

## **CLUB DUTIES FOR THE 2008/2009 CENTRE EVENTS**

**Please note** that all efforts to minimize the use of officials other than timekeepers from the duty club would be appreciated. This will help stop the decimation of available personnel from these clubs.

| <u><b>DATE</b></u>                     | <u><b>MEET</b></u>   | <u><b>SESSION</b></u> | <u><b>CLUB</b></u>   |
|--|----------------------|-----------------------|--|
| Saturday 18 <sup>th</sup> October 2008 | Junior Meet          | Session 1             | <b>MANGERE</b>   |
| Sunday 19 <sup>th</sup> October 2008   | Junior Meet          | Session 2             | <b>MANUREWA</b>  |
| Sunday 2 <sup>nd</sup> November 2008   | Distance Champs      |                       | <b>HOWICK PAKURANGA</b>  |
| Sunday 9 <sup>th</sup> November 2008   | Distance Champs      |                       | <b>PUKEKOHE</b>  |
| Sunday 7 <sup>th</sup> December 2008   | Anniversary Carnival | Session 1             | <b>PAPAKURA<br/>PAPATOETOE</b>   |
| Sunday 7 <sup>th</sup> December 2008   | Anniversary Carnival | Session 2             | <b>PUKEKOHE –Duty Club<br/>HPK-Help to Pack up</b>                             |
| Friday 23 <sup>rd</sup> January 2009   | Age Group Champs     | Session 1             | <b>MANUREWA-Duty Club<br/>WAIUKU-Help setup</b>                                |
| Saturday 24 <sup>th</sup> January 2009 | Age Group Champs     | Session 2             | <b>HPK - Duty Club</b>   |
| Saturday 24 <sup>th</sup> January 2009 | Age Group Champs     | Session 3             | <b>PAPAKURA –Duty Club</b>   |
| Sunday 25 <sup>th</sup> January 2009   | Age Group Champs     | Session 4             | <b>PUKEKOHE-Duty Club</b>  |
| Sunday 25 <sup>th</sup> January 2009   | Age Group Champs     | Session 5             | <b>PAPATOETOE-Duty Club<br/>MANUREWA-Help Pack up</b>                          |
| Sunday 8 <sup>th</sup> February 2009   | Sprint/Relay Champs  |                       | <b>WAIUKU / MANGERE<br/>Setup &amp; share Duty<br/>PAPATOETOE-Help pack up</b> |

### **Duty Clubs-**

**Refreshments, Announcer, Chief Timekeeper, Marshall's (2), Runner.  
Setup or pack away. As listed below.**

### **Clubs if listed to help set up or pack away-**

**Are to help duty club with setup or pack up to also provide, 1 Runner, and 1 Marshal as these sessions require a lot my work.**

# **GUIDE FOR DUTY CLUBS**

## **1. PRIOR TO ARRIVING AT POOL**

- Arrange for the following personnel and ensure their attendance:
  - False start rope operator
  - 2 x runners (children or adults)
  - Refreshments controller, (2) or more people to serve Officials
  - Adult to supervise Kitchen.
  - 3 X MEN to be available to set up Electronic Timing Pads (Heavy)
  - 2x Marshalls
  - 1x Announcer
- Duty club members to bring a plate for morning and/or afternoon tea

## **2. DUTY CLUB KITCHEN DUTIES**

### **Duty club members to bring a plate for duty session**

1. Responsible for refreshments for Officials ONLY -  
Control Room Officials, IOT, Referee's, Starter, Announcer, Ribbons/Medals Table, Timekeepers, Marshalls, Runners.
2. Clean up Kitchen and pack equipment for Catering Officer to pickup.
4. Responsible at the start of meet to provide a Juice Bottle and Water Bottle plus 3 cups to each Timekeeper's lane (saves continual visits for top ups especially in hot weather)

## **2. DRESSING POOL**

### **Start 30 minutes prior to warm up starting**

- a. Remove Timing Pads from storage room and boxes
- b. Set up Timing Pads in pool
- c. Position backstroke flags
- e. Position false start rope and make sure it is operational.
- f. 2 Weighted 50 Cm Tall Cones need to be positioned 15m out from the turn end
- g. Place Blocks with lane numbers at turn end of pool(far end)
- h. Position lane ropes
- i. Position Timekeepers Chairs and Officials Seating
- j. Assemble Gazebos x 3 over Timekeepers Area.
- k. Assemble Gazebo for Starter & Referee's
- j. Position Competitors clothing boxes
- k. Set up tables in control room
- l. Assemble Tent for marshalling Area.

## **3. UNDRESSING POOL**

- a. To undress pool - reverse item No2a to No 2l inclusive.
- b. All equipment to be stored in SCMA Storage Room and locked away.
- c. Pick up rubbish and tidy up after meet

## **4. AT CONCLUSION OF MEET**

Make arrangements, with the Association Secretary, to return the keys for the equipment room  
These two items must be done at the end of each session so that the arrangements for the next session can be made.