

**SWIMMING WAIKATO INC**  
**DUTY CLUB RESPONSIBILITIES**  
**For Swimming Waikato Hosted Meets**

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Below are details of the requirements for our Duty Clubs.

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	<p>Assist with the Recorder function during the swim meet.</p> <p><b><u>Waikato Championships Meet</u></b>            This role must be carried out by a Club Member with Recorder experience. If you are not able to provide a Meet Recorder with the expertise to help run the Waikato Championship meet, please advise Swimming Waikato at least two months prior to the meet. Our Meet Recorder will not be available to do training at the Waikato Champs due to the nature of the meet.</p> <p><b><u>Other Swimming Waikato Meets</u></b>            This role requires a support person for our Meet Recorder (not necessarily an experienced recorder). Please let us know before the meet whether this person would like to receive training as this is an ideal opportunity to train an additional Club Recorder.</p> <p>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.</p>	1
Runner	An extra pair of legs to help in the Control Room, i.e., posting results / copying DQs etc.	1
Pre-meet Set Up / Post-meet Tidy Up	<p>Support the Technical Panel to set up the pool for the meet and tidy up after the meet.</p> <p><b><u>Saturday Duty Club</u></b>            Support the Technical Officials set up.            For most meets set up will be an hour before warm up on the morning of the meet. It is the Club's responsibility to liaise with the Meet Director or check with Swimming Waikato staff 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.</p> <p><b><u>Sunday Duty Club</u></b>            Support the Technical Officials to pack away all the meet equipment.</p> <p><b>NOTE:</b> The equipment is expensive and requires careful handling. Please be guided by the Technical Officials when dismantling and storing equipment.</p>	4
Marshalling	If required, the duty club is to provide people to assist with Marshalling the swimmers pre-race (See meet flyer). We require 3 for the Waikato Championships meet finals as	2-3

	one person needs to be a runner for the marshals to advise the control room if there are any changes to, who is racing in the finals (i.e., reserves are being used) so they can update this in the computer system. The Meet Director will provide a briefing.	
Food / Drinks	<p>Finger food – e.g., fruit, cheese and biscuits, sandwiches etc. Just small items to carry around pool-deck for the officials. Food is required for approximately 50 people. Clubs are not expected to spend a lot of money providing these refreshments – just keep it nice and simple. <b>Have all your club members contribute whether they have swimmers or not, most will be only too pleased to help.</b> Please ensure the kitchen is left in a tidy state. There is no longer an oven so please do not bring sausage rolls/pizza etc. unless they have already been cooked.</p> <p>Officials will be encouraged to bring their own water bottles for pool deck Please ensure that the urn in the kitchen is switched on when you arrive. Duty Clubs should bring along tea-towels, knives, platters etc. to be able to serve the food.</p> <p><b>NOTE:</b> If there are two/three sessions a day, lunch is provided by Swimming Waikato for the officials including control room staff. Swimming Waikato will also provide coffee, tea, milk, and coffee cups.</p>	2-3
Medals	Our Championship Meets require medals to be presented. Please provide two adults to get the medals ready for the presentation/to be collected by the clubs.	2
Chief Timekeeper	<p>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. This person is required to be there at start of warm up to communicate with the MC.</p> <p>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 a 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 and watches and bring them into the control room, check if all pencils are sharp for the next session. Please also check if all watches are back on zero.</p>	1

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

**Raffle** – Clubs can run a raffle to raise funds for their club on their assigned duty club day. This can be sold at the entrance and around the pool-deck.

**Duty Club List** – Please provide your list of volunteers together with what their roles are on the day by Wednesday close of business the week of the swim meet.

**Timekeepers** – On the day that your club is duty club, you are not required to provide any timekeepers, but you will on the other day of the two-day meet. Please fill out the volunteer form using the link provided on the swim meet flyer for this.

