

## Officials Role: Duties for SwimZone Racing and Swimming Wellington

### Door

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SwimZone Racing: Door Duty for SwimZone involves greeting spectators and selling the meet programme. Helpers are expected to arrive **30 minutes before warm up** and can finish 15 minutes after the meet commences.

Swimming Wellington: People who are on Door Duty oversee ensuring all spectators pay the spectator fee if any and are also in charge of selling Programmes at the door. They will be given a float for change if required. Door people will also be given all the Team Manager Programmes which will be divided into Clubs for them (each Club is issued with a set number of programmes based on their number of swimmers) and are to give these to the Club Team Managers as they come through the door. There will be a set time that the door closes (those on Door will be notified of this time) and they are then to return the float and any remaining programmes to SW at the desk.

### Set Up

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SwimZone Racing: Help with set up, Hand out Team Manager programmes and handle sign in of officials- please arrive  $\frac{3}{4}$  - 1hr prior to warm up. You are only required until the Announcer arrives. This is a great job for someone who wants to watch or go.

### Announcer

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SwimZone Racing: The announcer calls the events on the microphone and advises when the results are available and where to look. Along with any other information as requested by the Meet Manager.

### Refreshments

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SwimZone Racing: These people are tasked with ensuring that the officials on Poolside who cannot leave their post receive food and drink. The role is required throughout the meet. Please note: the Club will provide the food/water.

Swimming Wellington: These people are required to arrive and advise us that they have arrived no later than the start of warm up. Often, we will get people on refreshments to cut up any food into bite sized pieces or slices so that all Officials can go and fill their 'lunchboxes' with snacks to get them through the session/meet. Refreshments people then need to clean up the food and clean any dishes used. Along with this, Refreshments are to take around a jug of water, cups and sometimes a tray of lollies to all the Officials every hour or so throughout the meet. It gets very tiring and hot on poolside so Officials need that water every so often.

## Marshalling

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SwimZone Racing: These people will call swimmers for their race and put them in line in order or lanes 1-6, 1-7 etc. They are then walked to the lanes. You are required to arrive at the time of warm up.

### Swimming Wellington:

1. Report to desk.
2. Request from the Chief Recorder a program **for the marshall** (do not take any other program)
3. Go to the marshall area (fifteen minutes before the start of the meet).
4. Check area for safety. Check for stand of numbers for events.  
Note. Black colour is the event number, red is the heat number.
5. Call first event.
6. Call names of swimmers, have them sit in a line corresponding to the lane they will swim in.  
MAKE SURE THEY KNOW THEIR LANE NUMBER.
7. Send first two heats to the blocks.
8. Once the meet starts there should be one heat in the water, one behind the blocks, and one walking down to the start. Exception would be the 50m swims. These would be one in the water, two behind the blocks.  
(This is a judgement call)
9. Continue in this manner throughout the session.
10. RESERVES. Reserve swimmers are deemed to be in a final until notified they are not required. A swimmer who has a lane in a final has until the race is asked to move down to the blocks ie leaving the marshalling area, to claim their position. Once a swimmer has been replaced in these circumstances, the reserve shall stand as the swimmer.

### **General Notes:**

- Call races to the marshalling area only when they are required. Swimmers should not be held in this area for more than 20 minutes. They need to go to their blocks at their optimum performance level.
- Events that have many heats, CALL ONLY THE HEATS THAT ARE REQUIRED AT FIRST followed by the others, ensuring that the number of swimmers behind the block is manageable for all officials and swimmers.
- Be aware of the program, the distance the swimmers will swim, length of time the races will take and the number of heats.
- Also, be aware of the number of swimmers being held in the marshalling area. It is close to the starting blocks and the noise level on blocks 7, 8 and 9 can be off putting.

Note: If it is specified that Experienced Marshalls are required, please ensure the person/people have marshalled before.

## Marshalling Assistant

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SwimZone Racing: This person stands at the start pool side, and to see if self-marshalling is going well, turn the number of marshalling number stand. When spectators seating is limited this role ensures the back space of the starting blocks is totally free/clear for swimmers for self-marshalling.

## Medal Preparation/Presentation

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SwimZone Racing: This is important role. It involves:

- Get a result copy from AOD and Check the results for medals
- Cut results by pieces
- Attach to medals
- prepare medal to provide
- notify to announcer "ready"/ "ready to collect by Team Managers"
- Medal presentation (if possible)

## Medal Bearers

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Swimming Wellington: Medal Bearers is a very straight forward job, it is simply assisting the main Medal Bearer by helping them to sort out the medals so they are ready and in order for each medal ceremony and also to hold the medals during the ceremony (usually on a medal cushion) while the main Medal Bearer awards swimmers with the medals.

## Runners

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SwimZone Racing: Runners collect information, DQ's, and other requests and move between the officials, Referee and meet coordinator.

Swimming Wellington: Runners are needed to collect the time sheets from the timekeepers. Depending on what pool the meet is being swum at depends on whether or not a runner is required and how many. If runners are required, 2 are needed. It gets very busy especially with 50m and 100m races! So it's good to have 2 runners so they can alternate races. Runners are required to report the desk no later than the end of warm up.

## Results

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SwimZone Racing and Swimming Wellington: Results people are simply needed to stick up the results on the window and/or board. It's a very simple job but one that is very important. We provide the person with cello tape and instructions of where to stick up the results. Again, they are to report to the desk no later than the end of warm up.

## Timekeepers

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Timekeepers are required to report to the Meet Director as soon as they arrive and must attend the timekeeper briefing. They will be advised of the time when they report to the Meet Director, if not in an email prior to the day of the meet.

Note: There is a separate Information Sheet on the role of Timekeeper and Chief Timekeeper.