

YOUR EVENT - DUTY LIST

(This is a guideline for events that Start and Finish at different locations)

Report on arrival to Meet Director at Start end - receive your equipment - approx 2hrs before Start.

SET UP & CLEAN UP CREWS - Everyone helps at beginning and at the end of the event.

Start end:-

Erect Signs and tables at Start.

Set up umbrellas and chairs for Red Cross at Start.

Take down Signs and remove tables after the signal for Start has been given

Take down Signs and remove tables after the signal for Start has been given and put on truck.

Ensure area looks tidy - Transport tables and signs back to Finish. Come down to Finish and enjoy yourselves - will have to help clean up when all events have finished

Finish end:-

Erect Signs, Tent, tables & chairs at Finish. Erect any barricades – ensure that Finish Area is clear for Officials.

Buoys to be blown up, course to be set.

Recording Room to be set up with row of tables across front - only officials allowed access.

Set up area for Officials to have refreshments in Recording Room.

Set up areas for B-B-Q, T-Shirt Sales and Swimmers Gear.

Take down Signs, Tents and remove tables etc. after the Races have finished and put on truck all Club equipment - Hire equipment to be placed near Recording Room for pick up. Ensure area looks tidy.

ANNOUNCER

Make announcements as requested - advise all Swimmers to be in Marshalling area 15 minutes prior to Start for briefing.

PRE ENTRY

Hand Swimmers their original entry form and direct them to go immediately to the Number Marking Station.

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.

Give uncollected forms & list of numbers to Recorders at Finish as soon as you arrive there. This is needed so that the actual number of swimmers in the water can be accounted for.

LATE ENTRY - USE ONLY LATE ENTRY FORMS

Give entry form to Swimmer to be completed and returned to you.

(If they bring Pre-Entry Form, staple it to a Late Entry Form - This is to make it easier for Computer Operators to put Late entries into the computer)

When completed form returned - collect late entry fee \$???? and write Entry No. on Form. Cross this No. off Late Entry Number Sheet - This is important, otherwise there will be swimmers with same Number.

Then hand back to the Swimmer their form and direct them to go immediately to the Number Marking Station.

Give Late Entry Number Sheet to Recorders at Finish as soon as you arrive. This is needed so that the actual number of swimmers in the water can be accounted for.

NUMBER MARKING STATION

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

Collect Entry Form from Swimmer and write in **WIDE BLACK TEXT THE ENTRY NO. ON BOTH ARMS AND SHOULDERS OF EACH SWIMMER - DOUBLE CHECK NUMBER.**

Place entry form into box provided - Pre Entry into 1 box - Late entry into another box.

Hand Cap to Swimmer - Orange for ?km - Yellow for ?km. Also copy of Map

Need to have all Number Marking completed if possible 15 minutes before Start so that Referee can give Swimmers full instructions regarding the event.

MARSHALLING AREA

15 minutes before Start have announcement made for all Swimmers to come to Marshalling Area - no swimmers into water until Referee Instructions have been given.

Advise method of Start.

Give Full Instructions. Also make sure Swimmers are told to go through the Finish Gate.

T-SHIRT SALES

T-Shirts \$???? each - Those that have been pre-paid will have the Swimmer's Name and Number on the Bag.

Goggles will have prices marked on them.

After Start - take all your gear to the Finish for setup again.

TRANSPORT / BAGS FOR SWIMMERS

Ensure that Swimmer's Number is marked on bag.

Direct Swimmer to where Transport vehicle is parked.

Inform Swimmer that pick-up at Finish is near Recording Room at Finish.

Also responsible for taking Swimmers back Start if required.

AT FINISH

CROWD CONTROLLER

Ensure that only Officials and Swimmers who have just completed their event are on the Finish Wharf area.

Keep fun swimmers and spectators away from Finish area.

Direct anyone who has an inquiry to the **Land Referee** in the Recording Room.

FINISH JUDGES including a Chief

Check with Recording Room as to how many swimmers started in each event - also 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 swimmers 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 placing's and times.

Finish Judges cont.

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 placing's 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 Placing's 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).

Important - also keep 1 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 come 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 may placing's 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 & Stop Watch 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 & Placing's with them in case of queries.

RECORDING NUMBER MARKER

Mark off in Order of Swimmer leaving the water, the SWIMMER'S NUMBER on Sheet provided. Keep it with you at all times - it may be needed if queries arise.

FINAL RECORDING TABLE

Receive from Pre-Entry & Late Entry all information to enable you to determine the actual Number of swimmers in the water. Forward to Computer Operators list on Non-Starters so they can highlight these on the Final Entry Sheet.

Inform Finish Judge, Referee etc. the actual number of swimmers in water.

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

Separate ?km & ?km events.

All hands on deck to write out Certificates for late entries.

Record Time etc. on Certificates after Computer has finished its job

COMPUTER OPERATORS

Enter Late Entries into Computer. Don't forget to enter Swimmer's Number

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 Swimmer's Number the Time swum by the swimmer into **Event 1 - ?km - Event 2 - ?km**. (you can't enter the split for Swimmers until they have completed the event).

Do Print out of Event 1.

When this has been check to ascertain that all ?km Swimmers have been placed and timed,

The other ?km Events can then be recorded and checked.

REFRESHMENT CREW

Ensure that Canoe, Rescue, Red Cross, Police, Waterways personnel & our workers have plenty of liquid refreshments.

Important that this is maintained if the weather is hot. Don't forget the Rescue Squad Truck situated on River Road and Red Cross at Start end.

Ice will be needed for large holed drink containers.

Suggest that eskies be filled with poppers/water & snacks for Officials at both ends. Plastic Bags with poppers/water & snacks for Canoe, Police, Waterways & Rescue personnel.

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

Arrange for Table in for Officials to have sandwiches after everything is finished, just so we all can have a drink and relax before heading off home. (these should have been ordered by Meet Director earlier).

PRESENTATION

Keep in running smoothly - keep delays to minimum

Have table set aside for Certificates.

Make sure cheques have been written out for Winners & support groups.

Have small children seated on floor.

Ask better known swimmers to help make presentations to younger swimmers.

END OF DAY - PUT YOUR FEET UP & HAVE A GOOD STIFF DRINK - YOU DESERVE IT

see you all next year

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 2 jobs - 1 at the Start and 1 at the Finish - Only the Timekeepers/Judges, Referee and Computer operators need to remain the same.