

YOUR 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 - Everyone pitches in to help

Erect tents, erect Signs, set up tables and chairs, ensure B-B-Q is set up (some swimmers/spectators have come a distance and may be hungry - Bacon & Eggs are great).

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.

Enjoy yourselves - will have to help clean up when all events have finished

PRE ENTRY

Hand competitors their original entry form and direct them to 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 in Recording Room. 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 competitor to be completed and returned to you.

(If they bring a completed Pre-Entry Form, staple entry onto 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 competitors with same Number. Make sure that event is ticked.

Then hand back to the competitor their form and direct them to Number Marking Station.

Give Late Entry Number Sheet to Recorders in Recording Room. 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 competitor and write in **WIDE BLACK TEXTRA THE ENTRY NO. ON BOTH ARMS OF COMPETITOR - DOUBLE CHECK NUMBER.**

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

Hand Orange Swimming Cap to competitors.

Need to have all Number Marking completed if possible 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 come to Marshalling Area - no swimmers into water until Referee Instructions have been given.

Advise method of Start.

Give Full Instructions.

T-SHIRT & GOGGLE SALES

T-shirts \$??? each - Goggles will have prices marked on them. Quite often these are needed.

CROWD CONTROLLER

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

Keep fun swimmers and 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 - 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.

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.

Page 3

Timekeepers cont.

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 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

Receive from Pre-Entry & Late Entry all information to enable you to determine the actual Number of swimmers in the water.

Inform Meet Director, Referee, Announcer, Finisher Judges, Recording Number Writers, and 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.

Separate events.

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

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

Put Official Results up on wall as soon as possible.

Page 4

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.

B-B-Q - REFRESHMENT CREW

Ensure that Canoe, Rescue, Red Cross, Police, personnel & our workers have plenty of liquid refreshments - check with Official from each group as to how many there are - Give ticket for each worker so that they can get something to eat - NO TICKET - NO FOOD.

Swimmers buy their own - No Free list. Important that this is maintained.

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.

Ice can be put into large holed drink containers.

Plastic Bags with Poppers/Water & muffins/cake for Canoe, Police, & Rescue personnel.

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

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 - Also any other that may be needed.

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.