



ROLE OF COMPETITION TEAM (including Gala Secretary)

Club Galas

- To help manage the Clubs Galas – 3 per year, culminating in the Annual Club Champs and Awards at end of November:
 - Book venue via Treasurer who will ensure booking form and payment is made
 - Liaison with Head coach to decide age groups for galas
 - Ensure gala entry form is set up via the website
 - Write notices to go out to club advertising event
 - Ensure enough parent helpers are available and manage jobs at the gala
 - Print all paperwork for gala (essential to have this as back-up even if using electronic pads)
 - Manage the HyTEK system for galas run at Streatham
 - Ensure all trophies and medals are ordered
 - Manage the event on the night
 - Ensure raffle prizes are available
 - Refreshments for helpers

Pentagon Galas

- To be the interface between the Club and Pentagon committee (attend one AGM per year)
 - To ensure all Pentagon dates are communicated out
 - To liaise with Head Coach regarding team selection and fill gaps where selected swimmers are unable to make the gala
 - To manage the event on the one gala WDSC runs the door and raffle with refreshments for poolside helpers
 - To organise timekeeper and poolside help (and other officials as needed), for each gala.

Gala Programme

- In liaison with Head Coach, prepare a programme of Open Galas
 - WDSC is looking to increase the number of competitions and provide aspirational Open Galas for performance swimmers. Open Gala information can be found on the SwimEngland website. The gala secretary will work with the Head Coach to decide the level of Open Gala. For Open Galas a squad is not selected; swimmers are free to enter any races they would like to, providing (in more cases), they have a qualifying time. Entries are generally made using the HyTek system and swimmers need a Cat 2 membership (currently all our swimmers are Cat 1)
- All other galas:
 - Build up relationships with other clubs to see if WDSC can join other leagues (Octopus is full but worth touching base with once a year)
 - Keep in touch with Dorking SC as we are regularly invited to their galas
 - To help manage the Time Trials held throughout the year.
 - Where are entered in Open galas / pentagons / other comps, ensure we have the right officials / helpers in place by liaising with other clubs.
 - Where galas are run at Morden ensure a full paper system is in place.
- Ensure WDSC has a bank of qualified timekeepers and judge who can be used at all galas we enter.

Officials

As a club we need to recruit and train a number of officials who can then be available to help at the galas we run and attend as a club. Having qualified officials is crucial to swimming. It will often be a condition of the meets we enter as a club that we provide a certain number of officials. So by becoming qualified, you can directly help our swimmers. The training is a combination of theory and practical experience where you will be mentored by fully qualified officials.

If you would like to join our existing team of officials, please email Trudi stfreedman@btinternet.com.

It really does help the swimmers and is a rewarding way to spend a gala.

The ASA laws and rules dictate the number and type of officials that should be officiating at a gala. All these officials ensure that galas are run smoothly and fairly. The following list describes briefly the role of the various officials. If more than one is required the number is shown in brackets. This list is indicative of licenced and open meets but for our own internal galas we would not require so many 'officials'.

- **Referee.** Has complete control of the competition, the venue and the other officials in all matters of the swimming laws, moral conduct and security. If judges disagree, then **THE REFEREE'S DECISION IS FINAL.**
- **Starter.** Starts each event, has certain powers of disqualification.
- **Stroke Judge (2)-** Patrol the side of the pool to observe the swimmers conform to the Laws of strokes.
- **Place Judge (2).** Stand at the finish of each event to decide the official places, may also act as Turn Judge.
- **Turn Judge (2).** Observe the swimmers conform to A.S.A. Law regarding turns and relay take-overs.
- **Chief Timekeeper.** Records official time from each Timekeeper, if necessary adjusts them to suit the places with the supervision of the Referee.
- **Timekeeper.** Take and record the time of the swimmer in the lane allotted. This is the official time, which may be adjusted in accordance with A.S.A. Law to suit the official places, which take precedence over times.
- **Recorder.** Record the places and times on a master sheet, arrange the Finalists, or in the case of an Inter-Club Gala allocate the points gained by each swimmer on behalf of their club.
- **Announcer.** Announce results after they have been recorded, provides security awareness and any other relevant information.
- **Chief Whip.** Arranges the swimmers in each event into appropriate heats.
- **Whips.** Organise swimmers for the events and supervise the conduct of competitors. At club galas, whips are expected to arrange their allocated swimmers into the order on the programme, hand them over to the chief whips, and inform the chief whips of any swimmers who are missing.