

SWIMMING WAIKATO INC

DUTY CLUB RESPONSIBILITIES

For Swimming Waikato Hosted Meets

Below are details of the requirements for our Duty Clubs. Please note that a number of these tasks can be carried out by the same person so we anticipate that the Duty Club will need to provide a maximum of ten people to carry out this role.

Title	Task	No. of People
House Manager	This person's role is to co-ordinate the tasks required by the Duty Club and interact with the Meet Director.	1
Meet Recorder	Assist with the Recorder function during the swimming meet. This role must be carried out by a Club Member with Recorder experience. Swimming Waikato will provide the laptop for this purpose. All the pre-meet requirements will have been carried out by Swimming Waikato and the post-meet reporting will also be the responsibility of Swimming Waikato. This is an ideal opportunity to train an additional Club Recorder. If you are not able to provide a Meet Recorder with the expertise to run the meet, please advise Swimming Waikato at least two months prior to the meet. In this event, we would still encourage you to have your Club Recorder attend the meet to gain some experience in this area.	1-2
Runner	An extra pair of legs to help out in the Control Room, i.e. posting results / copying DQs etc.	1
Pre-meet Set Up / Post-meet Tidy Up	Support the Technical Panel to set up the pool for the meet. This may be carried out the evening before the first session. It is the Club's responsibility to liaise with the Meet Director to check the set-up time. Ensure that you have a couple of strong people available to assist with putting in the Touch Pads prior to the start and taking them out at the conclusion of the session if required. Support the Technical Panel to pack away all the meet equipment. NOTE: The equipment is expensive and requires careful handling.	4
Marshalling	If required, the duty club is to provide people to assist with Marshalling the swimmers pre-race.	2
Food / Drinks	Please keep this basic but enough to keep officials sustained. You should provide finger food – e.g. fruit, cheese and biscuits, sandwiches etc. Just small items to carry around pool-deck for the officials. You will need food for approximately 60 people. Clubs are not expected to spend a lot of money providing these refreshments – just keep it nice and simple. Have all your club members contribute whether they have swimmers or not, most will be only too pleased to help. Please ensure the kitchen is left in a tidy state. Junior club members often enjoy helping out with this duty. Officials will be encouraged to bring their own water bottles for pool deck, however, water jugs and cups are useful to have on hand. Please ensure that the urn in the kitchen near Studio Two is switched on when you arrive and that the tea/coffee/milo/sugar & orange juice are there. Duty Clubs should bring along tea-towels, knives, platters etc. that they will require. Also please bring along milk and ice if it is a hot day. NOTE: If there are two sessions, lunch is provided by Swimming Waikato. It would be	3

	great to have a volunteer on hand to help with setting out the lunch.	
Medals	Our Championship Meets require medal presentations. If we are having presentations, you will be required to provide two or three medal bearers – younger club members dressed in club uniform is nice, plus one or two parents to sort out the medals etc. If we have a medal table, then one adult (no children) should sit at this table to hand out medals.	2
Chief Timekeeper	This person will sign up and provide watches to timekeepers and keep the announcer up to date as to how many more timekeepers/from which club are needed to make sure the meet can be started on time. During the meet the chief timekeeper starts two watches at the start of each race, will exchange their watch if a timekeeper did not press the button in time, provide an extra time for the fastest swimmer, step in when timekeeper needs a bathroom stop, and collect the timekeeper sheets when the page is full and give them to the control room. At the end of the session the chief timekeeper collects all the clip boards, check if all pencils are sharp for the next session. Get rid of the programs if they are only for the one session and put fresh timesheets/programs into the folders. Also check if all watches are back on zero.	1

Arrival time at the Pool – Duty Club personnel should arrive **30 minutes prior to the beginning of warm-up** and report to the House Manager (who will have been in touch with you prior to the meet).

Raffle - Clubs are able to run a raffle to raise funds for their club. This can be sold at the entrance and around the pool-deck.

The duties are not arduous and Swim Waikato endeavour to be fair to all clubs by sharing these duties around and combining smaller clubs. Your time and assistance is always very much appreciated.