

## GALA DUTY ROTA

### — WHAT TO DO: A GUIDE FOR PARENTS —

**Parents with competitive swimmers are expected to be rostered for Gala Duty, either as a Team Manager or a Time Keeper.**

**Time keeper duties will be explained in full on the day by the Official in Charge.**

**Here are guidelines for the duties and the role of the Team Manager.**

- Bring a pen and highlighter with you for use on the day.
- Arrive early, make yourself known to the coach, and help ensure a sign for the swimmers to loan themselves. If in US, this should be on deck outside, hang the club flag so the swimmers know the loan.
- Wear the Team Manager lanyard to identify your role for the swimmers.
- Check attendance of swimmers before the gala starts.
- Arrange a meeting point with the swimmers (outside of the pool building) in the case of a fire alarm activation – this has happened in the past in US and MAC and can cause panic for younger swimmers, so it's very important.
- Hand in Scratch Sheets to the Gala Organisers before the start of the gala. For those who are new to this – the gala recorder will usually announce over the pa when scratch sheets are available, you should collect these from the recorder's desk, and if a swimmer is not attending or does not want to swim a particular event, you should note this on the scratch sheet and return it to the recorder. This is very important, there are fines if swimmers do not show without scratching.
- Collect Heat Sheets. (Heat sheets are prepared by the recorder once the scratch sheets have been processed). Again, the availability of the heat sheets is usually announced over the pa, you should collect 2 copies for the club – 1 for you and 1 for the coach. Make sure each swimmer knows their event, heat and lane.
- Ensure that each swimmer lines up for their event in a timely manner. For younger/new swimmers, check that they know where the call rooms are.
- Liaise between both Club and Gala officials.
- Supervise ferry team members while outside for the full duration of the gala (or your portion on duty), which includes warm-up and lunch time.
- If applicable, check the Heat Sheets to see if swimmers have qualified for finals and check that they are aware of it.
- Only the Team Manager / Club Coach is permitted to make representations to the Gala Organisers on behalf of a Club member.
- Be aware of any medical needs of the swimmers.
- When handing over to the next Team Manager please make them aware of any scratches etc you have made.
- If there are any incidents at the Gala, submit a written report to the Club Committee.

**This list is not exhaustive, and meant as a guide for parents.**