 5.4 Check entry form for additional information (local rule etc.). _____
- 5.5 If facility available do computer generated Program using Meet Manager Programme. _____
- 5.6 Have a supply of waiver Forms for completion (ensure that Event, Venue and date are shown on the waiver and that each **is signed**). _____

6. COURSE PLAN

- 6.1 Prepare large display Course Plan for Referee's use. _____
- 6.2 Have quantity of small Course plans for competitors. _____

7. TECHNICAL OFFICIALS

- 7.1 Appointed Referee's name _____ and contact no. _____
- 7.2 Chief Recorder's name _____ and contact no. _____
- 7.3 Contact both prior to Event and check their requirements.

8. EQUIPMENT FOR EVENT

- 8.1 Is there adequate shelter at Venue? _____
If no then:
 - 8.1.1 Hire tents / marques - one for Recorders / Registration one for Medical. _____
 - 8.1.2 Turn Buoys and Course Markers, Finish Gate are these available and adequate? _____
- 8.2 Referee's Equipment
 - 8.2.1 Power Boat and Driver. _____
 - 8.2.2 Check that Referee has received TOs Appointment sheet _____
 - 8.2.3 Ask Referee if there are any special requirements. _____
- 8.3 Recorders' Material
 - 8.3.1 Master Control / Results Sheet (suitable for number of entrants). _____
 - 8.3.2 Pencils, staplers and staples, table weights to keep papers in place, rubber bands, highlighters, table and chairs etc. _____
 - 8.3.3 Ask Chief Recorder if there are any other requirements. _____
- 8.4 Timekeepers' Material
 - 8.4.1 Timekeepers' sheets. _____



- 8.4.2 Association's stop watches (with inbuilt printers).
(if none, others which can do splits) _____
- 8.4.3 8 x "AA" batteries (new - these are for the inbuilt printers) _____
- 8.4.4 Two way radio set
(if available for use by Chief Finish Judge and Chief Recorder). _____
- 8.5 Starter's Equipment
 - 8.5.1 Appropriate Starting Device (Gun and ammunition, hooter, flags
[one for Referee and one for Starter] and whistle);
have your own set of flags for OWS events. _____
- 8.6 Registration Table (Marshalling)
 - 8.6.1 List of Entrants (use Program). _____
 - 8.6.2 Large waterproof Black Marker Pens at least 4
(suggest fluoro marker for dark skins). _____
 - 8.6.3 Suitable package for completed Indemnity Forms. _____
 - 8.6.4 Quantity of Pens and Pencils and at least 2 writing pads _____
- 8.7 Safety Plan
 - 8.7.1 Has an emergency plan been devised? _____
 - 8.7.2 Are communication devices available? _____
 - 8.7.3 Is the emergency plan published? _____
- 8.8 Presentation Materials
 - 8.8.1 Ensure that appropriate Medals are available. _____
 - 8.8.2 If possible have a dais for place getters. _____
 - 8.8.3 Arrange for guest presenters. _____
 - 8.8.4 Establish a VIP List and provide a copy to the
Announcer and any Media present. _____

9. REFRESHMENTS

- 9.1 At all Open Water Swimming Events ALL Officials, Support Personnel, swimmers and handlers are supplied with refreshments (food and drink – one each for swimmers and handlers after the Event and all others as required). **Ensure that suitable refreshments are available.**
- 9.2 When even is complete, clean up with help of others, ensure that full results are forwarded to State and/or National Body for Registrar and Selectors and to any other visiting Association if visitors are competing.
- 9.3 Pack up and return all Equipment to Office or as directed by Technical Manager.



OPEN WATER EVENT DUTY LIST

(Based on Start & Finish being same area)

EVERYONE NEEDS TO BE THERE AT LEAST 2 HOURS BEFORE START – NEEDS TO BE SET UP BEFORE SWIMMERS ARRIVE IF POSSIBLE.

START

SET UP & CLEAN UP CREWS

Erect tents, erect signs, set up tables and chairs, and all other equipment.

Erect any barricades - need to have Finish area clear to enable Officials to do their job without interference from spectators. Also need to have Recording area clear - somehow everyone wants their time before everyone has finished.

Set up Course.

PRE-ENTRY

As competitors line up, write their allocated competitor number on the top of both hands, after confirmation of receiving a signed waiver form. Highlight their name on the competitor list.

When signal for Start has been given, count number of entry forms not collected and write down on a list all the numbers not collected. Communicate this list to Recorders in Recording Room. This is needed so that the actual number of swimmers in the water can be accounted for.

LATE ENTRY

Generally, late entries are not accepted. However, they MAY be permitted on the day, depending on circumstances.

Advise any accepted late entry to Recording Room. This is needed so that the actual number of swimmers in the water can be accounted for. Recording room will advise a competitor number for the Number Marking steps below.

NUMBER MARKING STATION

Need to have at least two (2) separate channels - this will eliminate some congestion.

Collect Entry Form from competitor and write in **WIDE BLACK TEXTA THE ENTRY NO. ON BOTH HANDS OF COMPETITOR - DOUBLE CHECK NUMBER.**

Aim to have all Number Marking completed 15 minutes before Start so that Referee can give competitors full instructions regarding the event.

MARSHALLING AREA

15 minutes before Start have announcement made for all swimmers to proceed to the designated Marshalling Area for a race briefing by Chief Referee of that event. No swimmers are permitted in the water until Referee Instructions have been given.



Advise method of Start.

Give Full Instructions/briefing.

CROWD CONTROLLER

Ensure that only Officials and swimmers who have just completed their event are on the Wharf/Bank at Finish. It is Important that this area is clear in case of emergency.

Keep spectators away from Finish area.

Anyone who has an inquiry, ascertain if it is important, if so, direct to the Land Referee/Meet Director - usually near Recording Room.

FINISH

FINISH JUDGES including a Chief

Check with Recording Room as to how many swimmers started in each event and inform other Judges and Timekeepers of number of swimmers who started.

Record each SWIMMER'S NUMBER IN ORDER OF FINISH as each swimmer crosses/touches the Finish Line (Chief Judge - if you have the use of walkie talkie you may be able to relay this to a scribe for future queries). Important, if you miss a swimmer's number - place a line on the Judges Sheet in that placing - and record the next swimmers placing in the correct placing. Not everyone is perfect.

Every so often check with other Judges and Timekeepers to ensure that you are all up to the same number of placings and times.

Ensure that Judges Slips and Printout from Stopwatches are sent up together to Recording Room on a regular basis. (Sometimes the Timesheet will be more than you Placing Sheets - you might give up to 50 placings and their times equal 57 - you will have on your uncompleted sheet up to 57, but only hand in full completed sheets until the last swimmer finishes) Keep 1 set of Placings intact - in case of any queries.

TIMEKEEPERS - including Chief

Start watches at Start on Starting Signal - immediately switch lock on, this eliminates accidental turn off.

Check paper after 300 presses. Change roll if safe to do so.

As each SWIMMER TOUCHES THE FINISH LINE PRESS THE SPLIT BUTTON ON WATCH. (Each time you press the button it will record a number and a time - Important that you press button for each swimmer even if 2 or 3 come in together, the watch can handle this).

Keep one stopwatch print-out intact - this will be forwarded to Recording Room after the last Swimmer has finished - it is also for any queries that may arise from the Recording Room.

When Runner comes to collect the other print-outs - Press button on top left hand - this moves the paper up so no times are torn my mistake. Only do this when you have a space between swimmers finishing - doesn't matter if it is 57 or 102.



Every now and then check with Judges as to how many placings have been recorded against your times - if someone has been missed it is easier for the Recording Room to know around when the incident occurred than at the Finish.

If you have any problems, inform Chief Timekeeper immediately

RUNNERS

Collect Timekeepers Recording Forms & Stopwatch Printouts - Take to Recording Room.

Important that there are no delays in collecting these Forms - just in case remind Chief Judge/Chief Timekeeper that they must keep 1 set of Times & Placings with them in case of queries.

RECORDING NUMBER WRITERS

Check with Recorders as to how many swimmers entered the water.

As Competitors leave the water Record their Swimmer Number (that is Number of arm) on Sheet - it is not necessary that this be recorded is Finish Order. This is so that we can cross check if required as to how many swimmers are still to Finish - ALSO RECORD NUMBER OF ANY SWIMMERS WHO DO NOT FINISH WHO ARE BROUGHT IN BY SUPPORT GROUPS - MARK DNF AGAINST THE NUMBER.

Cross off on large cardboard the Swimmer Entry Number as they leave the water or WRITE DNF AGAINST ANYONE WHO DID NOT FINISH.

FINAL RECORDING TABLE

Clerk of the Course to mark registered competitors' names off on the marshalling sheet and hand over to Recorders. Inform Meet Director, Referee, Announcer, Finisher Judges, Recording Number Writers, Timekeepers of the actual number of swimmers in each event.

Inform Announcer names of important swimmers etc. and update of events where possible.

Marry Times, Places & Competitors Numbers from Timekeepers Sheets & Place in Field Sheets and record onto Final Results Sheet each Swimmers actual Place in Field and Time.

Optional: place Official Results up on wall as soon as possible.

COMPUTER OPERATORS

Enter Late Entries into Computer.

Do Print out after this has been completed.

DO NOT TAKE OUT OF COMPUTER THE NON-STARTERS

Mark off Print Out in Highlighter the Non-Starters

Enter by Competitor Number the Time swum by the swimmer into Event 1. This covers both events.

Do Print out of Event 1.



When this has been checked - Other events can then be recorded.

If the weather is hot support groups might need extra water. Don't forget the Rescue Group that may be situated somewhere along the shoreline.

Set up Tea, Coffee etc. in Recording Room for those who are able to help themselves.



YOUR EVENT - WORKERS LIST

START

REFEREE	1 plus Assistant Referee
MEET DIRECTOR) LAND REFEREE)	1
ANNOUNCER	1
STARTER	1
PRE-ENTRY	2
LATE ENTRY	2
NUMBER MARKERS & CAPS	at least 6 it can get very busy
SET UP START	EVERYONE
TIMEKEEPERS/JUDGES	(Chief) 1 - at least 4 others – Start as many watches as possible.
RUNNERS	2
T-SHIRTS	1
SWIMMERS/BAGS ETC.	1
COMPUTER'S	2

AT FINISH

CROWD CONTROLLER	1
FINISH JUDGE	1 who has to be right on the Finish - may need to be in boat
TIMEKEEPERS/JUDGES	(Chief) 1 - at least 4 others – Start as many watches as possible.
FINAL RECORDING	2
COMPUTERS	2
REFRESHMENT CREW	2 minimum
B-B-Q	4 at least
T-SHIRTS	2



SWIMMERS TRANSPORT 1

PRESENTATION 3

Most of your workers can do two jobs - One at the Start and One at the Finish. Only the Timekeepers/Judges, Referee and Computer operators need to remain the same.