



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

ANNOUNCER

1. Make announcements as necessary to comply with ASA Law and ASA Technical Rules.
2. Comply with the Referee's instructions regarding giving information about events, heats and finals.
3. Before the start of each competition session make an announcement of the safety requirements of the competition as provided in writing by the promoter;
4. Immediately following a decision of the promoter or referee on a matter of safety make all necessary announcements.
5. Make other announcements only as directed by the Promoter, Referee or other authorised person.

RUNNER

Preferably two runners are required to collect race results cards from the Chief Time keeper and pass them to the manual recorders or sorters, if no other provision is available.

MANUAL RECORDER

1. Record on the results sheets the names of teams and the allocated lane number.
2. Receive the race results from the runner.
3. On receipt of time and placing cards, check they are in the correct order. Note if a not faster than gala check placings are not given to swimmers who exceed the 'no faster then' time.
4. Record on the results sheet:
 - a. Name of swimmer
 - b. Placing
 - c. Time
 - d. Points
5. Pass cards to announcer.
6. Add up cumulative points for each team.
7. At completion of gala pass copy of results to each team manager.

CARD SORTERS (RESULTS)

1. Receive the race results from the runner.
2. Check that the event number is correct and that the times recorded support the placing. If AOE is in use, check that the event number, time and placing recorded on the time cards is as the signed AOE printout, refer any queries immediately back to the referee (do not attempt to sort it out).
3. Once checked place the cards in competitor order and pass to the assistant computer operator.
4. File all AOE printouts as per event and heat order and keep them until the competition has finished.



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5. Sort out cards into teams, so that they can be returned at end of competition.

ASSISTANT COMPETITION MANAGER SOFTWARE OPERATOR

GENERAL

Where possible the assistant computer operator must be familiar with the system being used to allow role swapping to reduce fatigue during the competition. Assist with data entry prior to the competition.

DURING GALA

1. Receives the cards from the Sorters (runner)
2. Reads competitor number and name to computer operator
3. Reads the official time to the computer operator. If DQ noted, reads the DQ reasons to the computer operator.
4. Pass cards back to sorters on completion of data entry.

COMPETITION MANAGER SOFTWARE OPERATOR

GENERAL

The computer operator must be familiar with the system being used.

PRIOR TO GALA

Enter competitor entry details into the meet software. Produce session timings and ensure that they do not exceed the required swimming time as stated in the licensing requirements; reject entries as required to meet this requirement.

1. Enter in competitor details.
2. Produce session timings.
3. Reject entries as required to meet timings
4. Produce cards for accepted swimmers
5. Produce accepted swimmers list by events for inclusion into program.

DURING GALA

The computer operator enters all the official times into the computer one heat at a time. The Assistant will read the data as the operator keys in the information (alternating jobs with the assistant will reduce fatigue). The operator and assistant must not get distracted with what is going on around them their job is to enter the approved (pre-sorted) data as fast and as accurately as possible and not making any decisions regarding the data. **Any queries about the data, is to be referred back to the referee(s).**

1. Confirm swimmers entry if secondary card system is being used in competition software.
2. Generate event starts sheets, one each for the Referee and Starter.
3. Inform Referee of any late entries.



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4. Enter the race results data as quickly and as accurately as possible (as read by the assistant computer operator), read back data entered to confirm it is correct.
5. Print draft results at least every 4 events.
6. Extract the names of the swimmers for any swim-off, semi-final or the final and arrange them in accordance with ASA Technical Rules.
7. Arrange for the early announcement of the names of swimmers for any swim-off, semi-final or the final so that they may be warned and, when this has been done, pass the list of names so announced to the other officials concerned.
8. Print out official results at end of sessions
9. Arrange for copies of official results to be available for team coaches.
10. Produce competition results in the format required by the ASA for all licensed meets and forward this to the Meet Manager.

COMPETITOR STEWARDS

At least one male and one female competitor stewards are required for the duration of the competition. They are to wear a distinguishing badge and are to be responsible for behaviour in the dressing rooms and report misbehaviour to the Referee. Report to the referee any observed violation of ASA Laws in regard to advertising, as well as any health & safety issues.

1. Receive the cards from the computer operator.
2. Assist the announcer in calling the swimmers to the marshalling area in a timely manner, to ensure the meet flows smoothly.
3. Place the swimmers in order as given by the cards. Report any missing swimmers to the announcer (time permitting) or the referee.
4. Direct the swimmers to the starting blocks when the proceeding race has started.

REFRESHMENTS

GENERAL

If unfamiliar with the venue, check for a fresh drinking water supply. If not available make suitable provisions for fresh water.

1. Ensure adequate supply of the following:
 - a. Orange & blackcurrant squash.
 - b. Disposable drinking cup.

Distribute drinks to all officials on a regular basis.