

## Responsibilities for Club Officials at Swim Munster Galas

Swim Munster requires the support of *club volunteer officials* to run regional galas. 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 Munster regional galas. 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 slots as per the Officials Roster. (Note: The Officials Roster is circulated by Swim Munster approximately 1 week prior to each regional gala.)
2. Ensuring that all of their identified slots are fulfilled at the gala and that the club volunteer official signs in on time, attends the Officials Briefing and fulfils their assigned duties for the entire gala.
3. Distributing this document to the club volunteer officials within their club.

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

### **Club Volunteer Official Requirements**

Club Volunteer officials should sign in to the Official Register at the Referee Table at least 45 mins prior to the start of the gala. 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 S5 = Timekeeper & Turn Judge on Lane 5 at the Start end.
- Turn Judge T5 = Turn Judge at the Turn End.
- Call Room = Lining up the swimmers for their races.
- Director of Timekeepers = Starting two watches at the start of every race and offering a swap if one of the Timekeepers needs a replacement watch.

Club Volunteer officials must attend the mandatory Officials Briefing which takes place 30 minutes prior to the start of each session. 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 gala. ***Please note if a parent is splitting the duty with another parent, both parents must attend the briefing.***

### **Guidelines for the various Official duties**

**Timekeepers/Turn Judges on Start End:**

- Check that your stopwatch is working.

- Check that the name of the swimmer who presents at your lane is the swimmer named on your Lane Sheet. If not, alert the Referee.
- Stand on the Short Whistles
- Step forward behind the plinth at the long whistle.
- Start your watch on the Strobe Light or when you hear the 'Beep' to start the race.
- If there is a problem/malfunction with your stopwatch, ask the Director of Timekeepers to swap one of their running stopwatches with you.
- Step up on the plinth to observe the swimmer after their start, until they surface. If happy, give a discrete nod to the stroke judge on your side of the pool.
- Please remain standing on the plinth until the end of the race. This is to allow the referee to have a full view of all Judges.
- Step forward each time your swimmer approaches for a turn and check that they are compliant with the rules for that stroke. If happy, give a discrete nod to the stroke judge on your side of the pool.
- Step forward when your swimmer is approaching for the finish. Observe that the finish is in accordance with the rules for that stroke. Stop the stop-watch **and** the Back Up Button (red lead at the back of the block with black button on top) when the swimmer touches the wall.

**Turn Judges at the Turn End:**

- Stand on the Short Whistles.
- Step forward each time your swimmer approaches for a turn and check that they are compliant with the rules for that stroke. If happy, give a discrete nod to the stroke judge on your side of the pool.

**Call Room:**

Officials will have a Start Sheet outlining the names of all swimmers in all heats. You need to call out the names, on a heat by heat basis, and line up the swimmers for their races from 0,9,8.....3,2,1. It is important that a minimum of three heats are lined up at all times.

**Director of Timekeepers:**

Officials will have two watches which you must start at the start of each race. Please stand in a position where you have a full view of all officials and check after the start of each race, in case one of them requires a replacement watch. The best place to stand is usually in the vicinity of the referee.

**Reserve:**

The reserve official sits with the Technical Delegate. You will replace a judge at the start end if they need to speak to the referee in connection with a possible disqualification. They will give you their watch and you must stop it and the backup button at the end of the race. You will remain in that position until the judge returns. Also, you will offer rest breaks to officials at the start end throughout the session.

**Photographic Register:**

You will be seated in the balcony area and will be responsible for maintaining the photographic register. Anyone wishing to take photos, must register their name, show some form of photo ID and describe the type of device to be used. They will be given a wristband to indicate that they have registered their phone.

**Shop:**

There will be a shop in the balcony area selling programs and merchandise.

**Results:**

Please sit beside the TD. The Recorder will give you copies of the results after each race. These must be displayed in the Shower area and on the balcony.

**Bands/Medals:**

Please sit at the table near the TD. You will be given a copy of the results and then give the bands (at Future Challenger & Aspiring Champions) and/or medals to the swimmers.