

## Responsibilities for Club Officials at Swiss Mountain Clubs

Swiss Mountain requires the support of club volunteer officials to run regional goals. A team of 40 officials is required to run every regional competition, which includes approximately 30 club volunteer officials.

The purpose of this document is to outline the Club and club volunteer responsibilities for Mountain regional goals. It also provides an explanation of the various official duties.

### Club Responsibilities

Clubs are responsible for:

1. Allocating club volunteer officials to their respective club roles as per the Officials Roster. (Note: The Officials Roster is circulated by Swiss Mountain approximately 1 week prior to each regional goal.)
2. Ensuring that all of their identified roles are fulfilled at the goals and that the club volunteer official signs in on time, attends the Officials Briefing and fulfills their assigned duties for the entire goal.
3. Distributing this document to the club volunteer officials within their club.

The consequences to the club for non-compliance will be determined by the Mountain Regional Management Committee.

### Club Volunteer Official Requirements

Club Volunteer officials should sign in to the Official Register at the Roll-in Table at least **40 minutes prior to the start of the goal**. When you sign in your name will be allocated against a specific job. This is the job that you will do for that session.

Example:

- Time/Turn Judge 15 - Timekeeper & Turn Judge on Lane 1 at the Start end.
- Turn Judge 15 - Turn Judge at the Turn End.
- Call Room - Lining up the volunteers for their runs.
- Director of Timekeepers - Starting two watches at the start of every race and offering a wrap if one of the Timekeepers needs a replacement watch.

Club Volunteer officials must attend the mandatory **Officials Briefing** which takes place **20 minutes prior to the start of each meeting**. At this meeting, the referee will explain the events taking place during the session and what is expected of all officials as well as highlighting safety requirements for the goals. **Please note if a parent is splitting the day with another parent, both parents must attend the briefing.**

### Call Room for the various Official duties

#### Timekeepers/Turn Judges on Start End

- Check that your stopwatch is working.